



Letter to Parents No. 1 – 2024/25

Dear Parents/ Guardians,

**2024/25 September Notice (1)**

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 2024/25
- b. School Calendar 2024/25
- c. Special Timetable for the first TWO DAYS of School Year 2024/25
- d. Conduct Grade Assessment Policy
- e. Supplementary Information on School Rules
- f. Arrangements for Late Homework Submission
- g. Permission for Posting Photos/Videos
- h. eNotice
- i. Library Online Reading Platform
- j. Student Health Service (with Attached Form)
- k. 2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme – Secondary School Outreach & eHealth (with Attached Form)
- l. Application for Special Examination Arrangements
- m. Prevention of Anxiety: Early Identification and Intervention School Based Project (S3 Only)
- n. Research Project Recording (S5 Only)
- o. "One Student - One Uniform Group" Scheme (S1 Only, Google Form)
- p. Student Health Survey & Medical History of Student
- q. Election of Parent Representatives to the School Management Committee
- r. Exercise Book Fees
- s. Student Card Photo-taking
- t. ePayment: Miscellaneous Fees
- u. ePayment: Collection of PTA Membership Fee

The reply slip should be duly completed on 3.9.2024 (Tuesday).



Yours faithfully,

KONG Pik-Chi  
Principal

The notice will be uploaded to our school website for your reference.  
2.9.2024

### **a. Guidance Notes for Parents 2024/25**

#### **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 <sup>th</sup> 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 effective from 10.9.2024, 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. Parents please arrange other after-school activities for students at or after 5:00 p.m.

#### **2. Precautionary Measures against Upper Respiratory Tract Infection and Communicable Diseases in School**

Co-operation from parents and students is 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 symptoms, especially fever, are 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 as 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**  
**b. School Calendar (5-Day Week) 2024/25**

Students' copy

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<b>September 2024</b>	1							1	
	2	2 ^	3 ^	4	5	6 ^	7	8	2/9 New School Year Begins 2-3/9 New School Year Arrangement 6/9 SA AGM 10/9 Joint Inauguration of Student Leaders
	3	9	10 ^	11	12	13	14	15	
	4	16	17	18 P	19	20	21	22	18/9 The day following the Chinese Mid-Autumn Festival
	5	23	24	25	26	27	28	29	
	6	30 S							30/9 1st Staff Development Day (School Holiday)
<b>October 2024</b>			1 P	2	3	4 ^	5	6	1/10 National Day
	7	7	8	9	10 ^	11 P	12	13	4/10 Swimming Gala 10/10 Special Arrangement-Day 5 11/10 Chung Yeung Festival
	8	14	15	16	17	18 ^	19	20	
	9	21	22	23	24 +	25 +	26	27	18/10 PTA AGM cum S1 Parents' Day 24/10-30/10 S1-S6 1st Term Uniform Test
	10	28 +	29 +	30 +	31				
<b>November 2024</b>						1	2	3	
	11	4	5	6	7	8	9	10	
	12	11	12	13 ^	14	15 ^	16	17	13/11 Speech Day Full Rehearsal 15/11 Speech Day 18/11 School Discretionary Holiday
	13	18	19	20	21	22	23	24	
	14	25	26	27	28	29 ^	30 ^		21/11 Special Arrangement-Day 1 22/11 S2 and S3 Parents' Day
<b>December 2024</b>								1	
	15	2	3	4 ^	5	6 ^	7	8	4/12 School Photo Taking Day 6/12 Edutainment@YLPSS-Learning Experience Day 14/12 Information Day for S1 Admission
	16	9	10	11	12	13	14 ^	15	
	17	16	17	18 ^	19 ^	20 ^	21	22	18/12 Special Arrangement-Day 5 19/12 One Class One Activity Day cum Christmas Assembly 20/12 School Picnic
	18	23	24	25 P	26 P	27	28	29	23/12-1/1 Christmas and New Year Holidays
	19	30	31						
<b>January 2025</b>				1 P	2	3	4 #	5	1/1 The First Day of January 3/1-20/1 S1-S5 Half-yearly Exam and S6 Mock Exam
	20	6 #	7 #	8 #	9 #	10 #	11 #	12	
	21	13 #	14 #	15 #	16 #	17 #	18 #	19	
	22	20 #	21 ^	22 ^	23 ^	24 S	25	26	21/1-23/1 Exam Paper Discussion 24/1 2nd Staff Development Day (School Holiday)
	23	27	28	29 P	30 P	31 P			27/1-8/2 Lunar New Year Holidays

+ Uniform Tests  
 ^ Special Events  
 # Examinations  
 School Holidays  
 P Public Holidays  
 S Staff Development Day

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
February 2025							1	2	27/1-8/2 Lunar New Year Holidays  10/2 2nd Term Begins 14/2 Last School Day for S6 17/2 Special Arrangement-Day 5  21/2 Parents' Day (Whole School) 22/2 S1 Admission Interview
	24	3	4	5	6	7	8	9	
	25	10 ^	11	12	13	14 ^	15	16	
	26	17	18	19	20	21	22	23	
		 ^				 ^	 ^		
	27	24	25	26	27	28			
March 2025							1	2	8/3 Alumni Day 13/3 - 14/3 Art Move Days  21/3 Open Day  24/3 - 25/3 Sports Days
	28	3	4	5	6	7	8 ^	9	
	29	10	11	12	13 ^	14 ^	15	16	
	30	17	18	19	20	21 ^	22	23	
	31	24 ^	25 ^	26	27	28	29	30	
	32	31							
April 2025			1	2	3	4	5	6	1/4 Special Arrangement-Day 5 2/4 HKDSE Chinese Language 3/4, 5/4 HKDSE English Language 4/4 Ching Ming Festival 7/4 HKDSE Mathematics 8/4 HKDSE Citizenship & Social Development 9/4-15/4 S1-S5 2nd Term Uniform Test 16/4-23/4 Easter Holidays  29/4-30/4 TSA Oral Exam
	33	7	8 ^	9 ^	10 +	11 +	12 +	13	
	34	14 +	15 +	16	17	18 P	19 P	20	
	35	21 P	22	23	24	25	26	27	
	36	28	29 ^	30 ^					
May 2025					1 P	2	3	4	1/5 Labour Day 2/5 School Discretionary Holiday 5/5 The Birthday of the Buddha 7/5 Special Arrangement-Day 1  31/5 Tuen Ng Festival
	37	5 P	6	7 ^	8	9	10	11	
	38	12	13	14	15	16	17	18	
	39	19	20	21	22	23	24	25	
	40	26	27	28	29	30	31 P		
June 2025								1	5/6 Special Arrangement-Day 5 6/6 3rd Staff Development Day (School Holiday) 9/6-24/6 S1-S5 Yearly Exam  19/6-20/6 TSA Written Exam  25/6-27/6 Exam Paper Discussion 27/6 S6 Graduation Ceremony 30/6-11/7 KLA Learning Days
	41	2	3	4	5 ^	6 S	7	8	
	42	9 #	10 #	11 #	12 #	13 #	14	15	
	43	16 #	17 #	18 #	19 ^#	20 ^#	21	22	
	44	23 #	24 #	25 ^	26 ^	27 ^	28	29	
	45	30 ^							
July 2025			1 P	2 ^	3 ^	4 ^	5	6	1/7 HKSAR Establishment Day  10/7-11/7 S1 Registration  14/7 End of School Year Ceremony 15/7-31/8 Summer Vacation 15/7 Pre-S1 Attainment Test 15/7-21/7 S5 Summer Enhancement Programme 16/7 Release of HKDSE Results
	46	7 ^	8 ^	9 ^	10 ^	11 ^	12	13	
	47	14 ^	15 ^	16 ^	17	18	19	20	
	48	21	22	23	24	25	26	27	
	49	28	29	30	31				

