

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

30<sup>th</sup> September 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 October. The following is the summary of the school circulars concerned:

**Payment for School Activities:**

- Pay list for October 2023-2024 (Payment Circular No. 19 (23-24))
- Parents Teachers Association and Subscription Fees of the Chinese Magazine (Payment Circular No. 20 (23-24))
- Purchase of Chinese Exercises (Payment Circular No. 21 (23-24))
- Purchase of Computer Supplementary Notes for F.1 to F.3 Students (Payment Circular No.22 (23-24))
- Purchase of Physics Supplementary Notes for F.3 Students (Payment Circular No.23 (23-24))

**Events for Whole Schools:**

- Special Schedule in October and November (School Circular No. 63 (23-24))
- CCTV system upgrade (School Circular No. 64 (23-24))
- Academic Enhancement Scheme for Elite Athletes (School Circular No. 65 (23-24))
- Annual General Meeting of Parents-Teachers Association and F.1 Parents Day (School Circular No. 66 (23-24))

**Events for Particular Forms:**

- F.1 to F.5 First Term Uniform Test (School Circular No. 67 (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 general office at 27060743 or complete the reply slip and return it to the class teachers concerned. Suggestions are most welcome.

With Best Regards,

*Lai*

Mr. Lai Wai Kong  
(The Principal)





Class: \_\_\_\_\_ Class number: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - 2023

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

**Part I (Compulsory)**

Dear Mr. Lai,

I acknowledge the details of the October school circular and agree to authorize the school to deduct the fees from the student's account via the electronic payment system.

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 October 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 it to Ms. Carmen Leung for record.

**Payment for School Activities:**

- **Pay list for October 2023-2024 (Payment Circular No.19 (23-24))**

Pay list for October 2023-2023 includes Parents Teachers Association fee and subscription fees of the Chinese magazine, Chinese Exercises for F.1-F.5, Computer Supplementary Notes for F.1 to F.3, and Physics supplementary notes for F.3. For details, please refer to Payment Circular No.20, 21, 22 and 23.

Form	*PTA fee	*Chinese Magazine	Chinese exercises	Computer Supplementary Notes	Physics Supplementary Notes	Total	(Date of Payment)
F.1	\$50	\$12	\$207	\$170	--	\$439	(13/10/2023)
F.2	\$50	\$12	\$130	\$175	--	\$367	
F.3	\$50	\$12	\$130	\$145	\$36	\$373	
F.4	\$50	\$12	\$242	--	--	\$304	
F.5	\$50	\$12	\$82	--	--	\$144	
F.6	\$50	\$12	--	--	--	\$62	

\* If students have siblings studying in this school, they only need to pay once by the youngest sibling.  
Payment should be made by electronic payment system through PPS, while other payments are not accepted.

● **Parents Teachers Association and Subscription Fees of the Chinese Magazine (Payment Circular No. 20 (23-24))**

All parents are members of the school's Parents-Teachers Association (PTA). The membership fee for PTA is \$50. The subscription fee for the Chinese magazine is \$12.

If students have siblings studying in this school, they only need to pay once by the youngest sibling. The payment of the above fees, which is a total of HK\$62, should be made by electronic payment system through PPS. For details, please refer to the Payment Circular No.19.

For enquiries about Parents Teachers Association, please contact our teacher, Ms. Yuen Wing Sum.

For enquiries about the Chinese Magazine, please contact our teacher, Ms. Luk Yin Wai.

● **Purchase of Chinese Exercises (Payment Circular No.21 (23-24))**

To strengthen the foundation of students' Chinese Language skills, F.1 to F.5 students are required to purchase the following supplementary exercise books and school-based materials.

級別	名稱	價錢	出版商	總數
中一	初中校本寫作手冊 (用三年)	\$77	星凱出版社	\$207
	初中校本文言文閱讀理解	\$65		
	初中校本白話文閱讀理解	\$65		
中二	初中校本文言文閱讀理解	\$65		\$130
	初中校本白話文閱讀理解	\$65		
中三	初中校本文言文閱讀理解	\$65		\$130
	初中校本白話文閱讀理解	\$65		
中四	高中校本寫作手冊 (用三年)	\$77		\$242
	高中校本閱讀理解 (用三年)	\$83		
	高中校本文化教材 (用三年)	\$82		
中五	高中校本文化教材 (用三年)	\$82	\$82	

It is mandatory for all F.1 to F.5 students to purchase the above supplementary exercise books. The payment should be made by electronic payment system through PPS. For details, please refer to the Payment Circular No.19.

For enquiries, please contact our teacher, Ms. Luk Yin Wai.

● **Purchase of Computer Supplementary Notes For F.1 to F.3 Students (Payment Circular No. 22 (23-24))**

As our computer course is a school-based STEAM program, all notes and exercises for junior form students are designed and printed in colour by the school. All learning materials have been distributed at the start of the school year. The printing fee is as follows:

Form	Printing Cost
F.1	\$ 170
F.2	\$ 175
F.3	\$ 145

Payment should be made by electronic payment system through PPS. For details, please refer to the Payment Circular No.19.

