



Letter to Parents No.1 – 2022/23

Dear Parents/ Guardian,

2022/23 September 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. Guidance Notes for Parents 2022/23
- b. School Calendar (5-Day Week) 2022/23
- c. Special Timetable for the first TWO DAYS of School Year 2022/23
- d. Conduct Grade Assessment Policy
- e. Supplementary Information on School Rules
- f. Arrangement for Late Homework Submission
- g. Policy on Broadening the Pathways for Further Studies (Applicable to S3 to S5 students)
- h. Exercise Book Fees
- i. Student Association Membership Fee (S1 students only)
- j. Arrangement of Student Photos and Student Card Making
- k. Student Health Survey & Medical History of Student
- l. Adverse Weather Arrangements
- m. "One Student - One Uniform Group" Scheme
- n. Permission for Posting Photos/Videos
- o. eNotice
- p. S1 Parents' Day cum PTA AGM (2022/23) (CHINESE ONLY)
- q. Election for Parent Representatives to the School Management Committee (CHINESE ONLY)
- r. Collection of Membership Fee for PTA (CHINESE ONLY)

The reply slip should be duly completed on or before 8.9.2022 (Thursday). Parents who would nominate other parents please return the enclosed form together with the candidate's profile to class teachers on or before 23.9.2022 (Friday).



Yours faithfully,

IU Kok-Kin
Principal

a. Guidance Notes for Parents 2022/23

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 students would stay at school for revision and doing homework until 4:30 p.m. every Tuesday and Thursday with effective from 13.9.2022)

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 COVID-19

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

- According to the announcement on 30 August 2022 (Tuesday), EDB has decided to step up the vaccination requirements starting from 1.11.2022 (Tuesday). If individual schools (including secondary sections of special schools) plan to resume face-to-face classes for the whole school or individual class levels on or after 1.11.2022 (Tuesday), students who have received three doses of vaccine must reach 90% or above of the whole school or an individual class level. EDB, taking into account the actual circumstances of the schools, may allow them to resume whole-day face-to-face classes. If the new condition cannot be fulfilled, schools will have to revert to half-day face-to-face classes starting from the aforesaid date.
- Based on the latest anti-epidemic measures announced by EDB, our school is going to resume whole-day face-to-face classes from 2.9.2022 (Friday) to 31.10.2022 (Monday). In the meantime, parents are strongly urged to arrange for their children to receive three doses of the vaccine as soon as possible so that our school can continue to arrange whole-day face-to-face classes starting from 1.11.2022 (Tuesday).
- Pay attention to the health condition of your child. He/She should stay away from school and see a doctor immediately if symptom, especially fever, is detected.
- Supervise your child to take temperature, RAT and sign the "Temperature and Rapid Antigen Test Record Sheet" (**Please print the form A out**) for the school to check every morning. If students are not able to show the form with parent's signature, the school will conduct RAT for those students at school after getting the consent from the parent/guardian.
- After long vacation, on the first day of the face-to-face lessons, parents should fill in "Declaration Form for Travel History and Health Status of Students" (Form B) and ask your children to return it.
- To prevent infection, please ask your child to wear a mask (also applicable when taking school buses, nanny vans or other transportations) and bring tissue paper to school every day.
- 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 respiratory 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.

To effectively protect the health of students and prevent infectious diseases, all relevant parties must remain vigilant at all times and strengthen personal hygiene and environmental cleanliness. Parents' support is an important part. Our school once again urge all parents to work together in the new school year, always remind your children to pay attention to personal hygiene and implement all measures to prevent infectious diseases.

Yuen Long Public Secondary School
 2019 Coronavirus Disease (COVID-19)
 Declaration form for travel history and health status of students

Name of Student : _____ Class : _____ Sex : M/F

Please complete the below form and return to schools (Please put a "✓" in the appropriate box)

Part A – Travel history of your child outside Hong Kong in the past 14 days

My child has not been away from Hong Kong in the past 14 days prior to class resumption

My child has paid visit outside Hong Kong in the past 14 days prior to class resumption

Duration: From _____ (Month) ____ (Day) (Departure date)

To _____ (Month) ____ (Day) (Arrival date)

Destination (Please specify countries and cities) : _____

Part B – Whether your child has confirmed infection of COVID-19

My child has not confirmed infection for COVID-19.

My child has confirmed of COVID-19 infection and has already recovered. Hospitalization

Period : From _____ (Month) ____ (Day)

To _____ (Month) ____ (Day)

Part C – Health status of those taking care of your child, or those living with your child

Person taking care of or living together with my child has not confirmed infection for COVID-19

Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. (please delete as appropriate)

Relation with my child (please specify) _____

Person taking care of or living together with my child, has not been classified as “close contact of an infected person”^{*} of COVID-19.

Part D – Current health status of your child

My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Name of Parent/Guardian (in Block Letter) : _____

Signature of Parent/Guardian : _____

Date : _____

^{*} In general, close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.