c. Special Timetable for the first TWO DAYS of School Year 2024/25

<div>Date</div> <div>Time</div>	2.9.2024 (Monday)	
8:15 a.m.	Preparatory Bell	
8:20 a.m. - 8:40 a.m.	Flag-raising Ceremony (Playground)	
8:40 a.m. - 9:50 a.m.	<b>S1 - S3</b>	<b>S4 - S6</b>
	Assembly (Hall)	Class Period (Homeroom)
9:50 a.m. - 10:05 a.m.	Recess	
10:05 a.m. - 11:15 a.m.	<b>S1 - S3</b>	<b>S4 - S6</b>
	Class Period (Homeroom)	Assembly (Hall)
11:15 a.m. - 12:00 n.n.	<b>S1</b>	<b>S2 - S6</b>
	S1 Induction (Homeroom)	Class Period (Homeroom)
12:00 n.n. - 12:15 p.m.	Recess	
12:15 p.m. - 1:00 p.m.	<b>S1</b>	
	S1 Induction (Homeroom)	

<div>Date</div> <div>Time</div>	3.9.2024 (Tuesday)		
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-S3	S4 - S6	
	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: Yuen House (Hall) Long House (Covered Playground)	Class Period (Homeroom)	
1:45 p.m. - 2:45 p.m.	Class Period (Homeroom)	House Meeting: Middle House (Hall) School House (Covered Playground)	

#### **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. The Use of Mobile Devices in School**

- 1.1 During school hours, parents may contact students through the General Office at 24762357 in case of an emergency.
- 1.2 If the use of mobile devices (mobile phones/tablets) before and after school is considered necessary, parents/guardians must observe the following:
  - 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 following:
    - Parents / guardians concerned will have to collect the mobile device in person.
    - 3 conduct marks will be deducted after the first violation.
    - Student concerned will be given a Black Mark after the second violation.
    - A minor demerit will be given after the third violation and for each instance of further violation.
- 1.3 Students should keep their mobile devices carefully. If they are lost, please notify the school as soon as possible.
- 1.4 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.
- 1.5 All records of violations will be counted at the end of each term.

### **2. 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.

### **3. Handling Latecomers**

Students who arrive at school after 8:15 a.m. or 1:55 p.m. will be considered late. A Black Mark will be issued for every 5 late arrivals. Parents will receive regular messages via eClass 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 7:45 a.m. and will be assigned duties. Students who are absent from the service without a valid reason will have 5 conduct marks deducted.

#### **f. Arrangements 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**. If a student submits homework late **10** times, they will receive **2 Black Marks**, and so on.
2. For S1 and S2 students who fail to submit homework on time, they will be required to attend **the detention class**. After-school detention classes will be held on **Mondays, Wednesdays and Fridays** (Tuesdays and Thursdays Period 10 are for class teacher tutoring). Detained students must attend the detention class in Room 309 after school until they have completed the late homework or 4:30 p.m.  
The school will not accept students' absences from detention class due to any extracurricular activities, paid training classes, school team practices, other personal activities, or private tutoring. Students who are absent from detention class without a valid reason will have their conduct scores deducted and must attend detention the next day.
3. Late submission of homework is recorded in the first term from 9.9.2024 (Monday) to 18.12.2024 (Wednesday). Late submission of homework is recorded in the second term from 10.2.2025 (Monday) to 4.6.2025 (Wednesday). Late homework submission records in the first term will not be carried forward to the second term.

Our school believes that close home-school cooperation is crucial to the effectiveness of this policy. Besides urging your child to complete homework every day, the school also hopes to maintain close contact with all parents. The school welcomes parents to contact the class teacher or subject teachers to work together for the future of their children.

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



#### **g. Permission for Posting Photos / Videos**

See the following sections for the arrangements for 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 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, projects, etc.) for educational and promotional purposes.

If you or your child have any enquiries about the above arrangements, please write to the respective class teacher on or before 6.9.2024 (Friday).

#### **h. 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. Alternatively, 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.

### **i. Library Online Reading Platform**

The school library will continue to provide “School JoyRead Club” Online Reading Platform for teachers and students this academic year.

“School JoyRead Club” e-book platform coordinates with over 40 Hong Kong publishing organizations, containing nearly 4,000 e-book titles. These include works from renowned local and Taiwanese publishers, university presses, and newspapers, providing readers with high-quality publications. The collection covers a diverse range of e-book genres in both Chinese and English, including social sciences, travel, general reference, fiction/essays, self-help, parenting, language learning, medicine, religion, comics, picture books, and children's literature. The company also provides e-reading platform for Hong Kong Public Libraries since 2021 and Macao Public Library since 2023.

The activation procedures are as follows:

1	Students can scan the QR code on this notice or download the “SJRC” app from Google Play or App Store beforehand. Alternatively, go to <a href="http://www.sjrc.club">www.sjrc.club</a> using a browser.		
	 	 	 SJRC website
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><b>Important:</b></p> <p>1. After the account is activated, students must change the password.</p> <p>2. The school has a total of 4,000 reading hours. Please fully utilize the reading hours and log out your account after reading.</p> <p>3. The account should only be used by the students of this school, please do not share it with others.</p>			

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-yee at 24762357.

**j. Student Health Service (with Attached Form)**

To safeguard the physical and psychological health of students 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 2024 to October 2025.

Please complete “Application & Consent Forms” from parents/guardians and return them to the school **before 6.9.2024 (Friday)** to facilitate the enrolment exercise. If you agree for your child to participate, please complete Parts A and B; if you do not, please complete Parts A and C.

Should you have any inquiries, please contact Ms. MOK Sui-sum, Noel at 2476 2357.

**k. 2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme – Secondary School Outreach & eHealth (with Attached Form)**

Our school has participated in the 2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme implemented by the Department of Health on 1.11.2024 (Friday), 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 consent form on or before 6.9.2024 (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.**

Besides, S1 students will receive eHealth Registration Consent Form. If parents or guardians consent to register for the eHealth, please complete and return it to school **before 6.9.2024 (Friday)**. The program is **voluntary**. 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 holidays; email: [ehr@ehealth.gov.hk](mailto:ehr@ehealth.gov.hk)).

Should you have any inquiries, please contact Ms. MOK Sui-sum, Noel at 2476 2357.

## **I. Application for Special Examination Arrangements**

### **Hong Kong Diploma of Secondary Education Examination:**

Students with special educational needs who are taking the Hong Kong Diploma of Secondary Education Examination can apply for Special Examination Arrangements (SEA). Students should submit their application to the school **during Secondary 4**, and the school will forward the SEA application to the Examinations Authority at the appropriate time. To ensure sufficient time for the school to trial the relevant SEA, **students should submit their application and the relevant expert reports as early as possible**. If students are unable to provide adequate supporting documents, their application will not be processed.