For enquiries, please contact our teacher, Mr. Ho Siu Fung.

● **Purchase of Physics Supplementary Notes for F.3 Students (Payment Circular No.23 (23-24))**

To raise students' language standard and prepare them for the learning of NSS curriculum, notes will be tailor-made by their Physics teachers. If students lose their notes, they are required to borrow the original notes from their teachers for copying. The payment (\$36) should be made by electronic payment system through PPS. For details, please refer to the Payment Circular No.19 .

For enquiries, please contact our teacher, Mr. So Wing Yeung.

**Events for Whole Schools:**

● **Special Schedule in October and November (School Circular No. 63 (23-24))**

<b>Date</b>	<b>Event</b>
18 <sup>th</sup> September 2023 (Monday) to 3 <sup>rd</sup> October 2023 (Tuesday)	<b>F.6 1<sup>st</sup> Mock Examination</b> Please refer to the School Circular No.315 (22-23) in July Letter to Parents for details.
2 <sup>nd</sup> October, 2023 (Monday)	<b>The day following National Day</b> Students are not required to return to school on that day and should have revision at home.
14 <sup>th</sup> October, 2023 (Saturday)	<b>Annual General Meeting of Parents-Teachers Association (Afternoon 12:45-3:00)</b> Please refer to School Circular No. 66 (23-24) for details. <b>Campus Tour organized by Sai Kung District School Heads Association (Afternoon 3:10-3:50)</b> Students are not required to return to school on that day.
17 <sup>th</sup> October, 2023 (Tuesday)	<b>LYC Experience Day</b> P.6 students from WYJJ will visit our school. Our students will have lessons as usual.
17 <sup>th</sup> October, 2023 (Tuesday) to 18 <sup>th</sup> October, 2023 (Wednesday)	<b>F.6 Geography Learning Camp</b> Please refer to School Circular No. 76 (23-24) for details.
23 <sup>rd</sup> October, 2023 (Monday)	<b>Chung Yeung Festival</b> Students are not required to return to school on that day and should have revision at home.
1 <sup>st</sup> November, 2023 (Wednesday) to 7 <sup>th</sup> November, 2023 (Tuesday)	<b>F.1 to F.5 First Term Uniform Test</b> Please refer to School Circular No. 67 (23-24) for details.

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

● **CCTV system upgrade (School Circular No. 64 (23-24))**

In order to strengthen school security and protect student safety, we are planning to upgrade our school CCTV system. The upgrade is subjected to increase the number of days, from 21 to 31 days, that can be stored for video recording. The location and the number of cameras remain unchanged. Since CCTV system may record the face of students, we would like to have your consent for the upgrade plan.

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

● **Academic Enhancement Scheme for Elite Athletes (School Circular No. 65 (23-24))**

In order to further enhance the academic performance of athletes and enable them to make suitable life planning, the Board of Directors of Tung Wah Group of Hospitals is allocating funds to our school to implement “Academic Enhancement Scheme for Elite Athletes”. The main purpose of the scheme is to enhance students' abilities in Chinese, English and Mathematics, so that they can meet the requirements of the university’s Elite Athletes Admission Scheme. For those who are eligible\* to participate in the program (throughout the year), please contact Assistant Principal, Mr. Fok Kin Shing.

\*

Category A: Elite athletes

- Active Hong Kong team members
- Active members of the Hong Kong Youth Team

Category B: Potential athletes (subject to teachers’ recommendation)

- Have the potential to be a member of the Hong Kong team
- Have the potential to be a member of the Hong Kong Youth Team
- Excellent athletes in the Hong Kong Schools Sports Federation

For enquiries, please contact our Assistant Principal, Mr. Fok Kin Shing.

● **Annual General Meeting of Parents-Teachers Association and F.1 Parents’ Day (School Circular No. 66 (23-24))**

The annual general meeting of the Parents-Teachers Association will be held on 14<sup>th</sup> October, 2023 (Saturday). All F.1 students and parents should attend the meeting. Students should arrive at school in tidy school uniform by 12:30 p.m. Parents other than F.1 are also welcome to join the above meeting.

To help parents understand F.1 students’ performance in school, there will be F.1 group meeting after the annual general meeting. 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.

**The annual general meeting of the Parents-Teachers Association**

Date	: 14 <sup>th</sup> October, 2023 (Saturday)
Time	: 12:45 p.m. to 3:00 p.m. (Please arrive at the hall before 12:30 p.m.)
Role	: F.1 to F.6 Parents
Content	: Annual Report
Venue	: School hall

For enquiry, please contact our teacher, Ms. Yuen Wing Sum.