Yuen Long Public Secondary School
b. School Calendar (5-Day Week) 2022/23

Students' copy

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
September 2022	1				1 ^	2 ^	3	4	1/9 New School Year Begins 1/9-2/9 New School Year Arrangement
	2	5	6	7	8	9 ^	10	11	9/9 SA AGM
	3	12 P	13	14 ^	15	16	17	18	12/9 The day following the Chinese Mid-Autumn Festival 14/9 Joint Inauguration of Student Leaders
	4	19	20	21	22	23	24	25	
	5	26	27	28	29	30 S			30/9 1st Staff Development Day (School Holiday)
October 2022							1 P	2	1/10 National Day
	6	3 ^	4 P	5	6	7	8	9	3/10 Swimming Gala 4/10 Chung Yeung Festival 14/10 PTA AGM cum S1 Parents' Day
	7	10	11	12	13	14 ^	15	16	
	8	17	18	19	20	21	22	23	
	9	24	25	26	27 +	28 +	29	30	27/10-2/11 S1-S6 1st Term Uniform Test
	10	31 +							
November 2022			1 +	2 +	3	4	5	6	
	11	7	8	9	10 ^	11 ^	12 ^	13	9/11 Speech Day Full Rehearsal 10/11 Special Arrangement - Day 5 11/11 Speech Day
	12	14	15 ^	16	17	18 ^	19 ^	20	14/11 School Discretionary Holiday 15/11 Special Arrangement - Day 1 18/11 S2 and S3 Parents' Day
	13	21	22	23	24	25	26	27	
	14	28 ^	29 ^	30 ^					28/11- 2/12 ESTP Camp
December 2022					1 ^	2 ^	3 ^	4	3/12 Information Day for S1 Admission
	15	5	6	7	8	9	10	11	
	16	12 ^	13	14	15	16 ^	17	18	12/12 Blood Donation 16/12 School Picnic
	17	19 ^	20 ^	21 ^	22	23	24	25	19/12 School Photo Taking Day 20/12 Special Arrangement - Day 5 21/12 One Class One Activity Day cum Christmas Assembly
	18	26 P	27 P	28	29	30	31		22/12-2/1 Christmas and New Year Holidays
January 2023								1	
	19	2 P	3	4	5 #	6 #	7 #	8	2/1 The day following the first day of January 4/1-20/1 S1-S5 Half-yearly Exam and S6 Mock Exam
	20	9 #	10 #	11 #	12 #	13 #	14 #	15	
	21	16 #	17 S	18 #	19 #	20 #	21 #	22	17/1 2nd Staff Development Day (School Holiday)
	22	23 P	24 P	25 P	26	27	28	29	23/1-2/2 Lunar New Year Holiday
	23	30	31						

+ Uniform Tests
^ Special Events
Examinations
Morning assembly: Wednesday

School Holidays
P Public Holidays
S Staff Development Day

c. Special Timetable for the first TWO DAYS of School Year 2022/23

Date \ Time	1.9.2022 (Thursday)	
8:15 am	Preparatory Bell	
8:20 am - 9:50 am	S1 - S3	S4 - S6
	Flag-raising Ceremony & Opening Ceremony (Hall)	Class Period (Homeroom)
9:50 am - 10:05 am	Recess	
10:05 am - 11:15 am	S1 - S3	S4 - S6
	Class Period (Homeroom)	Flag-raising Ceremony & Opening Ceremony (Hall)
11:15 am - 12:00 noon	S1	S2 - S6
	Induction Programme (Homeroom)	Class Period (Homeroom)
12:00 noon - 12:15 pm	Recess	Dismissal
12:15 pm - 1:00 pm	S1	
	Induction Programme (Homeroom)	

Date \ Time	2.9.2022 (Friday)		
8:15 am	Preparatory Bell		
8:20 am - 8:40 am	Roll call & Classwork (Homeroom)		
8:40 am - 9:25 am	S1	S2 - S3	S4 - S6
	Class Period (Homeroom)	Assembly (Hall)	Class Period (Homeroom)
9:25 am - 9:40 am	Recess		
9:40 am - 10:25 am	S1	S2 - S3	S4 - S6
	Induction Programme (Homeroom)	Class Period (Homeroom)	Assembly (Hall)
10:25 am - 11:10 am	S1	S2 - S6	
	Induction Programme (Homeroom)	Class Period (Homeroom)	
11:10 am - 12:25 pm	Lunch		
12:25 pm	Preparatory Bell		
12:30 pm - 12:45 pm	Roll call & Classwork (Homeroom)		
12:45 pm - 1:45 pm	House Meeting	Class Period	
	Yuen House (Hall) Long House (Covered Playground)	(Homeroom)	
1:45 pm - 2:45 pm	Class Period	House Meeting	
	(Homeroom)	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** 【日常表現分】 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. For details, please refer to a list of offences on the **Conduct Mark Deduction Record** 【扣分紙】. 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 respective class teacher.

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. LEE Kai-yin or Ms. MOK Sui-sum 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. **Uniform & Appearance**

To maintain a simple school ethos and create a harmonious learning environment, if it is necessary to wear face masks, they should be **plain in colour (white, light blue or light green)** without any political messages, decorative designs or patterns.

3. **Online Lesson and Test Arrangements**

Our school would like to reiterate that all online lesson and test arrangements are **ONLY applicable to cross-boundary students** after resuming face-to-face classes. Other local students who are late or fail to attend face-to-face lessons should follow the regular leave application procedures and provide supporting documentary proof such as a doctor's medical certificate. No local students are allowed to log in Zoom classrooms without prior application.

4. **Use of Mobile Phone**

If the use of mobile phones before and after school is considered necessary, students must make sure that the phone is switched off (vibrating mode is not acceptable). Parents/guardians concerned will have to collect the phone in person in case of violation. Parents are advised to read Part B (V) "Use of Mobile Phone" for more details and collaborate with the school to better the learning environment.

5. **Handling Late-comers**

Students arriving at school after 8:15am or 1:55pm are considered to be late. A Black Mark will be issued for every 5 late records. Parents will be informed with students' performance through SMS regularly.

Late-comers have to attend "Morning Service" on the next school day. They have to report to discipline teachers at 7:45am at main entrance and will be assigned duties. Students who are absent from the service without reasons will be punished with a deduction of 5 conduct marks.

6. **Template of Parents' Letter (Application for Leave)**

_____ (Date)

Dear Ms / Mr. _____ (class teacher)

Please be informed that my son / daughter _____ (name) in Class _____ (class) was not able to attend school on _____ (date) due to _____ (reasons).

The *medical certificate is attached for your reference. Thank you for your attention.

Parent's Name & Signature : _____

Contact No. : _____

**if applicable*

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 demerit for every 5 late homework submissions**.
2. (Whole-day Schooling) 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.

(Half-day Schooling) If S.1 and S.2 students fail to hand in their homework on time, they must **attend the detention class on Fridays in Room 309** until they finish the late assignments or 2:10 pm.

Students shall not be absent from detention classes due to attending any extracurricular activities, school team training, other personal activities, or private tutoring. Students who are absent from the detention class without reason must attend the detention class on the next day of detention class and their conduct marks will be deducted.