Students applying for SEA must submit the following documents through the school, in accordance with the “Application Guidelines” of the Examinations Authority:

1. A recent diagnostic report / assessment report issued by a professional (such as audiologists, speech therapists, psychologists, psychiatrists, etc.); and
2. A record of SEA provided in the school's internal assessments.

### **Internal Assessment:**

Form	S1 to S3 students with SEN	S4 to S6 students with SEN
DO NOT intend to apply	If students <b><u>do not intend</u></b> to apply for SEA this school year, they can still refer to the following practices and submit an application in the new school year.	If students <b><u>do not intend</u></b> to apply for SEA in the Hong Kong Diploma of Secondary Education Examination, there will also be no SEA for the school's internal assessments, examinations, and School-Based Assessments (SBA).
INTEND to apply	If students <b><u>intend</u></b> to apply for SEA in the school's internal assessments, they need to apply <b><u>every year</u></b> . Due to administrative procedures, <b><u>students must submit the report issued by a professional at least 6 weeks before the internal assessment, otherwise the relevant arrangements will be postponed to the next internal assessment</u></b> . The school will contact parents and students later for details.	If students <b><u>intend</u></b> to apply for SEA in the Hong Kong Diploma of Secondary Education Examination, they must submit the expert report by <b><u>September</u></b> . The school will contact parents and students later for details.

Should you have any inquiries, please contact Ms. NG Ka-yan at 2476 2357.

**m. Prevention of Anxiety Early Identification and Intervention School Based Project (S3 Only)**

Hospital Authority Child and Adolescent Mental Health Community Support Project (CAMcom) aims to provide various services for children and adolescents who suffer from anxiety and depressive mood. Their services include educational talks, groups, assessments and case consultation, etc.

This year, S3 students will participate in the “Prevention of Anxiety -Early Identification and Intervention School Based Project” to enhance the personal growth and mental health through diversified support services. Please refer to the attachment for details.

Shall you have any questions, or if you would like to access to/ amend your personal data held by CAMcom in accordance with the Personal Data (Privacy) Ordinance, you may contact school social worker Ms. Chan Kit Ying, or contact CAMcom social worker Ms. Chan Wing Kei at 5928 7666 on or before 3.9.2024 (Tuesday).

**Parent notice**  
**Prevention of Anxiety**  
**Early Identification and Intervention School Based Project**

2<sup>nd</sup> September 2024

Dear Parents/Guardians,

Hospital Authority Child and Adolescent Mental Health Community Support Project (CAMcom) aims to provide various services for children and adolescents who suffer from anxiety and depressive mood. Their services include educational talks, groups, assessments and case consultation, etc.

According to the experience overseas, appropriate early interventions may ease anxiety symptoms. In addition, their relationships with peers, parents and teachers could be improved as a result. Thus, many developed countries started to implement school-based early identification schemes and interventions targeting anxiety issues.

In view of this, we have collaborated with CAMcom to implement the 'Prevention of Anxiety - Early Identification and Intervention School Based Project' at our school, to enhance the personal growth and mental health of our students. Details of the project are as below:

Stage 1: Students fill out a questionnaire; to have preliminary understanding on their emotional condition

Stage 2: Base on the questionnaire results, we would contact the students who may suffer from anxiety as well as their parents on behalf of CAMcom social worker to arrange for further assessment and follow up

Stage 3: Provide suitable service for students in need, e.g., Anxiety management group

We would arrange students to fill out a questionnaire at school on 3 September, 2024. Information collected would be used for assessment, research and educational purpose only, and the personal data would be kept strictly confidential. If needed, we might invite parents/ students to fill out other supplementary questionnaires in order to provide appropriate interventions.

Shall you have any questions, or if you would like to access to/ amend your personal data hold by CAMcom in accordance with the Personal Data (Privacy) Ordinance, you may contact school social worker Ms. Chan Kit Ying, or contact CAMcom social worker Ms. Chan Wing Kei at 5928 7666.

Child and Adolescent Mental Health Community Support Project

#### **n. Research Project Recording (S5 Only)**

Our school's English department has been invited to participate in a research project led by a doctoral student from the UCL Institute of Education. The project is called "Exploring Hong Kong ELT teachers' practice in handling HKDSE Paper 3B Integrated Tasks."

As part of this research, three English lessons will be recorded, each lasting 35-45 minutes. The recordings will focus on the teachers' practices and will not capture students' faces. The recordings will be used solely for research purposes and kept strictly confidential.

If you have any questions or would like more information, please contact our English Panel Head in writing or by phone at 24762357 before 5.9.2024 (Thursday).

#### **o. 'One Student - One Uniform Group' Scheme (S1 Only, Google Form)**

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 2.9.2024 (Monday) and 3.9.2024 (Tuesday). 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 10.9.2024 (Tuesday)**.



<https://forms.gle/XqzYwUm5gC95F29j8>

All students are required to participate in all activities and meetings held by their uniform group.

Please feel free to contact Mr Lo Chi Fai by phone at 2476 2357 for any enquiries.

#### **p. 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 an 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			
×	<b>Allergy to drugs</b>		<b>Allergy to Aspirin</b>	
	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 prevent the school from having 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.

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3. Other supplementary information :

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I acknowledge the receipt of the following circulars:

- \*☐ Completed Part B of Medical History of Student.
- ☐ Part B of Medical History of Student is not applicable.
- ☐ Completed the Recommended treatment (if applicable) of Medical History of Student.

Signature of Parent/Guardian : \_\_\_\_\_

Name of Parent/Guardian : \_\_\_\_\_

9.2024

\*Please put a ✓ in the appropriate ☐.

**Yuen Long Public Secondary School**  
**Student Health Confirmation**

To the Principal of Yuen Long Public Secondary School,

My Child

- \*☐ will participate in Physical Education (PE) lessons and Extra-Curricular Activities (ECA).
- ☐ will participate in Swimming Gala on 4.10.2024 (Friday).
- ☐ will participate in Sports Days on 24.3.2025 (Monday) and 25.3.2025 (Tuesday).
- ☐ will apply for exemption from participating in Physical Education (PE) lessons 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 : \_\_\_\_\_ (    )

\_\_\_\_\_.9.2024

\*Please put a ✓ in the appropriate ☐.



Circular No.: 001(24/25)  
2 September 2024

Dear Parents,

**q. Election for Parent Representatives to the School Management Committee**

In the coming October, the election of parent representatives to the School Management Committee will be held to elect ONE representative. According to Article 10 (A) and (B) of the Association's Constitution, the representative seats of parent members of the School Management Committee must be elected through the election, and the Association has the obligation and responsibility to organize the election. According to the constitution of the Association, each parent can nominate at most one candidate, and there must be no less than three seconders. The candidates and the seconders must be parents of current students. Each nominated candidate should provide the Returning Officer with a brief personal introduction, which must be between 50 and 100 words.

Parents who wish to nominate other parents to run for the election, please return the following form together with the candidate's profile to Class Teacher(s) for forwarding to the Returning Officer on or before 4:00p.m. of 25.9.2024 (Friday). After the nomination deadline, if there is only one eligible candidate, that candidate will be automatically elected. If there is more than one candidate, parent representatives will be elected by the parents who attend the Annual General Meeting of Parents-Teachers Association on 18.10.2024 (Friday). We invite parents to nominate suitable candidates to fill the position.