**Events for Particular Forms:**

● **F.1 to F.5 First Term Uniform Test (School Circular No. 67 (23-24))**

The First Term Test for Form 1 to Form 5 students will be held from 1<sup>st</sup> to 7<sup>th</sup> November 2023. Please see the attached document for details. Students can go home and do revision after the test. No lesson will be held in the afternoon. Form 4 and Form 5 students who do not have any exam on the day, they should not come back to school. Those who do not have to sit the second session test can also go home after the first session. In case school has to be cancelled due to deteriorating weather conditions, the test(s) scheduled on that day will be cancelled and postponed to a later date while other tests that follow will be preceded as scheduled.

For enquiry, please contact our teacher, Ms. Cheng Yuen Ming.

2023-2024 F.1 to F.5 1<sup>st</sup> Term Test Timetable

Form 1	1 <sup>st</sup> November (Wed)	2 <sup>nd</sup> November (Thu)	3 <sup>rd</sup> November (Fri)	6 <sup>th</sup> November (Mon)	7 <sup>th</sup> November (Tue)
Subjects time	Putonghua 08:30 – 09:00	Chinese 08:30 – 09:30	Mathematics 08:30 – 09:30	English 08:30-09:30	Chinese History 08:30 – 09:00
Subject time	Integrated Science 09:30 – 10:15	Geography 10:00 – 10:30	History 10:00 - 10:30		

The tests on 1<sup>st</sup> November (Wed) will be held at the Hall, the rest of the tests will be held in the classrooms.

Form 2	1 <sup>st</sup> November (Wed)	2 <sup>nd</sup> November (Thu)	3 <sup>rd</sup> November (Fri)	6 <sup>th</sup> November (Mon)	7 <sup>th</sup> November (Tue)
Subject time	Chinese 08:30 – 09:30	English 08:30 – 09:30	Chinese History 08:30 – 09:00	Geography 08:30 – 09:00	Mathematics 08:30 – 09:30
Subject time	Integrated Science 10:00– 10:45	History 10:00 - 10:30			

The tests will be held in the classrooms.

Form 3	1 <sup>st</sup> November (Wed)	2 <sup>nd</sup> November (Thu)	3 <sup>rd</sup> November (Fri)	6 <sup>th</sup> November (Mon)	7 <sup>th</sup> November (Tue)
Subject time	Mathematics 08:30 – 09:30	Integrated Science (Physics) 08:30 - 09:00	Chinese 08:30 – 09:30	Geography 08:30 - 09:00	English 08:30 – 09:30
Subject time	Chinese History 10:00 - 10:30	Integrated Science (Biology) 09:30 - 10:00	History 10:00 - 10:30	Life & Society (Economics) 09:30 - 10:00	Integrated Science (Chemistry) 10:00 – 10:30

The tests will be held in the classrooms.

Form 4	1 <sup>st</sup> November (Wed)	2 <sup>nd</sup> November (Thu)	3 <sup>rd</sup> November (Fri)	6 <sup>th</sup> November (Mon)	7 <sup>th</sup> November (Tue)
Subject (Venue) Time	Mathematics (SRC) 08:30 – 09:30	English (SRC) 08:30 – 09:30	Chinese (SRC) 08:30 – 09:30	Citizenship and Social Development (SRC) 08:30 – 09:15	Physics (SRC) 08:30 – 09:30
Subject (Venue) Time	Biology (Room 603). 10:00-11:00  Geography (Room 604). 10:00-11:00  Economics (Room 605). 10:00-11:00  History (Room 606). 10:00-11:00  M2 (Room 607). 10:00-11:00	Business, Accounting and Financial Studies (Room 604). 10:00-11:00  Chinese History (Room 605). 10:00-11:00  Visual Arts (Room 214). 10:00-12:00	Chinese Literature (Room 604). 10:00-11:00  Tourism and Hospitality (Room 605). 10:00-11:00  Information and Communication Technology (Room 606). 10:00-11:00	Chemistry (SRC) 09:45 - 10:45	

<b>Form 5</b>	<b>1<sup>st</sup> November (Wed)</b>	<b>2<sup>nd</sup> November (Thu)</b>	<b>3<sup>rd</sup> November (Fri)</b>	<b>6<sup>th</sup> November (Mon)</b>	<b>7<sup>th</sup> November (Tue)</b>
subject Time	Chinese Literature (Room 302). 08:30 – 09:30	English (Hall) 08:30 – 09:30	Mathematics (Hall) 08:30 – 09:30	Citizenship and Social Development (Hall) 08:30 – 09:15	Chinese (Hall) 08:30 – 09:30
subject Time	Tourism and Hospitality (Room 305). 08:30 – 09:30  Information and Communication Technology (Room 306). 08:30 – 09:30	Physics (Hall) 10:00-11:00	Chemistry (Hall) 10:00 - 11:00	Biology (Room 102). 09:45 - 10:45  Geography (Room 105). 09:45 - 10:45  Economics (Room 302) 09:45 - 10:45  History (Room 305). 09:45 - 10:45  M2 (Room 306). 09:45 - 10:45	Business, Accounting and Financial Studies (Room 302). 10:00-11:00  Chinese History (Room 305). 10:00-11:00  Visual Arts (Room 214). 10:00-12:00