

TWGHs Lui Yun Choy Memorial College
September Letter to Parents

1st 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 September. The following is a summary of the school circulars concerned:

Payment for School Activities:

- Pay List for September 2023-2024 (Pay Circular No.7 (23-24))
- Student Card (Pay Circular No.8 (23-24))
- Membership Fees of Houses and Student Union (Pay Circular No.9 (23-24))
- Purchase of School Exercise Books and Handbooks (Pay Circular No.10 (23-24))
- Tong Fai of F.4 - F.6 (Pay Circular No.11 (23-24))
- Subscription to "SSISSUE magazine" For F.1 - F.5 Students (Pay Circular No. 12 (23-24))
- Purchase of English Supplementary Notes (Pay Circular No.13 (23-24))
- Purchase of Mathematics Supplementary Exercises and English Notes (Pay Circular No.14 (23-24))
- Membership fee of Alumni Association (Pay Circular No.15 (23-24))

Events for the Whole School:

- Special Arrangement for 1st, 4th and 5th September (School Circular No. 1 (23-24))
- Special Schedule in September and October (School Circular No.2 (23-24))
- Policy on the use of the students' personal data (School Circular No.3 (23-24))
- "No Mobile Phone or Other Technology Products" Policy (School Circular No. 4 (23-24))
- "Bring Your Own Device" Policy (School Circular No.5 (23-24))
- Reminders on English learning at LYCMC (School Circular No. 6 (23-24))
- Order of P.E. Uniform (School Circular No.7 (23-24))
- Arrangement for Physical Education Lessons (School Circular No.8 (23-24))
- Monthly Purchase, Return and Refund of School Lunch Boxes (School Circular No.9 (23-24))
- Application for the Student Activities Support Grant and School-based After-school Learning and Support Programme (School Circular No.10 (23-24))
- Application for Student Allowances (School Circular No.11 (23-24))

Events for Particular Forms:

- Special Dismiss Arrangement For F.1 Students in September (School Circular No.12 (23-24))
- Amendment on Form 6 Mock Examination 1 Timetable (School Circular No.44 (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 via the class teachers concerned. Suggestions are most welcome.

With Best Regards,



Mr. Lai Wai Kong
(The Principal)



Part I (Compulsory)



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

Reply-slip of the September Parents' Letter (F.1 – F.3)

Dear Mr. Lai,

I acknowledge the details of the September school circulars.

I understand the policy on the use of the students' personal data as stated in School Circular No. 3 (23-24)).

I am reminded to return the application form of Financial Assistance Scheme to the school.

Yours sincerely,

_____ (Signature of Parent/Guardian)

_____ (Name of Parent/Guardian)

_____ (Name of Student)

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

Reply-slip of the September Parents' Letter (F.4 – F.6)

Dear Mr. Lai,

I acknowledge the details of the September school circulars.

I understand the policy on the use of the students' personal data as stated in School Circular No. 3 (23-24)).

I am reminded to return the application form of Financial Assistance Scheme to the school.

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 for the September 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 the 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.

Payment for School Activities:

- **Pay list for September 2023-2024 (Pay Circular No. 7 (23-24))**

The following is the pay list for September. For details, please refer to Pay Circular No.8 to No.15

Form	Student card	SU & House fees	School exercise books & handbooks	Lesson fee	"SSISSUE" magazine	English supplementary notes	Mathematics Supplementary Exercises and English Notes	Membership Fee for Alumni Association	Total	(Date of Payment)
F.1	\$28	\$19	\$56.7	--	\$192	\$80	--	--	\$375.7	8/9/2023 (Fri)*
F.2	--	\$19	\$56.7	--	\$192	\$80	--	--	\$347.7	
F.3	--	\$19	\$50.2	--	\$192	3A-3C \$33	3A-3C \$374.2	--	3A-3C \$374.2	
						3D --	3D \$341.2		3D \$341.2	
F.4	\$28	\$19	\$62.3	\$340	\$192	\$80	--	--	\$721.3	
F.5	--	\$19	\$63.3	\$340	\$192	\$80	--	--	\$694.3	
F.6	--	\$19	\$52.2	\$340	--	\$80	--	\$20	\$511.2	

Payment should be made by electronic payment system through PPS, while other payments are not accepted.

*Parents are required to top up your PPS account using the QR code in designated merchants (Circle K, VanGO, China Resources Vanguard) on or before 8th September.