Yours Sincerely,  
Returning Officer of election of parent representatives to the School Management Committee

Reply Slip

To: Yuen Long Public Secondary School

- ☐ I have been notified of the election matters, but I do not wish to make any nomination.  
☐ I have been notified of the election matters, and I wish to ☐ be elected ☐ to nominate the following parent to stand for election:

Parent's Name	Signature	Student's Name	Class	Class No.
Secunder's Name	Signature	Student's Name	Class	Class No.
1.				
2.				
3.				

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Class (Class No.): \_\_\_\_\_ (     )

\_\_\_\_\_.9.2024

\*Please put a ✓ in the appropriate ☐.

**r. Exercise Book Fees**

The number of exercise books and fees for **S1 to S3** students are listed below:

Items	Small Exercise Book \$1.7	Big Exercise Book \$2.5	Single- line Paper \$2	Square Paper \$2	Student Handbook \$12	Total
S1 to S3	11	7	3	1	1	\$56.2
<ul style="list-style-type: none"> <li>● <b><u>Students can pay by cash or cheque.</u></b> They 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. <b><u>No change will be provided.</u></b> Students can also pay by cheque payable to "Yes Industrial Limited".</li> <li>● The above is the recommended quantity of exercise books to be ordered. If students wish to purchase more exercise books according to their personal needs, please inform the class teacher on 3.9.2024 (Tuesday).</li> </ul>						

The arrangements for **S4 to S6** are as follows:

- **Students can pay by cash or cheque.** They 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.** Students can also pay by cheque payable to "Yes Industrial Limited".
- Students can purchase the number of exercise books based on their needs, but **Student's Handbook MUST be purchased.**
- Students please fill in the quantity in the following Google Form **before 11:00 a.m on 3.9.2024 (Tuesday)** and pay the fee to Class Teacher(s) or Class Monitor/ Monitress and hand it over to the teacher-in-charge. **Late applications will not be processed.**

S4 <a href="https://forms.gle/ZftHPFUqhbdF3Q2q7">https://forms.gle/ZftHPFUqhbdF3Q2q7</a>		S5 <a href="https://forms.gle/5XViEvLkRc4LnDEL9">https://forms.gle/5XViEvLkRc4LnDEL9</a>		S6 <a href="https://forms.gle/ch5y6EhduUcihYUC6">https://forms.gle/ch5y6EhduUcihYUC6</a>	
---	---	---	--	---	---

The next sale of exercise books will be held in February 2025.

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

**Expected Number of Exercise Books to be used for S4 and S5:**

<b>Subjects</b>	<b>Number of Small Exercise Book</b>	<b>Number of Large Exercise Book</b>	<b>Number of Single line Paper</b>	<b>Number of Square Paper</b>
<b>Chinese</b>	1	2	0	1
<b>English</b>	1	1	3	0
<b>Mathematics</b>	0	3	0	0
<b>BAFS</b>	0	2	1	0
<b>Biology</b>	1	2	1	0
<b>Chemistry</b>	1	1	0	0
<b>Chinese History</b>	1	0	0	0
<b>Chinese Literature</b>	2	1	0	0
<i>Citizenship and Social Development</i>	0	0	0	0
<i>ICT</i>	0	0	0	0
<b>Economics</b>	0	1	0	0
<b>Geography</b>	0	2	2	0
<b>History</b>	0	0	2	0
<i>Music</i>	0	0	0	0
<i>Physical Education</i>	0	0	0	0
<i>Physics</i>	0	0	0	0
<i>Visual Arts</i>	0	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>15</b>	<b>9</b>	<b>1</b>

**Expected Number of Exercise Books to be used for S6:**

<b>Subjects</b>	<b>Number of Small Exercise Book</b>	<b>Number of Large Exercise Book</b>	<b>Number of Single line Paper</b>	<b>Number of Square Paper</b>
<b>Chinese</b>	1	1	0	1
<b>English</b>	1	1	2	0
<b>Mathematics</b>	0	2	0	0
<b>BAFS</b>	0	2	1	0
<b>Biology</b>	1	2	1	0
<b>Chemistry</b>	1	1	0	0
<b>Chinese History</b>	1	0	0	0
<b>Chinese Literature</b>	1	1	0	0
<i>Citizenship and Social Development</i>	0	0	0	0
<i>ICT</i>	0	0	0	0
<b>Economics</b>	0	1	0	0
<b>Geography</b>	0	1	2	0
<b>History</b>	0	0	2	0
<i>Music</i>	0	0	0	0
<i>Physical Education</i>	0	0	0	0
<i>Physics</i>	0	0	0	0
<i>Visual Arts</i>	0	0	0	0
<b>TOTAL</b>	<b>6</b>	<b>12</b>	<b>8</b>	<b>1</b>

### **s. Student Card Photo-taking**

Our school will arrange a photography company to come to school on 10.9.2024 (Tuesday) to take Student Card photos for S1 to S6 students. All students must take photos to make student cards. Students are requested to bring cash to pay the photography company. No change will be provided.

Prices are listed below:

<b>Item</b>	<b>Price</b>
1. Student Card Only	\$22
2. Student Card & one dozen of photos	\$34
3. Student Card & two dozens of photos	\$46

For enquiries, please contact Ms. PANG Lai-mui, Eva at 2476 2357.

### **t. ePayment: 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 follows:

<b>Form</b>	<b>Item(s)</b>	<b>Amount (HK\$)</b>
S1 to S3	School-based Management Fund (SBM Fund) \$250	250
S4 to S6	School-based Management Fund (SBM Fund) \$250 Extra-curricular Activity Fee (ECA Fee) \$153	403

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 eClass ePayment in September. Parents are reminded to install "eClass Parent App" in advance and ensure that there is sufficient balance in their electronic wallet.



Circular No.: 002(24/25)

2 September 2024

Dear Parents,

#### **u. ePayment: Collection of PTA Membership Fee**

The aims of establishing Parents-Teachers Association are to foster home-school cooperation and communication and to work hand-in-hand for our students' growth and development. In order to achieve the above aims, various activities are held every year, such as parent education workshops, interest classes, Fruit Days, parent-child tour, university visits, warm-hearted lunch, Parents-Teachers Association publications and so on. This year, the Association will continue to serve everyone and promote the spirit of home-school cooperation. The Association can operate smoothly thanks to the strong support and payment of membership fees by parents. This year's membership fees will be collected according to the following principles:

- According to the Constitution (revised in October 2023), the membership fee is paid by the family as a unit. Form 1 students and transfer students only need to pay the membership fee once in the school year. In addition, the annual membership fee is determined by the Standing Committee.
- **The annual membership fee is \$40.**
- To assist parents and simplify administrative tasks, **the Association will charge Form 1 students a one-time fee of \$240 (i.e. 6 years of membership fee)**, and other forms will charge \$40 annually (except Form 2, as \$240 was collected in one lump sum last school year).
- The fee details are as follows:

S1

	Membership Fee (Taking the Family as a unit)
No sibling studying in our school	\$240
Having a sibling in S1	\$240 (Paid by the youngest sibling)
Having a sibling in S2	\$40 (Paid by the youngest sibling in S1)
Having a sibling in S3 to S6	\$240 (Paid by the youngest sibling in S1)

S2

	Membership Fee (Taking the Family as a unit)
No sibling studying in our school	No membership fee required
Having a sibling in S1	\$40 (Paid by the youngest sibling in S1)
Having a sibling in S2 to S6	No Membership Fee Required

S3 to S6:

	Membership Fee (Taking the Family as a unit)
No sibling studying in our school	\$40
Having a sibling in S1	\$240 (Paid by the youngest sibling in S1)
Having a sibling in S2	No membership fee required
Having a sibling in S3 to S6	\$40 (Paid by the youngest sibling)

Special circumstances:

- Transfer students: According to the Constitution (revised in October 2023), transfer students only need to pay membership fees once in the school year. The Association will collect the fee in a lump sum in proportion to the transfer student's school year. If the transfer student has any siblings studying at the school, the Association will collect membership fees from each family according to the above principles.

