

TWGHs Lui Yun Choy Memorial College
April Letter to Parents (F.4-F.5)

20th March 2024

Dear Parents,

This is to inform you of the arrangements of the school affairs, as well as an update on some of our school activities in April. The following is the summary of the school circulars concerned:

Events for Whole Schools:

- Special Schedule in April (School Circular No.293 (23-24))
- Handling Procedures of Students' Early Leave (School Circular No.294 (23-24))
- Online Application – Household Application for Student Financial Assistance Schemes (Household Application) for 2024/25 School Year (School Circular No.295 (23-24))

You can also find this information on our school website, <http://www.lycmc.edu.hk>. If you have any comments or opinions on our school policies, please feel free to contact our general office on 27060743 or complete the reply slip and return via the class teachers concerned. Suggestions are most welcome.

Yours faithfully,



Mr. Lai Wai Kong
(The Principal)



Class: _____ Class number: _____
_____ - _____ - 2024

Reply-slip of the April Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the April school circulars.

Yours sincerely,

_____ (Signature of Parent/Guardian)
_____ (Name of Parent/Guardian)
_____ (Name of Student)
_____ (Signature of Student)

— End of Part I —

Part II (Optional)

Class: _____ Class number: _____
_____ - _____ - 2024

I would like to offer the following suggestions on the April school circulars:

Yours sincerely,

_____ (Signature of Parent/Guardian)
_____ (Name of Parent/Guardian)
_____ (Name of Student)

— End of Part II —

School's Follow Up (To be filled in and submitted to Ms. Leung of the general office by the class teacher.)

_____ 2024

- the opinion has been reflected to the department concerned and a reply has been made to the parent.
- the opinion has been referred to the department concerned _____ for follow-up.

_____ (Name of Class Teacher) _____ (Endorsed by the Vice-principal)
_____ (Signature of the Class Teacher) _____ (Endorsed by the Principal)
_____ (Name & signature of follow-up teacher)

Please ✓ the appropriate boxes.

Class teacher has to submit a simple report (including date, time and contact person) and submit to Ms. Carmen Leung for record.

Events for Whole Schools:

● **Special Schedule in April (School Circular No.293(23-24))**

Date	Event
4 th April, 2024 (Thursday)	Ching Ming Festival
29 th March, 2024 (Friday) to 8 th April, 2024 (Monday)	Easter Holidays Students are not required to return to school. They should have revision at home.
23 rd April, 2024 (Tuesday)	Territory-wide System Assessment (Oral Assessment) for F.3 students Please refer to School Circular No.296 (23-24) for details.

For enquiries, please contact our Vice-principal Mr. Tsui Ka Wai.

● **Handling Procedures of Students' Early Leave (School Circular No.294 (23-24))**

Early leave for personal reasons (e.g. medical appointment, examination):

1. Written application should be made at least 3 school days prior to the day of early leave. Class teachers will contact parents for confirmation. Upon approval, students should be picked up by parents in person.
2. If parents are unable to pick up their children in person,
 - a. Students are advised to take a half-day or a full-day leave.
 - b. Arrange a relative aged over 18 to pick up the child. The name of the relative should be stated on the written application. The school will contact the parents and record the name and ID number of the relative upon his/her arrival.
 - c. Arrange with the Principal, Vice Principal and the Discipline Mistress for regular leaves (e.g. for regular medical reviews).

Early leave for emergency reasons:

1. Before leaving school, students have to inform the general office, the class teacher will contact the parents for confirmation. If the class teacher cannot contact the parents due to any ongoing job duty or other reasons, staff of the school general office will be authorized by the Principal or the Vice Principal to contact the parents.
2. All the related documents have to be signed before the student leaves the school.

For enquiries, please contact our teacher, Ms. Lau King Tak.

● **Online Application - Household Application for Student Financial Assistance Schemes (Household Application) for 2024/25 School Year (School Circular No.295 (23-24))**

The Household Application for Student Financial Assistance Schemes for the 2024/25 school year will start accepting applications soon. Needy families may submit applications to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency to apply for student financial assistance for students at pre-primary, primary or secondary levels.

SFO encourages applicants to apply online. Applicants applying online will receive subsidy earlier than those using paper-based application forms. Continuing applicants who have submitted the completed application forms and supporting documents online on or before 31 May 2024, met the relevant eligibility criteria and passed the mean test will receive the provisional School Textbook Assistance and Subsidy for Internet Access Charges (if applicable) from around mid-July 2024.

For enquiries, please contact our teacher, Mr. Fong Yuk Wah.