

TWGHs Lui Yun Choy Memorial College
November Letter to Parents (F.4-F.6)

27th October 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 November. The following is the summary of the school circulars concerned:

Events for Whole Schools:

- Special Schedule in November (School Circular No.126 (23-24))
- Class Photo Taking (School Circular No.127 (23-24))
- LYC Information Day and Mock Interviews for Primary Students (School Circular No.128 (23-24))
- Switching of School Uniform (School Circular No.129 (23-24))
- Annual Athletic Meet (School Circular No.130 (23-24))
- Transportation Fees of Annual Athletic Meet (School Circular No.131 (23-24))

Events for Particular Forms:

- F.6 Parents' Day (School Circular No. 132 (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 general office at 27060743 or complete the reply slip and return to the class teachers concerned. Suggestions are most welcome.

With Best Regards,



Mr. Lai Wai Kong
(The Principal)





Class: _____ Class number: _____
_____ - _____ - 2023

Reply-slip of the November Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the November 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: _____
_____ - _____ - 2023

I would like to offer the following suggestions on the November 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.)

_____ 2023

- 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 November (School Circular No. 126 (23-24))**

Date	Event
1 st November, 2023 (Wednesday) to 7 th November, 2023 (Tuesday)	F.1 to F.5 First Term Uniform Test Please refer to October Letter to Parents School Circular No.67 (23-24) for details.
11 th November, 2023 (Saturday)	LYC Information Day for Primary Students Please refer to School Circular No. 128 (23-24) for details.
13 th November, 2023 (Monday) to 14 th November, 2023 (Tuesday)	Annual Athletic Meet Please refer to School Circular No. 130 (23-24) for details.
15 th November, 2023 (Wednesday)	School Holiday Students are not required to return to school on that day.
18 th November, 2023 (Saturday)	F.6 Parents Day Please refer to School Circular No. 132 (23-24) for details.

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

● **Class Photo Taking (School Circular No. 127 (23-24))**

Class photos will be taken on 19th December, 2023 (Tuesday). Every student should be in winter school uniform at school. In case the students got P.E. lessons on that day, they should bring the school sportswear back to school for the lessons.

For enquiries, please contact our teacher, Mr. Lo Wing Hong.

● **LYC Information Day and Mock Interviews for Primary Students (School Circular No. 128 (23-24))**

LYC Information Day and other activities on this year are now open for registration. Parents and students who are interested may register at <http://www.lycmc.edu.hk/> for online enrollment on or before 28th October, 2023.

Activity:	LYC Information Day and Workshops on Interview Skills
Rundown:	a. Form One Admission Talk for parents b. Mock Interview for students c. Campus Tour for students
Target Audiences:	Primary School's Parents (School Information Talk) Primary Four to Six Students (Mock Interviews)
Date:	11 th November, 2023 (Saturday)
Time:	First round: 1:30 p.m. - 2:30 p.m. Second round: 3:00 p.m. - 4:00 p.m.
Venue:	LYC School Hall
Deadlines:	28 th October, 2023 (Saturday)
Remarks:	All participants will be decided by lottery, our school will notify the successful participants by WhatsApp on 1 st November, 2023. Due to the limited seats in the hall, only one member of each family can be arranged to participate in the talk. Please arrive at hall 15 minutes early for seat arrangements.

For enquiries, please contact our teacher, Ms. Tang Sau Chun.

● **Switching of School Uniform (School Circular No. 129 (23-24))**

With effect from 27th November, 2023 (Monday), students should return to school in winter school uniform. Students are allowed to wear either summer or winter school uniform during the transitional period from 16th November, 2023 (Thursday) to 24th November, 2023 (Friday). The photo of winter school uniform is shown on the notice board outside the General Office. Parents are particularly reminded of the standards of trousers for boys. For details, please refer to page 6 of the student handbook.

Uniform checking will be conducted on 27th November. All students must be dressed in winter uniform to school. If students have P.E. lessons that day, they should bring the school sportswear for the lessons.