● **Student Card (Pay Circular No.8 (23-24))**

All students are required to use a student card which contains a chip and costs \$28. F.1, F.4 and newly admitted students need to pay the above cost. For students who want to replace their student card should also pay \$19. The payment should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7 .

For enquiries, please contact our teacher, Mr. I.o Wing Hong.

● **Membership Fees of Houses and Student Union (Pay Circular No.9 (23-24))**

All students are members of the school’s Student Union (SU), the four Houses, Chinese Cultural Society, English Society, Mathematics Society and Putonghua Society. The total amount of membership fees is HK\$19. The payment should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7.

For enquiries, please contact our teachers, Mr. Yu Chun Tung or Mr. Cheung Ming Fai.

● **Purchase of School Exercise Books and Handbooks (Pay Circular No.10 (23-24))**

The payment should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7.

	F.1	F.2	F.3	F.4	F.5	F.6
Exercise Books	\$32. 70	\$32. 70	\$26. 20	\$38. 30	\$39. 30	\$28. 20
Student Handbook	\$11. 00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Counseling Handbook	\$13. 00	\$13. 00	\$13. 00	\$13. 00	\$13. 00	\$13. 00
Total	\$56. 70	\$56. 70	\$50. 20	\$62. 30	\$63. 30	\$52. 20

For enquiries, please contact our Vice-principal, Mr. Ng Hon Kai.

● **Tong Fai of F.4 - F.6 (Pay Circular No.11 (23-24))**

The Tong Fai of F.4 - F.6 for the School Year 2023 - 2024 is \$340 per student. The fee should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7.

For enquiries, please contact our Vice-principal, Mr. Ng Hon Kai.

● **Subscription to “SSISSUE magazine” For F.1 - F.5 Students (Pay Circular No.12 (23-24))**

To meet the requirements of Chinese Language curriculum and improve students' reading literacy, F.1 to F.5 students are required to subscribe to “SSISSUE magazine”. It is mandatory for all F.1 to F.5 students to subscribe to it. The monthly publication includes authors, scholars and teachers’ sharing and articles, which are suitable for students' learning needs. Chinese teachers will also take appropriate follow-up actions related to the monthly publication.

Date of issues	October 2023 to March 2024 (Total 6 issues)
Price	\$192 (Original price: \$40/per issue , Total price: \$240) (20% off for school’s subscription)

Payment should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7.

For enquiries, please contact our teacher, Ms. Chan Ka Ki.

● **Purchase of English Supplementary Notes (Pay Circular No.13 (23-24))**

To strengthen the foundation of students' English proficiency, we have designed and printed sets of supplementary notes and exercises for students. It is compulsory for students to purchase the supplementary materials. The payment is shown below and should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7.

Form	Fee
F.1 - F.6	\$80

For enquiries, please contact our teacher, Mr. Wong Siu Ki.

● **Purchase of Mathematics Supplementary Exercises and English Notes (Pay Circular No. 14 (23-24))**

To strengthen students' problem-solving skills and English learning, our Mathematics teachers have designed and printed sets of supplementary exercises and English notes for F.3 students. F.3 students are required to purchase the following supplementary exercise books and English notes.

Form	Class	Name of exercise book	Price
F.3	3A - 3C	英文課題筆記	\$ 33

The payment should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7.

For enquiries, please contact our teacher, Ms. Cheng Lai Sha or Mr. Lam Kim Fung.

● **Membership fee for Alumni Association (Pay Circular No.15 (23-24))**

According to Alumni Constitution, all graduates of the TWGHs Lui Yun Choy Memorial College will automatically become the member of Alumni Association. The membership fee is HK\$20 each for students. **All F.6 students** are required to pay HK\$20 membership fee. The payment should be made by electronic payment system through PPS. For details, please refer to the Pay Circular No.7. Repeaters in F.6 from other schools are also required to pay the fee. Students' address will be recorded in Alumni Association for the use of contact.

For enquiries, please contact our teachers, Mr. Fong Yuk Wah or Mr. Hui Hong Kiu.

Events for Whole School:

● **Special Arrangement for 1st, 4th and 5th September (School Circular No. 1 (23-24))**

The first school day falls on 1st September 2023 (Friday). Students should arrive at school in tidy school uniform by 8:00 a.m. The arrangement for the first three school days is shown as follows:

- 1st September (Friday) : Opening ceremony. Dismiss at 12:20p.m.;
- 4th September (Monday) : A.M. – Class period by Class teachers. Dismiss at 12:20p.m.
- 5th September (Tuesday) onwards : Normal lessons. F.4-F.6 students can go out for lunch.