- Repeaters: The Association will collect membership fees from repeaters for that year. If the repeater has any siblings studying at the school, the Association will collect membership fees according to the above criteria.
- If there are other circumstances not covering above or any questions, please contact Ms. LEUNG Kit-man at 2476 2357 for enquiries.

The Association will use the school's eClass ePayment system to collect the above fees in October. We kindly request parents' cooperation with the school in this process.

Yours Sincerely,



CHAN Ka-ying  
Chairperson of Parents-Teachers Association  
Yuen Long Public Secondary School

### Reply Slip

To: Chairperson of Parents-Teachers Association, Yuen Long Public Secondary School

I have been notified of being a member of the Parents-Teachers Association, and I am willing to pay the Membership Fee.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Class (Class No.): \_\_\_\_\_ (     )

\_\_\_\_\_.9.2024

\*Please put a ✓ in the appropriate ☐.

Remarks: If you have more than one child studying in our school, please fill in the following information:

Other child(ren) in YLPSS:

- |    |                       |              |                  |
|----|-----------------------|--------------|------------------|
| 1. | Student's Name: _____ | Class: _____ | Class No.: _____ |
| 2. | Student's Name: _____ | Class: _____ | Class No.: _____ |
| 3. | Student's Name: _____ | Class: _____ | Class No.: _____ |
| 4. | Student's Name: _____ | Class: _____ | Class No.: _____ |





Letter to Parents No.1 – 2024/25

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 2024/25
- b. School Calendar 2024/25
- c. Special Timetable for the first TWO DAYS of School Year 2024/25
- d. Conduct Grade Assessment Policy
- e. Supplementary Information on School Rules
- f. Arrangements for Late Homework Submission
- g. Permission for Posting Photos/Videos
- h. eNotice
- i. Library Online Reading Platform
- j. Student Health Service (with Attached Form)
- k. 2024/25 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme – Secondary School Outreach & eHealth (with Attached Form)
- l. Application for Special Examination Arrangements
- m. Prevention of Anxiety: Early Identification and Intervention School Based Project (S3 Only)
- n. Research Project Recording (S5 Only)
- o. “One Student - One Uniform Group” Scheme (S1 Only, Google Form)
- p. Student Health Survey & Medical History of Student
- q. Election of Parent Representatives to the School Management Committee
- r. Exercise Book Fees
- s. Student Card Photo-taking
- t. ePayment: Miscellaneous Fees
- u. ePayment: Collection of PTA Membership Fee

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

\_\_\_\_\_.9.2024



家長通函第 1 號 – 2024/25

敬啟者：

2024/25 學年九月份學校安排須知 (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、 2024/25 家長須知
- 二、 校曆表 2024/25
- 三、 2024/25 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、 刊載照片／影片安排
- 八、 「電子通告」
- 九、 圖書館網上閱讀平台
- 十、 學生健康服務 (另附表格)
- 十一、 2024/25 季節性流感疫苗學校外展 (免費) 計劃及醫健通 (另附表格)
- 十二、 特別考試安排申請
- 十三、 校本學童焦慮情緒及早識別和介入服務計劃 (中三適用)
- 十四、 研究項目錄影 (中五適用)
- 十五、 「一人一制服團隊」活動 (中一適用，Google Form)
- 十六、 學童健康狀況調查及學生病歷
- 十七、 學校管理委員會家長委員選舉事宜
- 十八、 校簿費用
- 十九、 學生證拍攝
- 二十、 電子繳費：統一收費
- 二十一、 電子繳費：徵收家長教師聯誼會會費

請家長於 2024 年 9 月 3 日 (星期二) 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  
江碧芝謹啟

上述通告將上載至本校網頁，歡迎家長瀏覽。  
2024 年 9 月 2 日

## 一、2024/25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10日(星期二)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  
二、校曆表 2024/25

學生中文版

	週	一	二	三	四	五	六	日	
九月 2024	1							1	
	2	2	3	4	5	6	7	8	2/9 開學禮 2-3/9 新學年安排 6/9 學生會周年大會 10/9 學生領袖聯合就職典禮
	3	9	10	11	12	13	14	15	
	4	16	17	18	19	20	21	22	18/9 中秋節翌日
	5	23	24	25	26	27	28	29	
	6	30							30/9 第一次教師發展日(學校假期)
十月 2024			1	2	3	4	5	6	1/10 國慶日
	7	7	8	9	10	11	12	13	4/10 水運會 10/10 特別安排(星期五課堂) 11/10 重陽節
	8	14	15	16	17	18	19	20	
	9	21	22	23	24	25	26	27	18/10 中一家長日暨家長教師聯誼會會員大會 24/10-30/10 中一至中六上學期統一測驗
	10	28	29	30	31				
十一月 2024						1	2	3	
	11	4	5	6	7	8	9	10	
	12	11	12	13	14	15	16	17	13/11 畢業頒獎典禮全校綵排 15/11 畢業頒獎典禮 18/11 學校自決假期
	13	18	19	20	21	22	23	24	
	14	25	26	27	28	29	30		21/11 特別安排(星期一課堂) 22/11 中二及中三家長日
十二月 2024								1	
	15	2	3	4	5	6	7	8	4/12 學校拍照日 6/12 元朗公立中學學習體驗日 14/12 中一收生資訊日
	16	9	10	11	12	13	14	15	
	17	16	17	18	19	20	21	22	18/12 特別安排(星期五課堂) 19/12 一班一活動日暨聖誕聯歡會 20/12 學校旅行 23/12-1/1 聖誕節及元旦假期
	18	23	24	25	26	27	28	29	
	19	30	31						
一月 2025			1	2	3	4	5		1/1 一月一日 3/1-20/1 中一至中五半年試及中六模擬試
	20	6	7	8	9	10	11	12	
	21	13	14	15	16	17	18	19	
	22	20	21	22	23	24	25	26	21/1-23/1 試卷評講日 24/1 第二次教師發展日(學校假期) 27/1-8/2 農曆年假
	23	27	28	29	30	31			