3. The late submission of homework is recorded for the first term from 13.9.2022 (Tuesday) till 16.12.2022 (Friday). The late submission of homework is recorded for the second term from 6.2.2023 (Monday) till 2.6.2023 (Friday). Late submission of homework records from the first term will not accumulate in 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. Policy on Broadening the Pathways for Further Studies (Applicable to S3 to S5 students)

Ever since the implementation of the New Academic Structure in September 2009, the school has provided a broad and balanced curriculum for senior forms, which allows students with different abilities, interests and aptitudes to develop their potentials. In addition to compulsory subjects, Applied Learning is also one of the elective subjects. Applied Learning offers studies with equal emphasis on practice and theory linked to broad professional and vocational fields. It aims to enable students to understand fundamental theories and concepts, and helps students explore their career aspirations and orientation of life-long learning.

All assessments of the Applied Learning courses (HKDSE Category B subjects) are undertaken by respective course providers based on students' performance during the courses. There is no public examination. The reporting of students' performance is refined to 'Attained', 'Attained with Distinction (I)' and 'Attained with Distinction (II)'. Performance of 'Attained with Distinction (I)' is comparable to Level 3 while 'Attained with Distinction (II)' is comparable to Level 4 or above of the Category A subjects of the HKDSE.

Tertiary institutions in general value the learning experiences of students acquired in Applied Learning. Applied Learning subjects are used as elective subjects, or considered for award of extra bonus or additional information, varying by individual institutions, faculties, or programmes. Therefore, taking Applied Learning courses can provide students with a wider variety of options.

In view of this, the school has introduced the following policies to promote multiple pathways for further studies:

Secondary 4 & 5 students

After both the Half-yearly Exam as well as the Yearly Exam, S4 students will be provided with a projection grade in each subject of HKDSE. If the projection grade of any of the elective subjects is Level 1 or below, S4 students have to apply for an Applied Learning course with teacher's guidance.

After being promoted to S5, students are allowed to study the original elective subject in addition to the chosen Applied Learning course. Students can complete the study of the elective subject in S6 provided that an expected projection grade of level 2 or above is attained in the Yearly Exam in S5.

If an expected projection grade of level 1 or below in any elective subject is attained in the Yearly Exam in S4 and S5, students have to drop the elective subject concerned and proceed with the Applied Learning Course admitted.

Applied Learning offers diversified courses which do not only broaden the horizons of students, but also allow students with different abilities and interests to develop their potentials and advance to their favorite tertiary institutions. For more information about Applied Learning courses, please refer to the following webpage:



<https://www.edb.gov.hk/tc/curriculum-development/cross-kla-studies/applied-learning/course-information/index.html>



For enquiries, please contact Assistant Principal Ms. CHEN Tsui-wah or Assistant Principal Mr. CHAN Wai-leong at 2476 2357.

h. Exercise Book Fees

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

	Small Exercise Book \$1.2	Big Exercise Book \$2.2	Single-line Paper \$2.7	Square Paper \$2.7	Student Handbook \$9.5	Total
S1 to S4*	10	6	1	1	1	\$40.1
* S1 to S4 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 1.9.2022 (Thursday).						
S5	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 1:00 p.m. in 2.9.2022 (Friday)</u> , and pay the fee (collected by Class Monitor/ Monitress) to the teacher-in-charge.					
S6	S5 https://forms.gle/HoqjLRChpAJbB4o9				S6 https://forms.gle/SjUDAhKyUqqURXL38	
						

Note that the Cross-border students can purchase the Exercise Books from the teacher-in-charge when they return to school.

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 2023.
2. S1 to S6 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 “Ying Wah Printing & Stationery Factory”.

i. Student Association Membership Fee (S1 students 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 7.9.2022 (Wednesday). 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 Mr. CHAN Yuk-lung at 2476 2357.

j. Arrangement of Student Photos and Student Card Making

Date and Time

Date	Time	Levels
8.9.2022 (Thursday)	8:30 a.m. - 12:40 p.m.	S1 - S3
9.9.2022 (Friday)	8:30 a.m. - 12:40 p.m.	S4 - S6 Supplementary photo taking for absentees

Price and Payment Method

CASH ONLY. PAY DIRECTLY TO THE STAFF.

Choice	Price
1 Student card only	\$12
2. Student card with photo (1 dozen)	\$18
3. Extra student photo (1 dozen)	\$8

Matters to be notified on Photo-taking day

1. All students must take photos to make student's card.
2. The photo taking company will mark the payment condition of students.
3. Class / Subject teachers are advised to mark down their subscription for reference.
If students have forgotten to bring money, class teacher please collect the money on / before 15.9.2022 (Thursday) and hand them to PLM on or before 16.9.2022 (Friday).
4. TA should be arranged to assist the flow and discipline.
5. Class/ Subject teachers should stay with the class and coach them back to the classroom after taking the photos.
6. Dressing and Appearance (Based on school rule)
 - a. Summer uniform
 - b. Black and tidy hair
 - c. Clear face, showing eyebrows and forehead
 - d. Girls tie up long hair
 - e. Boys must shave.

Venue

Hall

Arrangement for Absentees

1. If S1-S3 students are absent on 8.9.2022 (Thursday), they can have supplementary photo taking service on 9.9.2022 (Friday).
2. For those S1 absentees on 8.9.2022 (Thursday) and 9.9.2022 (Friday), they should hand in their photo (with name, class and class number on the back of the photo) and \$12 for making students card on or before 15.9.2022 (Thursday) to class teachers.
3. For S2-S6 absentees on both days, their photos taken last year would be used for making student card. The fee (\$12) should be handed to teacher i/c on or before 16.9.2022 (Friday).