For enquiries, please contact our Vice-principal, Mr. Ng Hon Kai.

● **Special Schedule in September and October (School Circular No. 2 (23-24))**

Date	Event
1 st September 2023 (Friday)	2023-2024 School Opening Ceremony
30 th September 2023 Saturday)	Holiday after Mid-autumn Festival Students are not required to return to school on that day and should do revision at home.
18 th September 2023 (Monday) to 3 rd October 2023 (Tuesday)	F.6 1st Mock Examination Please refer to School Circular No.312 (22-23) in August Letter to Parents for details.
2 nd October, 2023 (Saturday)	National Day Students are not required to return to school on that day and should have revision at home.

Our school will adjust the schedules in response to the development of the novel coronavirus pandemic. Parents please pay close attention to school announcements.

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

● **Policy on the use of the students' personal data (School Circular No. 3 (23-24))**

The school may need to reveal students' names, classes, assignments, articles, outstanding achievements (such as prizes/ awards received, or outstanding results in public examinations), photos, videos, etc. in the school publications, school promotion pamphlets, school homepage, etc. in order to facilitate communication between the school and the community. We would like to have your consent for the use of students' personal information for the said purposes, when necessary.

For enquiries, please contact our Vice-principal, Mr. Ng Hon Kai.

● **"No Mobile Phone or Other Technology Products" Policy (School Circular No. 4 (23-24))**

Bringing mobile phones or other technology products to school often leads to problems, e.g.

1. loss of the mobile phones or other technology products at school;
2. disturbance to the lessons and classmates;
3. inappropriate use of mobile phones or other technology products, e.g. playing games, listening to music & recording.

These all lead to adverse effects on students' learning and discipline.

Therefore, students should not bring and use mobile phones, watches with a text display function, smart watches or other wearable technology gadgets with communication or data storage functions. In case of emergency, parents could contact their children through General Office. Students could also use the phone at the General Office to contact their parents.

Should parents be in contact with children using mobile phones after school, they can arrange for their children to bring their mobile phones back to school without applying. However, parents should ensure that their children keep their mobile phones safe and switch them off within school premises.

Teachers have been advised to keep student's mobile phone that they see at school and parents will be informed to get it back in person. Students who bring or use mobile phones without permission will be given a demerit.

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

● **"Bring Your Own Device" Policy (School Circular No. 5 (23-24))**

This circular is going to announce the procedures for applying to bring mobile computer devices under the "Bring Your Own Device (BYOD)" policy.

Should students need to use their own mobile computer devices for learning, they could apply for the permission of bringing mobile computer gadgets to school. Their applications, which will be considered on

a case-by-case basis, must be tendered to the school via their class teachers between 4th September and 8th September. Exempted mobile computer devices will be marked with special labels. Should students need to bring their own mobile computer devices due to the teachers' request, they can go to the office for registering and getting a temporary certificate on that day morning.

Students are only allowed to use mobile computer devices in the study room or under teachers' supervision. Students who bring or use mobile computer devices without permission will be given a demerit point.

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

● **Reminders on English learning at LYCMC (School Circular No. 6 (23-24))**

A. English Reading Policy

- All F1 students are given one reading lesson per cycle which is taught by our NET, Mr KEN. He is responsible for teaching how to read fiction in the first term and how to understand current issues through the reading of cross-curricular readers in the second term.
- All F1-3 students will join the Raz-kids Online Reading Platform sponsored by the school. Students are required to complete the required tasks every week and they will be counted as daily marks.
- All F.1-3 students will study English Literature and Media as electives. Only daily marks are given so students are required to complete the assigned homework.

B. Approaches to enhance students' vocabulary power(junior forms)

- Every student will be provided with a "cross-curricular vocabulary handbook". It will be used to keep vocabulary items across subjects.
- There is a dictation per cycle, and they will be counted as daily marks.

C. Participation in English activities

All LYCMC students are cordially invited to join in one of the following activities:

- Campus TV
- English Sports
- STEM Workshop
- Drama Team
- English Ambassador and Fun Day
- LYCNIX Editor Program
- Folk Song
- Speech Festival
- Board Games
- Overseas Excursion

Students will be recommended by teachers to join the above activities. They may also submit their own application.

D. Elite and Benchmark Classes for all students

- Students with learning difficulties in English after First Uniform Test will be arranged to join Saturday Benchmark Class.
- Students with outstanding achievements will be given Saturday Elite Class.

