

**TWGHs Lui Yun Choy Memorial College**  
**January Letter to Parents (F.1-F.3)**

21<sup>st</sup> December 2023

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 January. The following is the summary of the school circulars concerned:

**Events for Whole School:**

- Special Schedule in January and February (School Circular No.204 (23-24))
- School Holidays from December to January (School Circular No.205 (23-24))
- Lost and Found (School Circular No.206 (23-24))
- Purchase of Calculator for F.1 to F.6 Students (School Circular No.207 (23-24))

**Events for Particular Forms:**

- Criteria for promotion to Enrichment Class in F.1 and F.2 (School Circular No.208 (23-24))

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

With Best Regards,



Mr. Lai Wai Kong  
(The Principal)





Class: \_\_\_\_\_ Class number: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - 20

**Reply-slip of the January Parents' Letter**

**Part I (Compulsory)**

Dear Mr. Lai,

I acknowledge the details of the January school circulars.

Yours sincerely,

\_\_\_\_\_ (Signature of Parent/Guardian)  
\_\_\_\_\_ (Name of Parent/Guardian)  
\_\_\_\_\_ (Name of Student)

— End of Part I —

**Part II (Optional)**

Class: \_\_\_\_\_ Class number: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - 20

I would like to offer the following suggestions for the January 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.)**

\_\_\_\_\_ 20

- 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 School:

### ● **Special Schedule in January and February (School Circular No. 204 (23-24))**

Date	Event
25 <sup>th</sup> December, 2023 (Monday) to 2 <sup>nd</sup> January, 2024 (Tuesday)	<b>Christmas and New Year Holiday</b> Please refer to School Circular No.205 (23-24) for details.
3 <sup>rd</sup> January, 2024 (Wednesday) to 16 <sup>th</sup> January, 2024 (Tuesday)	<b>F.1 to F.5 First Term Examination</b> Please refer to December Letter to Parents School Circular No.185 (23-24) for details.
17 <sup>th</sup> January, 2024 (Wednesday)	<b>Staff Development Day (Whole Day)</b> Students are not required to return to school on that day and should have revision at home.
22 <sup>th</sup> January, 2024 (Monday)	<b>F.5 Biology Learning Camp</b>
29 <sup>th</sup> January, 2024 (Monday) to 26 <sup>th</sup> February, 2024 (Monday)	<b>F.6 Second Mock Examination</b> Please refer to School Circular No.211 (23-24) for details.

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

### ● **School Holidays from December to January (School Circular No.205 (23-24))**

The Christmas and New Year school holiday is from 25<sup>th</sup> December, 2023 (Monday) to 2<sup>nd</sup> January, 2024 (Tuesday). Students are not required to return to school and should make use of their free time to prepare for the First Term Examination.

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

### ● **Lost and Found (School Circular No.206 (23-24))**

The property lost and found in the school has been high every year. Items, such as sweaters, PE trousers and jackets are always found around the school.

Do contact the staff at General Office and identify or retrieve lost property on or before **19<sup>th</sup> January, 2024** or unrecognized items will be disposed of due to storage of space and hygiene issues.

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

### ● **Purchase of calculator for F.1 to F.6 Students (School Circular No.207 (23-24))**

Every F.1 to F.6 student needs a standard calculator for Mathematics lessons and public examinations. For the sake of parents, the school has arranged group purchase of the HKDSE-approved calculators for students at a discounted price. The details are as follows:

Brand: CASIO

Model: Fx-50FH II

Price: \$239 (This price is only available for purchasing in school on the designated dates)

Date: 23<sup>rd</sup> January, 2024

Time: 1:00 – 2:15 p.m.

Venue: Lobby outside the School Hall

Students need to bring along HK\$239 and go to the school hall for purchasing the designated model of calculator at the above timeslot. Students may also buy the calculator themselves. For enquiry, please contact our teacher, Mr. Yu Chun Tung.

### **Events for Particular Forms:**

#### **● Criteria for promotion to Enrichment Class in F.1 and F.2 (School Circular No.208 (23-24))**

##### **Criteria for promotion to Enrichment Class in F.1 and F.2**

	Promotion	Criteria	Conditions
1.	Students from 1A–1C (Average Class) who meet the criteria are promoted to 2D (Enrichment Class) Students from 2A–2C (Average Class) who meet the criteria are promoted to 3D (Enrichment Class)	● Whole year results: Position in Form within top 33	Vacancy in 2D and 3D (Enrichment Class) and parents' intention
2.	Students from 1D (Enrichment Class) who meet the criteria are promoted to 2D (Enrichment Class) Students from 2D (Enrichment Class) who meet the criteria are promoted to 3D (Enrichment Class)	● Whole year results: Position in Form within top 50%	/
3.	Special cases	Individual consideration	/

\* Class allocation should be adopted in Promotion Meeting.

Application period: 30<sup>th</sup> May to 19<sup>th</sup> June 2024

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai and our Assistant Principal, Mr. Fok Kin Shing.