Arrangement for Cross Boundary Students (CBS)


1. Student Photo
 - a. hard copy (with name, class and class number on the back of photos) should be handed into staff in the General Office in person.
 - b. through email: state their name, class and class number clearly on the mail (pa@ylpss.edu.hk)

2. Fee
 - a. Cash (In person / representative: Staff in the General Office)
 - b. Cheque: Payable to the company (iSmart Technology Limited)
3. Dressing
 - a. Summer school uniform
 - b. White collar shirt (boys and girls) / White round neck tee (girls only)

Arrangement for Applying Supplementary Student Cards

1. Students have to write a letter with reason to the teacher i/c for applying another student card.
2. The school will arrange application TWICE (Dec, Apr) in a school year. Processing time depends on the company operation.
3. Fee: \$10
 - a. Cash
 - b. Cheque: Payable to the company (iSmart Technology Limited)

Format of photo

(a) background in pink (b) summer uniform (c) minimum file size 1MB (for email)	
---	---

SERVICE PROVIDER

iSmart Technology Limited
 RM1206, FO TAN INDUSTRIAL CENTRE, SHATIN

k. 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 "x" in the appropriate box(es) and give details.

「x」	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, the parent of _____(____ Class)(____ Class no.), 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 : _____

_____.9.2022

*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) lesson and Eextra Curricular Activities (PE).
 will participate in Swimming Gala on 3.10.2022 (Monday).
 will participate in Sport Day on 6.7.2023 (Thursday) and 7.7.2023 (Friday).
 will apply for exemption from participate in Physical Education (PE) lesson and Extra Curricular Activities (PE).
 will provide a medical certificate to the class teacher.

Date of Exemption: From ____ . ____ .2022 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 : _____ ()

_____.9.2022

*Please put a ✓ in the appropriate

1. 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.

m. “One Student - One Uniform Group” Scheme

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, Road Safety Patrol, Hong Kong Red Cross Youth Unit, Scouts or Sea Cadets.

A promotion period for each uniform group is arranged from 1.9.2022 (Thursday) to 2.9.2022 (Friday).

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 8.9.2022 (Thursday).



<https://forms.gle/6n3DZy8DAnW1fVYC7>

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 at 2476 2357 for any enquiries.

n. Permission for Posting Photos / Videos

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

To broaden students' horizon, 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.

If you or your child has any enquiries about the above arrangements, please write to the respective class teacher on or before 9.9.2022 (Friday).

o. 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. For the user guide and other notices regarding "eNotice", please refer to the document on the school website related to "eNotice".

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.



Letter to Parents No.1 – 2022/23

Reply Slip

To the Principal of Yuen Long Public Secondary School,

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

- a. Guidance Notes for Parents 2022/23
- b. School Calendar (5-Day Week) 2022/23
- c. Special Timetable for the first TWO DAYS of School Year 2022/23
- d. Conduct Grade Assessment Policy
- e. Supplementary Information on School Rules
- f. Arrangement for Late Homework Submission
- g. Policy on Broadening the Pathways for Further Studies (Applicable to S3 to S5 students)
- h. Exercise Book Fees
- i. Student Association Membership Fee (S1 students only)
- j. Arrangement of Student Photos and Student Card Making
- k. Student Health Survey & Medical History of Student
- l. Adverse Weather Arrangements
- m. “One Student - One Uniform Group” Scheme
- n. Permission for Posting Photos/Videos
- o. eNotice
- p. S1 Parents’ Day cum PTA AGM (2022/23) (CHINESE ONLY)
- q. Election for Parent Representatives to the School Management Committee (CHINESE ONLY)
- r. Collection of Membership Fee for PTA (CHINESE ONLY)

ii) Adverse Weather Arrangements

I noticed the contingency measures under adverse weather. If the Education Bureau announces the suspension of classes during lesson time, the following decisions were made taking into consideration the age of my children and traffic condition*:

- [1]** I allow my children to return home by themselves when the rain subsides.
- [2]** I accompany my children home in person.
- [3]** The guardian _____ (Name) _____ (ID Card No.) _____ (Contact No.) will accompany my children home.

Parents’ Emergency Contact No. : _____ or _____

Signature of Parent/ Guardian: _____

Name of Parent/ Guardian: _____

_____.9.2022

Please tick in the appropriate .



家長通函第 1 號 – 2022/23

敬啟者：

2022/23 學年九月份學校安排須知 (一)

新學年開始，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：

- a. 2022/23 家長須知
- b. 校曆表 2022/23
- c. 2022/23 開課首二天時間表
- d. 操行等級評定政策
- e. 校規補充資料
- f. 關於遲交家課處理事宜
- g. 擴闊升學出路政策 (中三至中五學生適用)
- h. 校簿費用
- i. 學生會會費 (中一級學生適用)
- j. 學生證製作及學生照片服務
- k. 學童健康狀況調查及學生病歷
- l. 關於惡劣天氣之上課安排
- m. 「一人一制服團隊」活動
- n. 刊載照片／影片安排
- o. 有關「電子通告」事宜
- p. 中一家長日暨家長教師聯誼會 (2022/23) 周年大會
- q. 有關「學校管理委員會」家長委員選舉事宜
- r. 徵收家長教師聯誼會會費

請家長填妥《家長綜合回條》，並於 2022 年 9 月 8 日 (星期四) 或之前交回班主任。有意參加「學校管理委員會」會家長委員選舉之家長，請於 9 月 23 日 (星期五) 前交回《有關「學校管理委員會」家長委員選舉事宜》回條及候選人資料簡介 (附件一) 予班主任。

此致

各位家長



元朗公立中學校長

余國健謹啟

上述通告將上載於本校網頁「通告紀錄」中，歡迎家長瀏覽。

2022 年 9 月 1 日

a. 2022/23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：

早上課時間	8:15 a.m. 至 12:40 p.m.
午膳時間	12:40 p.m. 至 1:55 p.m.
下午課時間	1:55 p.m. 至 3:45 p.m. (部份高中班別設有第十節，上課時間: 3:55 p.m. 至4:30 p.m.) (中一級同學由9月13日開始，逢星期二及星期四留校至4:30 p.m.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效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（全日上課時適用）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 預防流感、冠狀病毒病及傳染病的措施