For enquiries, please contact our teacher, Mr. Wong Siu Ki.

● **Order of P.E. Uniform (School Circular No. 7 (23-24))**

The school P.E. uniform consists of a short-sleeved T-shirt in the colour of one of the four Houses (decided by the school), blue shorts and a winter tracksuit, which are all sewn with the school name. The P.E. uniform samples are available upon request at the General Office. It is reminded that students should prepare their own white socks and white (or mainly white) sports shoes.

Students should purchase P.E. uniforms themselves. The supplier's shop is Wafung Uniform Company (Tel : 23432011; Address : Shop 101, Shun On Commercial Centre, Shun On Estate, Kwun Tong). Parents can also purchase uniforms from other suppliers.

Students are reminded to have their winter P.E. uniform ready for the Annual Athletic Meet held on 13th and 14th November, 2023, and TWGHs Joint Secondary Schools Athletic Meet held on 12th and 13th December, 2023.

For enquiries, please contact our teacher, Mr. Yu Chun Tung.

● **Arrangements for Physical Education Lessons (School Circular No. 8 (23-24))**

Physical Education (PE) is an integral part of the school curriculum. Every student must participate in PE lessons. Some of the PE lessons will be conducted in venues stipulated by Leisure and Cultural Services Department. However, if your child is not physically fit for PE lessons, you should seek medical advice on whether it is suitable for your child to participate in PE lessons. If your child needs to be temporarily or perpetually exempted from PE lessons, a medical certificate from a registered doctor must be provided. If there are any changes in your child's health conditions, please notify the school immediately.

For enquiries, please contact our teacher, Mr. Yu Chun Tung.

● **School Lunch Boxes Arrangement (School Circular No. 9 (23-24))**

1. Lunch supplier for 2023-2024 is "VITALAND SERVICES LIMITED".
2. For details, please refer to the notice from the supplier "VITALAND SERVICES LIMITED".
3. Reminders:
 - Late submission of order forms or payment receipts / cheques will not be accepted by "VITALAND SERVICES LIMITED".
 - If a student is absent from school, the cancellation of the lunch order must be made to the lunch supplier before 9:00 a.m. that day.
 - The dates for giving out and returning the order form are indicated on the notice given by the lunch supplier in September.

For enquiries, please contact our teachers, Mr. Chan Yuen Kin.

● **Application for the Student Activities Support Grant and School-based After-school Learning and Support Programme (School Circular No. 10 (23-24))**

Student Activities Support Grant and School-based After-School Learning and Support Programme are now open for application. Parents are reminded to pay close attention to the application procedures, the details are as follows:

1. Eligibility Criteria	- Secondary 1 to 6 needy students Families in receipt of the followings will be the first batch of beneficiaries <ul style="list-style-type: none"> • Full grants from the Student Financial Assistance Agency (SFAS); OR • Comprehensive Social Security Assistance (CSSA); OR • Families who are not receiving CSSA/SFAS full grant but are identified as financially needy students will only receive the remaining fund.
2. Amount Limit	The amount of the allowances will be subject to the maximum requirements of the Student Activities Support Grant, School-based After-school Learning and Support Programme. Therefore, not every activity can be fully funded, and students may need to pay the remaining part.

3. Eligible items	School-based learning activities and programmes. * Note: School Textbook Assistance and Air-conditioning fee should not be claimed.
4. Application Procedure & Deadline	Families who wish to apply for financial assistance are required to submit the completed application form together with supporting evidence, the form will be distributed by school on 1 st September, 2023.
5.	In order to expedite the processing of application, please fill-in the application form and return it to school (with copies of certified documents) on 5 th September, 2023.

Our school is abided by the Personal Data (Privacy) Ordinance in handling the concerned applications.

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

● **Application for Student Allowances (School Circular No. 11 (23-24))**

A. Application guidelines for the financial assistance (School Textbook Assistance / Student Travel Subsidy Schemes) ***for new applicants in 2023/24**

Successful applicants should receive a notification letter from SFAA around August. They are required to submit the letters to the General Office via their class teachers.

Parents and students are reminded to check the following information in the letter:

- (i) Name of school, class (e.g. 1A) and applicant's bank account number;
- (ii) Section D and Section E should be blank;
- (iii) Students should not participate in CSSA;
- (iv) Applicant's signature

The registration number of our school is 516988000233/SK

Deadline of first round: 5th September 2023 (Tuesday)

For the upcoming applications, students are reminded that notification letters should be returned to school within 4 weeks. Otherwise, their applications might not be considered.