+ 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

		週	一	二	三	四	五	六	日	
二月 2025								1	2	27/1-8/2 農曆年假  10/2 下學期開始 14/2 中六最後上課日 17/2 特別安排(星期五課堂)  21/2 家長日(全校) 22/2 中一自行分配學位面試日
	24	3	4	5	6	7	8	9		
	25	10 ^	11	12	13	14	15 ^	16		
	26	17	18	19	20	21	22	23		
	27	 ^				 ^	 ^			
三月 2025								1	2	8/3 校友日 13/3 - 14/3 藝術動感日  21/3 開放日  24/3 - 25/3 陸運會
	28	3	4	5	6	7	8	9 ^		
	29	10	11	12	13	14 ^	15 ^	16		
	30	17	18	19	20	21 ^	22	23		
	31	24 ^	25 ^	26	27	28	29	30		
	32	31								
四月 2025			1	2	3	4	5	6		1/4 特別安排(星期五課堂) 2/4 中文科文憑試 3/4, 5/4 英文科文憑試 4/4 清明節 7/4 數學科文憑試 8/4 公民與社會發展科文憑試 9/4-15/4 中一至中五下學期統一測驗 16/4-23/4 復活節假期  29/4-30/4 全港性系統評估—說話評估
	33	7	8 ^	9 ^	10 +	11 +	12 +	13		
	34	14 +	15 +	16	17	18 P	19 P	20		
	35	21 P	22	23	24	25	26	27		
	36	28	29 ^	30 ^						
	五月 2025	37	5 P	6	7 ^	8	9	10	11	
38		12	13	14	15	16	17	18		
39		19	20	21	22	23	24	25		
40		26	27	28	29	30	31 P			
六月 2025		41	2	3	4	5 ^	6 S	7	8	
	42	9 #	10 #	11 #	12 #	13 #	14 #	15		
	43	16 #	17 #	18 #	19 ^#	20 ^#	21	22		
	44	23 #	24 #	25 ^	26 ^	27 ^	28	29		
	45	30 ^								
	七月 2025	46		1 P	2 ^	3 ^	4 ^	5	6	
47		7 ^	8 ^	9 ^	10 ^	11 ^	12	13		
48		14 ^	15 ^	16 ^	17	18	19	20		
49		21	22	23	24	25	26	27		
		28	29	30	31					

### 三、2024/25 開課首兩天時間表

日期 時間	9 月 2 日 (星期一)	
上午 8:15	預備鐘	
上午 8:20 - 8:40	升旗禮 (操場)	
上午 8:40 - 9:50	中一至中三	中四至中六
	開學禮 (禮堂)	班主任節 (課室)
上午 9:50 - 10:05	小息	
上午 10:05 - 11:15	中一至中三	中四至中六
	班主任節 (課室)	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)	

<div>日期</div> <div>時間</div>	9 月 3 日（星期二）		
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	中一至中三	中四至中六	
	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： 元社（禮堂） 朗社（有蓋操場）	班主任節 （課室）	
下午 1:45 - 2:45	班主任節 （課室）	社員大會： 中社（禮堂） 學社（有蓋操場）	

#### 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學生偏差的行為。

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，每位學生均有 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。為鼓勵學生改過向善，訓導組另設有【自新計劃】供曾嚴重違規學生改過遷善，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. 行動裝置的使用

1.1 上課期間，家長如需要聯絡學生，可致電2476 2357，由學校員工轉達有關信息。

1.2 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。

1.3 學生必須小心保管行動裝置，如有遺失，請盡快通知校方。

1.4 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。

1.5 所有違規使用行動裝置的紀錄，每學期結算一次。

##### 2. 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。

##### 3. 有關學生遲到處分安排

學生在上午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 eClass 通知有關家長學生遲到情況。

遲到學生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。遲到學生若無故缺席「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. 中一及中二學生如未能依時交功課，**須留堂補做**。本學年留堂班將於**星期一、星期三及星期五**舉辦(星期二及星期四第 10 節為班主任輔導課)，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 2024 年 9 月 9 日（星期一）起至 2024 年 12 月 18 日（星期三）止；下學期遲交家課紀錄從 2025 年 2 月 10 日（星期一）起至 2025 年 6 月 4 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、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、學生感言和專題研習等），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 6 日（星期五）前以書面通知班主任。



## 八、「電子通告」

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。

## 九、圖書館網上閱讀平台

本校圖書館於本學年將繼續提供「金閱閣校園版」網上閱讀平台，供師生使用。

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

「金閱閣校園版」最大的特色是全面支援電腦、平版電腦及手提電話，學生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 2476 2357 與圖書館主任劉慧儀老師聯絡。

#### 十、學生健康服務（另附表格）

為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 2024 年 11 月至 2025 年 10 月進行健康檢查。

請家長／監護人於 2024 年 9 月 6 日（星期五）前填妥「學生健康服務參加表格及同意書」，同意參加者請填妥甲部及乙部，不同意參加者請填妥甲部及丙部，以便學校為學生辦理參加手續。

如有查詢，可致電 2476 2357 與莫瑞琛老師聯絡。

#### 十一、2024/25 季節性流感疫苗學校外展（免費）計劃及醫健通（另附表格）

本校參加了由衛生署推行之 2024/25 季節性流感疫苗學校外展（免費）計劃，將於 2024 年 11 月 1 日（星期五）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 6 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。

另外，本校將向中一學生派發「醫健通登記同意書」。如家長或監護人同意 貴子弟參加醫健通，請於 2024 年 9 月 6 日（星期五）前將同意書交回學校。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@chealth.gov.hk）。

如有查詢，可致電 2476 2357 與莫瑞琛老師聯絡。

## 十二、特別考試安排申請

### 香港中學文憑試特別考試安排申請：

有特殊教育需要的學生可申請香港中學文憑試的特別考試安排。學生須在中四學年內向學校提出申請，校方將於適當時間向考評局遞交調適申請。為預留足夠時間處理申請，並在校內試行相關的特別考試安排，學生應盡早提出申請，以及遞交相關的專家報告予吳家茵老師（A房）或楊文樂老師（B房）。如學生未能提交足夠的證明文件，其申請將不獲處理。

提出申請的學生，須按考評局的「申請指引」，經學校遞交以下文件：

1. 近期由專業人士發出的診斷報告 / 評估報告（專業人士如聽力學家、言語治療師、心理學家、精神科專科醫生等）；及
2. 校內特別考試安排紀錄。

### 校內測考特別考試安排申請：

年級	中一至中三特殊教育需要學生	中四至中六特殊教育需要學生
不擬申請	如學生在本學年 <u>不打算</u> 申請特別考試安排，仍可參考校方安排，於下個學年提出申請。	如學生 <u>不打算</u> 在香港中學文憑試申請特別考試安排，校內的統測、考試及校本評核(SBA)將不會安排調適。
有意申請	如學生 <u>有意</u> 在校內測考申請特別考試安排，仍需 <u>每年</u> 申請。由於行政需時， <u>學生需在測考前最少 6 星期遞交由專業人士發出的報告予吳家茵老師或楊文樂老師，否則相關安排會延至下一次測考。</u> 本校將於稍後時間聯絡家長及學生，安排相關的執行細節。	如學生 <u>有意</u> 在香港中學文憑試申請特別考試安排，須在 <u>9月內</u> 遞交專家報告予吳家茵老師或楊文樂老師。本校將於稍後時間聯絡家長及學生，安排相關的執行細節。

如有疑問，請致電 2476 2357 向吳家茵老師查詢。

## 十三、校本學童焦慮情緒及早識別和介入服務計劃（中三適用）

醫院管理局「兒情」計劃旨在協助受焦慮、抑鬱情緒困擾的兒童及青少年，為他們提供適切的支援服務，包括教育講座、小組活動、評估工作及個案諮詢等。本學年本校中三學生參與了計劃的「校本學童焦慮情緒及早識別和介入服務計劃」，透過多元化的支援服務，促進學童的個人成長及心靈健康。詳情請參閱附件。