茲因本港仍受冠狀病毒病疫情威脅，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：

- 教育局於2022年8月30日（星期二）宣布在今年11月1日（星期二）起將提高接種要求。個別中學（包括特殊學校的中學部）如有意於今年11月1日（星期二）或以後為全校或個別級別學生安排全日面授課堂，接種三劑疫苗的學生必須達到全校或該個別級別的90%或以上。教育局會按這些學校的情況讓有關學生安排全日面授課堂，否則學校必須於當日起進行半天面授課堂。
- 因應教育局最新的防疫指引，本校暫按原定安排，於2022年9月2日（星期五）至10月31日（星期一）進行全日面授課堂，在此期間，懇請各位家長盡快為子女接種三劑疫苗，好讓本校於11月1日（星期二）起能繼續安排全日面授課堂。
- 留意子女的健康狀況，如出現病徵，尤其發燒，切勿上學，並立即求醫。
- 每天上學前為子女量度體溫及做快速抗原測試，並帶回已有家長簽署的《量度體溫及快速抗原測試記錄表》（自行列印表格A）。學生進入校舍前，若未能出示已簽署的記錄表，學校將在獲得家長 / 監護人的同意後，為學生在校內進行快速抗原測試。
- 長假期後，面授課程首天，請家長填妥「2019冠狀病毒病學生外遊及健康狀況申報表」（表格B），並促 貴子弟交回。
- 為防感染，請促請學生每天上學時（包括乘坐交通工具）必須戴上口罩，並帶備紙巾。
- 學生如有不適或需留院觀察，家長需即時通知學校（☎ 2476 2357）。
- 學生如有流感症狀，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，各有關人士必須時刻保持警覺，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

2019 冠狀病毒病
學生外遊及健康狀況申報表

學生姓名：_____ 班別：_____ 編號：_____ 性別：男/女

請填妥下列表格交回學校（在適當方格上加上「✓」號）。

甲部 – 14 天內的學生外遊紀錄

本人子女在復課前 14 天內沒有離開香港

本人子女在復課前 14 天曾到訪香港境外的國家/地區

離港時期：由 2022 年____月____日（離港日期）至____月____日（抵港日期）

外遊地點（請列明國家及城市）：_____

乙部 – 學生是否曾經確診

本人子女沒有證實患上「2019 冠狀病毒病」。

本人子女曾證實患上「2019 冠狀病毒病」，並已痊癒。

留院日期：由____月____日至____月____日

丙部 – 照顧學生、或與學生同住的人士的健康情況

照顧本人子女、或與其同住的人士均沒有證實患上「2019 冠狀病毒病」。

照顧本人子女、或與其同住的人士中，有證實患上「2019 冠狀病毒病」，現已經痊癒/仍留院醫治/出院進行藥物治療（請刪去不適用者）。

該患者和本人子女的關係：_____

照顧本人子女、或與其同住的人士中，並沒有被衛生署界定為「2019 冠狀病毒病」確診個案的「密切接觸者」。

丁部 – 學生的健康狀況

本人子女沒有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。

家長/監護人簽署：_____

家長/監護人姓名：_____

日期：_____

元朗公立中學
b. 校曆表 2022/23

學生中文版

週	一	二	三	四	五	六	日		
2022 九月	1				1 ^	2 ^	3	4	1/9 開學禮 1/9-2/9 新學年安排 9/9 學生會周年大會
	2	5	6	7	8	9 ^	10	11	
	3	12 P	13	14 ^	15	16	17	18	12/9 中秋節翌日 14/9 學生領袖聯合就職禮
	4	19	20	21	22	23	24	25	
	5	26	27	28	29	30 S			30/9 第一次教師發展日(學校假期)
2022 十月						1 P	2		1/10 國慶日
	6	3 ^	4 P	5	6	7	8	9	3/10 水運會 4/10 重陽節 14/10 中一家長日暨家長教師聯誼會會員大會
	7	10	11	12	13	14 ^	15	16	
	8	17	18	19	20	21	22	23	
	9	24	25	26	27	28 +	29 +	30	27/10-2/11 中一至中六級上學期統一測驗
	10	31 +							
2022 十一月		1	2 +	3 +	4	5	6		
	11	7	8	9 ^	10 ^	11 ^	12	13	9/11 頒獎典禮全校綠排 10/11 特別安排(星期五課堂) 11/11 頒獎日 14/11 學校自決假期 15/11 特別安排(星期一課堂) 18/11 中二及中三家長日
	12	14	15	16	17	18 ^	19	20	
	13	21	22	23	24	25	26	27	
	14	28 ^	29 ^	30 ^					28/11- 2/12 多元智能躍進計劃
2022 十二月				1 ^	2 ^	3 ^	4 ^		3/12 中一收生資訊日
	15	5	6	7	8	9	10	11	
	16	12 ^	13	14	15	16 ^	17	18	12/12 捐血日 16/12 學校旅行 19/12 學校拍照日 20/12 特別安排(星期五課堂) 21/12 一班一活動日暨聖誕聯歡會 22/12-2/1 聖誕節及元旦假期
	17	19 ^	20 ^	21 ^	22	23	24	25	
	18	26 P	27 P	28	29	30	31		
2023 一月							1		
	19	2 P	3	4	5 #	6 #	7 #	8	2/1 元旦翌日 4/1-20/1 中一至中五級半年試及中六模擬試
	20	9 #	10 #	11 #	12 #	13 #	14 #	15	
	21	16 #	17 S	18 #	19 #	20 #	21 #	22	17/1 第二次教師發展日(學校假期)
	22	23 P	24 P	25 P	26	27	28	29	23/1-2/2 農曆年假
23	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	
2023 二月	23			1	2	3	4	5	3/2-7/2 試卷評講日
	24	6	7	8	9	10	11	12	6/2 下學期開始 10/2 中六級最後上課日
	25	13	14	15	16	17	18	19	
	26	20	21	22	23	24	25	26	24/2 家長日(全校)
	27	27	28						
2023 三月	28	6	7	8	9	10	11	12	2/3-3/3 藝術動感日 4/3 中一級自行分配學位面試日 7/3 特別安排(星期五課堂) 10/3 開放日暨一學會一活動日 11/3 校友日 13/3 學校自決假期
	29	13	14	15	16	17	18	19	
	30	20	21	22	23	24	25	26	
	31	27	28	29	30	31			29/3-4/4 中一至中五級下學期統一測驗 29/3-4/4 中一至中五級下學期統一測驗
2023 四月	32	3	4	5	6	7	8	9	5/4 清明節 6/4-15/4 復活節假期
	33	10	11	12	13	14	15	16	
	34	17	18	19	20	21	22	23	18/4- 19/4 全港性系統評估—說話評估 21/4-22/4 英文科文憑試 24/4 數學科文憑試 25/4-26/4 中文科文憑試 27/4 通識科文憑試
	35	24	25	26	27	28	29	30	
2023 五月	36	1	2	3	4	5	6	7	1/5 勞動節
	37	8	9	10	11	12	13	14	
	38	15	16	17	18	19	20	21	
	39	22	23	24	25	26	27	28	24/5 特別安排(星期五課堂) 26/5 佛誕
	40	29	30	31					
2023 六月	41	5	6	7	8	9	10	11	9/6 第三次教師發展日(學校假期)
	42	12	13	14	15	16	17	18	12/6-28/6 中一至中五級年終考試 15/6-16/6 全港性系統評估—筆試 22/6 端午節
	43	19	20	21	22	23	24	25	
	44	26	27	28	29	30			26/6-27/6 中一至中五級操行會議 29/6-3/7 試卷評講日 30/6 中六級畢業禮
2023 七月	45	3	4	5	6	7	8	9	1/7 香港特別行政區成立紀念日
	46	10	11	12	13	14	15	16	4/7-12/7 學習領域研習日 6/7-7/7 陸運會 11/7 一學會一活動日 13/7 散學禮 13/7-14/7 中一新生註冊 14/7-31/8 暑假 17/7-21/7 中五暑期增益班 18/7 中一入學前學科測驗 19/7 文憑試放榜
	47	17	18	19	20	21	22	23	
	48	24	25	26	27	28	29	30	
	49	31							