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

● **Annual Athletic Meet (School Circular No. 130 (23-24))**

The Annual Athletic Meet will be held at Sai Kung Tang Shiu Kin Sports Ground on 13th November, 2023 (Monday) and 14th November, 2023 (Tuesday). The details are shown as follows:

A. Meeting time

Form 1 – 3:

1. Students who take the coaches to the Sports Ground have to arrive at school before 7:45a.m.
2. Students who go to the Sports Ground by themselves should arrive at the Sports Ground by 8:45 a.m.

Forms 4 – 6:

1. There is no coach service for F.4 – F.6 students and they should arrive at the Sports Ground before 8:45 a.m.

B. Dismissal Time

13th November, 2023 (Monday)

1. Students who take the coaches will return to school at about 4:15 p.m. for dismissal.
2. Those who do not take the coach will leave the Sports Ground at about 3:45 p.m.

14th November, 2023 (Tuesday)

1. Students who take the coaches will return to school at about 2:00 p.m. for dismissal.
2. Those who do not take the coach will leave the Sports Ground at about 1:30 p.m.

C. Types of wear

1. Students without duties assigned on those days should be in winter P.E. uniform.
2. Students with duties assigned should wear the school short-sleeved T-shirt, blue trousers (jeans) and sports shoes.
3. Uniform teams with duties assigned should be in tidy uniform.

D. Lunch arrangement

F.1 students must have their lunch at the Sports Ground.

- F.2-F.6 students may:
1. either have lunch at the Sports Ground; or
 2. have lunch in nearby restaurants.

E. Leave arrangement

The Athletic Meet is an important event for everyone in the school, so all students should attend the Athletic Meet punctually. If students are absent without acceptable reasons, they are treated as truants. All students who apply for sick leave must submit medical certificate to the school.

F. Transportation information

1. Bus:

KMB Bus 92	:	Diamond Hill MTR station	→	Sai Kung
NWFB Bus 792M	:	Tseung Kwan O MTR station	→	Sai Kung
KMB website	:	http://www.kmb.com.hk/en/		
NWFB website	:	https://www.bravobus.com.hk		

2. Public Light Bus:

12	:	Po Lam (Metro City)	→	Sai Kung
101M	:	Hang Hau MTR station	→	Sai Kung

G. Arrangement of Alumni and parents as spectators

For our students' safety, if any of the alumni or parents would like to be a spectator of the event, please contact our clerical staff, Ms. Lo, at 2706 0743 on or before 8th November, 2023 (Wednesday).

H. Adverse Weather Arrangement

Sports Day will be cancelled when Red Rainstorm, Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 3 or above is issued at or after 6:00 a.m.; or when the Education Bureau has announced the suspension of classes. Students are reminded to stay at home to make good use of their time for doing revision at home. For most updated information, please refer to our website www.lycmc.edu.hk.

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

● **Transportation Fees of Annual Athletic Meet (School Circular No. 131 (23-24))**

The Annual Athletic Meet will be held at Sai Kung Tang Shiu Kin Sports Ground on 13th November, 2023 (Monday) and 14th November, 2023 (Tuesday). Round trip coach service has been arranged for F.1 to F.3 students. Bus fare is subsidized by school. For those who would like to go to the sports ground themselves, please submit a written application to their class teacher by 3rd November, 2023 (Friday).

For those F.4 – F.6 students who would like to take the coach, please contact Mr. Yip San by 3rd November, 2023 (Friday).

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

Events for Particular Forms:

● F.6 Parents' Day (School Circular No. 132 (23-24))

F.6 Parents' Day will be held on 18th November, 2023 (Saturday). The meeting will include a discussion on F.6 students' performance in school and their prospect after graduation. Students should accompany their parents to attend the meeting at the scheduled time (to be arranged by the class teacher). If students are to be absent because of special reasons, they are required to submit their application for leave to their class teachers prior to the day of leave.

F.6 Parents' Day

Date : 18th November, 2023 (Saturday)
Time : To be arranged by the class teacher
Content : F.6 students' performance in school and their prospects after graduation
Venue : Classroom

For enquiries, please contact our teachers, Mr. Hui Hong Kiu.