如有疑問，或希望根據《個人資料(私隱)條例》要求查閱/ 改正「兒情」計劃持有閣下或閣下子女的個人資料，請於9月3日（星期二）或之前透過學校社工陳潔瑩姑娘聯絡機構，或致電5928 7666與計劃社工陳穎琪姑娘聯絡。

新界屯門青松觀路 15 號

青山醫院

「兒情」計劃 (新界西)

電話號碼: 5928 7666

傳真號碼: 2657 6022

敬啟者:

## 校本學童焦慮情緒及早識別和介入服務計劃 家長通知書

醫院管理局「兒情」計劃旨在協助受焦慮、抑鬱情緒困擾的兒童及青少年，為他們提供適切的支援服務，包括教育講座、小組活動、評估工作及個案諮詢等。

根據外國的經驗，大部份受焦慮情緒困擾的學童，若能及早接受適當的介入服務，焦慮的情緒會有所舒緩。除此之外，學童的同儕、親子、師生關係及學業成績各方面也許會有所改善。現時，很多先進國家也開始進行以學校為本的學童焦慮及早識別和介入服務。

有見及此，本計劃將與學校合辦「校本學童焦慮情緒及早識別和介入服務計劃」，透過多元化的支援服務，促進學童的個人成長及心靈健康。有關計劃的推行詳情如下：

第一階段：由學童填寫問卷，初步了解學童的情緒狀況

第二階段：根據問卷調查的結果，「兒情」計劃的專責社工會透過校方與懷疑受焦慮情緒困擾的學童聯絡，作進一步的跟進

第三階段：為合適的學童舉辦「見焦拆焦」青少年小組

本計劃社工將於 2024 年 9 月初發放有關問卷予 貴子女填寫，問卷內容只會用於評估、研究及教育之用，有關個人資料將會保密。如有需要，我們會進一步邀請 貴子女填寫相關問卷作資料補充，以便提供更適切的服務。

如你有任何疑問，或希望根據《個人資料 (私隱) 條例》要求查閱 / 改正「兒情」計劃持有你或你子女的個人資料，請透過學校社工陳潔瑩姑娘與我們聯絡，或致電 5928 7666 與本計劃社工陳穎琪姑娘聯絡。

此致

貴家長

「兒情」計劃 (新界西)

社工

陳穎琪姑娘

2024 年 9 月 2 日

#### 十四、研究項目錄影（中五適用）

本校中五級英文科獲邀參加由倫敦大學學院教育研究院博士研究生所進行的「探討香港英語教師處理香港中學文憑試英文聆聽綜合卷 Paper 3 Part B 的做法」研究項目。研究人員將會錄影三節英語課堂，每節介乎 35 至 45 分鐘。錄影將集中在老師的教學，不會拍到學生的臉部。這些錄影僅用於研究目的，並將嚴格保密。

家長如有任何疑問查詢，請於 9 月 5 日（星期四）或之前透過書面通知或致電 2476 2357 與本校英文科科主任聯絡。

#### 十五、「一人一制服團隊」活動（中一適用，Google Form）

為加強培育中一學生自律守己、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。中一學生須在本校六隊制服團隊中（基督少年軍、女童軍、香港交通安全隊、紅十字會青年團、童軍及香港海事青年團），選擇參加其中一隊。

本校訂於 9 月 2 日（星期一）及 9 月 3 日（星期二）為中一學生安排各制服團隊的介紹。請各中一學生於 9 月 10 日（星期二）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/XqzYwUm5gC95F29j8>

所有制服團隊安排之集會及活動，均屬校本課程一部分，學生必須依時出席。

如有查詢，請致電 2476 2357 與盧志輝老師聯絡。

#### 十六、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：

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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： \_\_\_\_\_

2024 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 2024 年 10 月 4 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 2025 年 3 月 24 日(星期一)及 3 月 25 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：\_\_\_\_\_ (    )

2024 年 9 月\_\_\_\_\_ 日

\* 請於適當的方格內加上「✓」號。

元朗公立中學  
家長教師聯誼會  
新界元朗公園南路 22 號  
電話 TEL : 2476 2357  
傳真 FAX : 2474 7119



PARENTS-TEACHERS ASSOCIATION  
YUEN LONG PUBLIC SECONDARY  
SCHOOL

22 TOWN PARK ROAD SOUTH,  
YUEN LONG

通告編號：001(24/25)

敬啟者：

### 十七、有關學校管理委員會家長委員選舉事宜

本會每年十月間皆舉行「學校管理委員會」家長委員選舉，以選出一位代表進入校管會共議校政。根據本會章程第十項（甲）及（乙）規定，「學校管理委員會」家長委員代表席位，須經公開選舉產生，而本會有義務及責任籌辦是項選舉。又按本會章程規定，每名家長最多可提名一位候選人，並須有不少於三位和議人，而候選人及和議人均必須為現在學生的家長。每位獲提名的候選人，須向選舉主任提供有關其個人資料的簡介，字數須介乎 50 至 100 字之間。若 貴家長欲參選或提名家長參選，請填妥下列表格，連同候選人簡介，於 9 月 25 日(星期五) 下午 4 時正或以前，囑 貴子弟交回班主任轉交選舉主任。假若在截止提名後，只有一名合資格的候選人，則該名候選人會自動當選；若有多於一名候選人，則在 10 月 18 日(星期五)會員大會中由家長投票選出。敬希各位家長踴躍支持是次選舉。

此致

貴家長

「學校管理委員會」家長委員選舉選舉主任

2024 年 9 月 2 日

### 回 條

敬覆者：

☐ 本人知悉有關選舉事宜，但本人不作任何提名。

☐ 本人知悉有關選舉事宜，本人 ☐參選 ☐提名 以下家長參選：

家長姓名	簽署	學生姓名	班別	學號

和議人姓名	簽署	學生姓名	班別	學號
1.				
2.				
3.				

此覆

「學校管理委員會」家長委員選舉選舉主任

家長姓名：\_\_\_\_\_

家長簽署：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別：\_\_\_\_\_ 學號：\_\_\_\_\_

2024 年 9 月 日

(請在適當的 ☐ 內加上「✓」號)

## 十八、校簿費用

茲將中一至中三學生之校簿數量及費用表列如下：

項目	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
中一至中三	11	7	3	1	1	\$56.2
<ul style="list-style-type: none"><li>● 學生可以<u>現金或支票</u>付款。學生若以現金付款，請填妥信封上的資料，並把款項放入其中，<u>不設找贖</u>。學生若以支票付款，支票抬頭為「日升實業(香港)有限公司」。</li><li>● 上述為建議訂購校簿數量。如學生欲按個人需要訂購更多的校簿，請於 9 月 3 日（星期二）告知班主任。</li></ul>						

中四至中六級安排如下：

- 學生可以現金或支票付款。學生若以現金付款，請填妥信封上的資料，並把款項放入其中，不設找贖。學生若以支票付款，支票抬頭為「日升實業(香港)有限公司」。
- 校簿數量可按個人需要訂購，惟學生手冊必須購買。
- 請學生於9 月 3 日（星期二）上午十一點或以前，在下列 Google Form 內填寫訂購數量，然後由班主任或班長收齊款項，轉交負責老師，以便辦理。逾期之申請將不會處理。