c. 2022/23 開課首兩天時間表

日期 時間	9月1日(星期四)	
上午 8:15	預備鐘	
上午 8:20 - 9:50	中一至中三	中四至中六
	升旗禮及開學禮(禮堂)	班主任節(班房)
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(班房)	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(班房)	班主任節(班房)
中午 12:00 - 12:15	小息	放學
下午 12:15 - 1:00	中一	
	適應課程(班房)	

日期 時間	9月2日(星期五)		
上午 8:15	預備鐘		
上午 8:20 - 8:40	點名及班務(班房)		
上午 8:40 - 9:25	中一	中二至中三	中四至中六
	班主任節(班房)	禮堂集會	班主任節(班房)
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(班房)	班主任節(班房)	禮堂集會
上午 10:25 - 11:10	中一	中二至中六	
	適應課程(班房)	班主任節(班房)	
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(班房)		
下午 12:45 - 1:45	社員大會	班主任節	
	元社(禮堂) 朗社(有蓋操場)	(班房)	
下午 1:45 - 2:45	班主任節	社員大會	
	(班房)	中社(禮堂) 學社(有蓋操場)	

d. 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、【日常表現分】佔 30% 及
- 二、【上課表現分】佔 70%。

每學期初，每位同學均有 100 分【日常表現分】，如發生違規行為則會按嚴重程度而扣減（詳情請參考扣分紙），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。此外，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，唯同學是否被獲發【自新計劃】，則由訓導組老師作出安排，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 向訓導主任李蹊言老師或莫瑞琛老師聯絡。

e. 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. 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. Zoom 網上課堂及測考安排

恢復面授課堂後，所有Zoom 網上課堂及測考安排只適用於跨境學生，其他學生如遲到或請假，一律按照現有機制處理。學生不得擅自登入網上教室。

4. 有關學生攜帶手提電話回校

如同學需要攜帶手提電話回校，在學校範圍內及任何時間，除獲老師准許外，學生必須關掉電話(包括響鬧提示功能)。如有違反，同學的手提電話會被校方暫時保管，並需由家長親自來校取回。家長請詳細閱讀學生手冊校規乙部之(五)【手提電話的使用】，並督促貴子弟遵守有關規定。

5. 有關學生遲到處分安排

同學在早上8:15或下午1:55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」，在早上7:45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。

6. 請假信(病假/事假)參考

___班主任 / ___老師：

*小兒 / 小女(姓名)_____ (班別)____，
於(日期)_____，因(病/事)
請假___天，並於(日期)_____回校上課，特函通知。
附：隨函附上*就診證明 / 其他：

學生家長： _____
聯絡電話： _____
日期： _____

f. 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，我們深信透過課業可幫助學生吸收及鞏固知識，及容讓老師更為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。
[半日課堂適用]中一及中二學生如未能依時交功課，須出席星期五的留堂班，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 2:10。
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，並須於下個留堂日出席留堂班。
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。本學年上學期遲交家課紀錄將從 2022 年 9 月 13 日（星期二）起至 2022 年 12 月 16 日（星期五）止；下學期遲交家課紀錄從 2023 年 2 月 6 日（星期一）起至 2023 年 6 月 2 日（星期五）止。

本校深信通過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，務求家校能緊密合作，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。

g. 擴闊升學出路政策（中三至中五學生適用）

自 2009 年 9 月推行新學制開始，學校所提供寬廣而均衡的高中課程皆能讓不同能力、興趣和性向的學生盡展所長。除了必修科目外，應用學習亦為選修科目之一，其課程兼具實踐與理論，學生不但可從課程中學習相關內容和概念，更能探索自己的事業抱負和終身學習方向。

於成績匯報方面，應用學習課程屬於香港中學文憑考試乙類科目，不設公開考試，成績以同學於修讀期間的課業作評估。當中成績細分為：「達標」、「達標並表現優異(I)」和「達標並表現優異(II)」三項。考獲「達標並表現優異(I)」等同香港中學文憑考試第三級的成績，而「達標並表現優異(II)」的更等同第四級或以上的成績。