For details, please visit the homepage of SFAA at <http://www.sfaa.gov.hk/tc/schemes/fts.htm#1>

B. Application guidelines for a Personalized Octopus Card with student status

1.	Fee	Photo
Application for a Personalized Octopus Card with student status (for students who have not applied before)	\$90 (Deposit: \$50; Administration fee: \$20; Service charge: \$20)	40mm x 35mm
Activation/Renewal of "Student Status" on a Personalised Octopus card	Administration fee: \$20	/

2. Cards will expire by the end of the school years of F.3 and F.6, with the exception of the repeaters. For students from F.3 promoted to F.4 whose Octopus cards will be expired on 31st October 2023 have to renew the cards by submitting application forms.

3. Upon approval for the first-time applications, HK\$20 will be rebated.
Period of validity: - 3 years for F.1 students
- 2 years for F.2 students
- 1 year for F.3 students;
- 3 years for F.4 students
- 2 years for F.5 students
- 1 year for F.6 students; application for extension thereafter

4. In view of the latest situation of the novel coronavirus epidemic, eligible students only need to log in to the following link to make application:
<https://studenteapplication.mtr.com.hk/en> (English) or
<https://studenteapplication.mtr.com.hk/ch> (Chinese)

(i) Online Application for Renewal of "Student Status":

Students may access the online application system through the MTR website. After inputting personal data, Octopus number and uploading valid Student Identity Card (or Student Identity Card of 22/23), then the students will receive a confirmation email later. Upon successful application, students will

receive a second email from the MTR Cooperation, notifying them the payment (HKD 20) and renewal method. For details, please refer the video clip of ‘MTR Student Travel Scheme - Renewal of Student Status’: (<https://www.youtube.com/watch?v=j5ZSfh3hr5I>) .

(ii) New Online Application for a Personalised Octopus with “Student Status”:

Students may access the online application system through the MTR website, input personal data and upload a recent colour passport photo, (The provision of parent’s or guardian’s name is required if the student is under 18.) and make online payment (HK\$90 for new application) by Octopus Apps / credit card (Students can also make direct payment at any MTR Customer Service Centre). The student will receive a “Notification Letter” or “Confirmation Letter”. After processing the applications of Octopus by the MTR, students will receive the new personalized Octopus Card by mail within one month.

5. Students can also apply MTR Student Travel Scheme physically, the application form can be obtained from MTR Customer Service Centre. The application instructions are as follows:
Students can get the application forms from MTR Customer Service Centre. Application forms which have been endorsed with the school chop should be submitted to one of the MTR customer service centres in person. Upon successful application, students will be given the “Confirmation Letter”.
6. Due to the latest situation of the novel coronavirus epidemic, our school encourages students to apply the "Renewal of MTR Student Travel Scheme" through MTR online platform.

Application guidelines for Student’s Allowances

Type of Allowance	Application Deadline	Remarks
1.SFAA – subsidy for Primary & Secondary School students (i) Textbook allowance (ii) Travel allowance (iii) Subsidy Scheme for Internet Access Charges	By 31 st October 2023 By 1 st November 2023 By 1 st February 2024	Details are available at https://www.wfsfaa.gov.hk/sfo/tc/primarysecondary/tt/application/deadlines.htm
2.Grantham Maintenance Grants	23 rd September 2023	who have financial needs without CSSA from Social Welfare Department could apply. Application forms and details are available at https://www.wfsfaa.gov.hk/sfo/tc/other/grantsloans/grantham/9.1.10.htm#two

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

Events for Particular Forms:

- **Special Dismiss Arrangement For F.1 Students in September (School Circular No. 12 (23-24))**
In order to build the habit of completing homework on time, F.1 students will stay after school until 4:30 p.m. from 5th September, 2023 (Tuesday) to 15th September, 2023 (Friday). The school firmly believes that with the joint efforts of parents and the school, students will be able to cultivate good learning attitudes and habits.

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

- **Amendment on Form 6 Mock Examination 1 Timetable (School Circular No. 44 (23-24))**

The Form 6 Mock Examination 1 (BAFS) is amended as follows :

27 Sept (Wed)
Business, Accounting & Financial Studies (Paper 1). 8:30–9:45
Business, Accounting and Financial Studies (Paper 2) 10:15-12:30

Please note that the related students can leave school at 12:30 p.m. on 27th September.

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