中四 <a href="https://forms.gle/ZftHPFUqhbdF3Q2q7">https://forms.gle/ZftHPFUqhbdF3Q2q7</a>		中五 <a href="https://forms.gle/5XViEvLkRc4LnDEL9">https://forms.gle/5XViEvLkRc4LnDEL9</a>		中六 <a href="https://forms.gle/ch5y6EhduUcihYUC6">https://forms.gle/ch5y6EhduUcihYUC6</a>	
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下學期售賣校簿日期約為 2025 年 2 月。

如有查詢，請致電 2476 2357 與何祈得老師聯絡。

中四至中五預期校簿使用數量：

科目	短單行簿 數量	長單行簿 數量	單行紙 數量	原稿紙 數量
中國語文	1	2	0	1
英國語文	1	1	3	0
數學	0	3	0	0
企業、會計及財務概論	0	2	1	0
生物	1	2	1	0
化學	1	1	0	0
中國歷史	1	0	0	0
中國文學	2	1	0	0
公民與社會發展	0	0	0	0
資訊及通訊科技	0	0	0	0
經濟	0	1	0	0
地理	0	2	2	0
歷史	0	0	2	0
音樂	0	0	0	0
體育	0	0	0	0
物理	0	0	0	0
視覺藝術	0	0	0	0
總數	7	15	9	1

中六預期校簿使用數量：

科目	短單行簿 數量	長單行簿 數量	單行紙 數量	原稿紙 數量
中國語文	1	1	0	1
英國語文	1	1	2	0
數學	0	2	0	0
企業、會計及財務概論	0	2	1	0
生物	1	2	1	0
化學	1	1	0	0
中國歷史	1	0	0	0
中國文學	1	1	0	0
公民與社會發展	0	0	0	0
資訊及通訊科技	0	0	0	0
經濟	0	1	0	0
地理	0	1	2	0
歷史	0	0	2	0
音樂	0	0	0	0
體育	0	0	0	0
物理	0	0	0	0
視覺藝術	0	0	0	0
總數	6	12	8	1

## 十九、學生證拍攝

本校將於9月10日（星期二）安排攝影公司到校為中一至中六學生拍攝學生證。所有學生必須拍攝學生證。請學生自備現金交予攝影公司，不設找贖。

價格如下：

項目	價格
1. 學生證	\$22
2. 學生證及一打證件相	\$34
3. 學生證及兩打證件相	\$46

如有查詢，請致電 2476 2357 與彭麗梅老師聯絡。

## 二十、電子繳費：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(HK\$)
中一至中三	學校管理新措施認可費用 \$250	250
中四至中六	學校管理新措施認可費用 \$250 課外活動費 \$153	403

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。

本校將於九月份經 eClass 內電子繳費系統收取費用，請家長預先安裝「eClass Parent App」及確保電子錢包內有足夠餘額。



通告編號：002(24/25)

敬啟者：

## 二十一、電子繳費：徵收家長教師聯誼會會費

家長教師聯誼會成立之宗旨在增強家長、教師和學校之聯繫，以促進學生品德與學業之發展。為達此目標，本會每年舉辦多項精彩活動，如家長教育工作坊、興趣班、水果日、親子旅行、參觀大學、心意午餐和出版家教會通訊等。今年，本會亦一始以往，盡力為大家服務，發揮家校合作精神。本會得以順利運作，全賴家長鼎力支持及繳納會費。而本年度會費會按以下原則收取：

- 根據會章（2023 年 10 月修訂版），會費以家庭為一單位繳付。中一學生及插班生於入學年度只須繳交一次會費。此外，每年會費由常務委員會決定。
- 每年會費為\$40。
- 為方便家長及簡化行政工作，本會將向中一學生一次性收取\$240（即 6 年會費），其他年級則逐年收取\$40（中二級除外，因上學年已一次性收取\$240）。
- 收費詳情如下：

中一級：

	會費 (以家庭為一單位)
沒有兄/弟/姊/妹就讀	\$240
有中一級的兄/弟/姊/妹就讀	\$240 (由最年輕的弟/妹繳付)
有中二級兄/姊就讀	\$40 (由中一級最年輕的弟/妹繳付)
有中三至中六級的兄/姊就讀	\$240 (由中一級最年輕的弟/妹繳付)

中二級：

	會費 (以家庭為一單位)
沒有兄/弟/姊/妹就讀	無須繳付會費
有中一級的弟/妹就讀	\$40 (由中一級最年輕的弟/妹繳付)
有中二至中六級的兄/弟/姊/妹就讀	無須繳付會費

中三至中六級：

	會費 (以家庭為一單位)
沒有兄/弟/姊/妹就讀	\$40
有中一級的弟/妹就讀	\$240 (由中一級最年輕的弟/妹繳付)
有中二級的弟/妹就讀	無須繳付會費
有中三至中六級的兄/弟/姊/妹就讀	\$40 (由最年輕的弟/妹繳付)

特殊情況：

- 插班生：根據會章（2023 年 10 月修訂版），插班生於入學年度只須繳交一次會費。本會將根據該插班生的入學年度按比例地一次性收取。如該名插班生有任何兄弟姊妹就讀本校，本會將根據上述原則向每個家庭收取會費。
- 重讀生：本會會向重讀生收取該年會費。如該名重讀生有任何兄弟姊妹就讀本校，本會將根據上述準則收取會費。
- 若有其他上述未能涵蓋的情況或任何疑問，請致電 2476 2357 向梁潔雯老師查詢。

本會將於十月使用學校電子繳費系統收取上述費用，請家長配合相關之安排。

此致  
各位家長



家長教師聯誼會主席  
陳家盈謹啟

2024 年 9 月 2 日

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### 回 條

敬覆者：

本人知悉成為 貴會會員事宜，並願意繳付會費。

此致  
家長教師聯誼會主席

家長姓名：\_\_\_\_\_

家長簽署：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別：\_\_\_\_\_ 學號：\_\_\_\_\_

2024 年 9 月 日

備註：若有多於一位子女就讀本校，請填寫以下資料：

1. 姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 學號：\_\_\_\_\_

2. 姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 學號：\_\_\_\_\_

3. 姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 學號：\_\_\_\_\_

4. 姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 學號：\_\_\_\_\_



家長通函第 1 號 – 2024/25

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、 2024/25 家長須知
- 二、 校曆表 2024/25
- 三、 2024/25 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、 刊載照片／影片安排
- 八、 「電子通告」
- 九、 圖書館網上閱讀平台
- 十、 學生健康服務（另附表格）
- 十一、 2024/25 季節性流感疫苗學校外展（免費）計劃及醫健通（另附表格）
- 十二、 特別考試安排申請
- 十三、 校本學童焦慮情緒及早識別和介入服務計劃（中三適用）
- 十四、 研究項目錄影（中五適用）
- 十五、 「一人一制服團隊」活動（中一適用，Google Form）
- 十六、 學童健康狀況調查及學生病歷
- 十七、 學校管理委員會家長委員選舉事宜
- 十八、 校簿費用
- 十九、 學生證拍攝
- 二十、 電子繳費：統一收費
- 二十一、 電子繳費：徵收家長教師聯誼會會費

此覆

元朗公立中學校長

家長／監護人簽署：\_\_\_\_\_

家長／監護人姓名：\_\_\_\_\_

2024 年 9 月 日