香港各大專院校均認可同學在應用學習所累積的學習經驗，個別院校、學院或課程亦承認應用學習科目作為入學所要求的選修科目、甚至給予額外分數或作為額外輔助資料，故此修讀應用學習課程更可為同學提供多元化的出路選擇。

有見及此，校方引入以下政策，讓同學有更多元化的升學出路：

應屆中四及中五學生

中四半年試及年終試結束後，校方除發出成績表外，更將以統計方法為同學提供各科於香港中學文憑考試的預期成績，假如任何一個選修科目的預期成績為一級或以下，同學經老師指導下需報讀應用學習課程。

同學升上中五後，除了須要修讀已選擇之應用科目外，校方亦會讓同學選擇試讀原定選修科。同學只要在中五年終試中，原定選修科考獲達到二級或以上的預期成績，同學仍可於中六繼續完成修讀所選科目。

假如同學在中五年終試的預期成績中，任何一個選擇修科連續兩年只考獲一級或以下，同學便需退修有關選修科目，以便全力應付核心科目、選修科目及應用學習科目。



應用學習所提供的課程極多元化，修讀應用學習課程不但能擴闊同學眼界，並可讓不同能力和興趣的學生盡展所長，更能以此升讀心儀大專院校。如想了解更多應用學習課程的資料，可參閱以下網頁：<https://www.edb.gov.hk/tc/curriculum-development/cross-kla-studies/applied-learning/course-information/index.html>。

如家長有任何查詢，可致電 2476 2357 與陳翠華副校長或陳偉亮副校長聯絡。



h. 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 \$1.2	長單行簿 \$2.2	單行紙 \$2.7	原稿紙 \$2.7	學生手冊 \$9.5	總數
中一至中四*	10	6	1	1	1	\$40.1
* 為讓同學有足夠校簿使用，上述為建議訂購校簿數量。同學欲按個人需要訂簿，請於 9月1日（星期四） 當日告知班主任。						
中五	校簿數量可按個人需要，惟 <u>學生手冊必須購買</u> 。 請同學於 9月2日（星期五）下午 1:00 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	S.5 https://forms.gle/HoqdjLRChpAJbB4o9		S.6 https://forms.gle/SjUDAhKyUqgURXL38			

注意：跨境生待回校後再向負責老師購買。

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 2023 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「英華文具印刷廠」。

i. 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 7 日（星期三）前把會費交予班主任。中一跨境生請委託親友到校交費予班主任。

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 與陳玉龍老師聯絡。

j. 學生證製作及學生照片服務

日期和時間

日期	時間	班級
9月8日 (星期四)	上午 8:30 - 下午 12:40	中一至中三
9月9日 (星期五)	上午 8:30 - 下午 12:40	中四至中六 缺席同學補拍

價格和付款方式

只收現金，直接交給服務商。

服務項目	價格
1. 學生證	\$12
2. 學生證及照片 (一打)	\$18
3. 額外學生照片 (一打)	\$8

地點

學校禮堂

拍照日安排

1. 所有學生必須拍照製作學生證
2. 拍照公司會記錄學生付款情況 (只做學生證 / 學生證加相片) 以供日後參考。
3. 學生於拍照日忘記帶錢，請班主任於 9 月 15 日 (星期四) 或之前收齊欠款，並於 9 月 16 日 (星期五) 或之前交負責老師。
4. 教學助理協助安排學生流程，維持秩序。
5. 班主任 / 科任老師應留在學生身邊，維持秩序並於拍照後，指導他們返回課堂。
6. 儀容服飾 (參照校規要求)
 - a. 夏季校服
 - b. 黑色頭髮 (不得遮擋額頭，女生必須把長髮扎起)
 - c. 男生不可蓄留鬍鬚

缺席學生安排

1. 中一至中三同學於 9 月 8 日 (星期四) 缺席，可於 9 月 9 日 (星期五) 補拍。
2. 中一同學於 9 月 8 日 (星期四) 及 9 月 9 日 (星期五) 缺席的，必須於 9 月 15 日 (星期四) 或之前遞交自備的學生照片 (相片後面寫上姓名，班級和班號) 及 \$12 (製作學生證) 給班主任。
3. 開學首兩天缺席的中二至中六同學，將會使用上學年照片製作學生證。並必須於 9 月 16 日 (星期五) 或之前將 \$12 交給負責老師。

跨境學生的安排

1. 繳交相片
 - a. 由親友到校務處繳交 (相片後面寫上姓名，班級和班號)。
 - b. 透過電子郵件 (pa@ylpss.edu.hk) 電郵寫上姓名，班級和班號。

2. 繳交學生證製作費（\$12）
 - a. 由親友到校務處繳交現金。
 - b. 繳交支票：支票抬頭（iSmart Technology Limited）。
3. 服裝
 - a. 夏季校服。
 - b. 白領襯衫（男同學和女同學）/ 白色圓領 T-恤（女同學）。

遺失申請補領學生證

1. 必須以書面申請並列明原因，交給負責老師審批。
2. 每學年學校只安排兩次申請補領學生證（12月，4月）。處理申請時間由服務商決定。
3. 費用：\$10
 - a. 現金
 - b. 支票：支票抬頭（iSmart Technology Limited，背後寫上姓名，班級和班號）

自行拍照及電子證件相格式要求如下



服務商

展豐科技有限公司（iSmart Technology Limited）

地址：沙田火炭工業中心 1206 室

k. 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「x」記號及列出詳情：

「x」	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			
x	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： _____

2022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 2022 年 10 月 3 日(星期一)舉行水運會之比賽項目。
- 同意 敝子弟參加今學年於 2023 年 7 月 6 日(星期四)及 7 月 7 日(星期五)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 2022 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

* 請於適當的方格內加上「✓」號。

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：_____ ()

2022 年 9 月____日

1. 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6:15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	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。

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。

m. 「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」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（星期四）及 9 月 2 日（星期五）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（星期四）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/6n3DZy8DAnW1fVYC7>

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。

n. 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。

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

o. 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。有關「電子通告」的注意事項及操作指引，可參閱學校網頁內有關「電子通告」計劃文件。

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。



通告編號：PTA-001(22/23)

敬啟者：

p. 中一家長日暨家長教師聯誼會(2022/23)周年大會

本校定於 2022 年 10 月 14 日（星期五）下午 4:30 至 7:00，在學校禮堂舉行本年度中一家長日暨家長教師聯誼會周年大會，並邀請各級家長一同參與，藉以增進家長和校方的了解，共同協助 貴子弟在學業及德育方面的發展。茲隨函附上當日程序表以作參考，敬請撥冗參加。

時間	程序及內容
下午 4:30 – 4:45	登記
下午 4:45 – 5:30	家長教師聯誼會周年大會 及學校管理委員會家長委員選舉 *詳情請參閱家長教師聯誼會通告編號 PTA-002(22/23)
下午 5:30 – 6:15	中一家長日 (專題講座，由各科組老師主講，以便中一同學能更好適應新環境)
緊接周年大會及專題講座 (約下午 6:15 – 7:00)	家長及班主任、老師座談會 (薄備茶點招待)

請家長於 2022 年 9 月 23 日（星期五）或之前填妥下列回條。如有查詢，請致電 2476 2357 與梁潔雯老師聯絡。

此致

各位家長

元朗公立中學家長教師聯誼會

2022 年 9 月 1 日

回 條

敬覆者：

本人 *應邀/未克 參與 貴校舉辦的中一家長日暨家長教師聯誼會(2022/23)周年大會。

此覆

元朗公立中學家長教師聯誼會

家長簽署：_____

家長姓名：_____ (請用正楷)

聯絡電話：_____

學生姓名：_____

班別：_____ 學號：_____

2022 年 9 月 日
* 請將不適用者刪去



通告編號：PTA-002(22/23)

敬啟者：

q. 有關「學校管理委員會」家長委員選舉事宜

本會每年 10 月間皆舉行「學校管理委員會」(下稱「校管會」) 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，「校管會」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任家長。每位候選人，須提交附件一的候選人資料簡介，字數須介乎 50 至 100 字之間。若 貴家長欲推薦其他家長參選，亦可填妥下列表格並連同候選人資料簡介 (附件一)，於 9 月 23 日 (星期五)，下午 4:00 或之前，囑 貴子弟交回班主任轉交選舉主任。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 14 日 (星期五) 周年大會中由家長投票選出。敬希各位家長踴躍支持是次選舉。如有查詢，請致電 2476 2357 與梁潔雯老師聯絡。

此致

各位家長

「學校管理委員會」家長委員選舉選舉主任

2022 年 9 月 1 日

回 條

敬覆者：

(請在適當的□內加上✓)

- 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，本人提名以下家長參選：

家長姓名	簽署	聯絡電話	學生姓名	班別

和議人姓名	簽署	學生姓名	班別
1.			
2.			
3.			

此覆

「學校管理委員會」家長委員選舉選舉主任

家長簽署：_____

家長姓名 (正楷)：_____

學生姓名：_____ 班別：_____ 學號：_____

2022 年 月 日

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
電郵 ylps.pta@gmail.com



PARENTS-TEACHERS ASSOCIATION
YUEN LONG PUBLIC SECONDARY SCHOOL

22 TOWN PARK ROAD SOUTH,
YUEN LONG, N.T.

通告編號：PTA-003(22/23)

敬啟者：

r. 徵收家長教師聯誼會會費

本會成立之宗旨在增強家長、教師之聯繫，以促進學生品德與學業之發展。為達此目標，本會每年舉辦多項活動，如家長講座及工作坊、親子旅行、貧富宴、心意午餐和出版家教會通訊等，使家長與學校能保持緊密接觸，共同為作育英才而努力。

貴子弟既為元中學生，閣下即為本會會員，期望能積極參與各項活動。本年度會費為 \$40，並於 2022 年 10 月下旬繳交，請囑 貴子弟依時辦妥。

本會將使用學校電子收費系統收取上述費用，請家長配合相關之安排。如有查詢，請致電 2476 2357 與梁潔雯老師聯絡。

此致

各位家長

元朗公立中學家長教師聯誼會

2022 年 9 月 1 日

回 條

敬覆者：

本人知悉成為 貴會會員事宜，並樂意繳付會費 \$40。

此致

元朗公立中學家長教師聯誼會

家長簽署: _____

家長姓名: _____

聯絡電話: _____

學生姓名: _____

班別: _____ 學號: _____

2022 年 月 日

備註：若有多於一位子女就讀本校，只須由年級最高的兄/姊繳付會費。

(請在適當的□內加上✓)

有 兄/姊就讀本校 請填寫年級最高的兄/姊資料：姓名: _____ 班別: _____ 學號: _____

沒有 兄/姊就讀本校



家長通函第 1 號 – 2022/23

家長綜合回條

敬覆者：

甲部 本人已知悉下列通告：

- a. 2022/23 家長須知
- b. 校曆表 2022/23
- c. 2022/23 開課首二天時間表
- d. 操行等級評定政策
- e. 校規補充資料
- f. 關於遲交家課處理事宜
- g. 擴闊升學出路政策（中三至中五學生適用）
- h. 校簿費用
- i. 學生會會費（中一級學生適用）
- j. 學生證製作及學生照片服務
- k. 學童健康狀況調查及學生病歷
- l. 關於惡劣天氣之上課安排
- m. 「一人一制服團隊」活動
- n. 刊載照片／影片安排
- o. 有關「電子通告」事宜
- p. 中一家長日暨家長教師聯誼會（2022/23）周年大會
- q. 有關「學校管理委員會」家長委員選舉事宜
- r. 徵收家長教師聯誼會會費

乙部

關於惡劣天氣之上課安排

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_____ 中_____ 班（ 號）之年紀及回家路途之情況，作出以下之決定*：

- 【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：_____

此外本人的緊急聯絡電話為：_____ 或 _____

以方便敝子弟在學校遇有要事時與本人聯絡。

此覆

元朗公立中學校長

家長簽署：_____

家長姓名：_____

2022 年 9 月 日

* 請於適當 填上「✓」