

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

29<sup>th</sup> November 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 December. The following is the summary of the school circulars concerned:

**Events for Whole School:**

- Special Schedule in December and January (School Circular No.180 (23-24))
- School Holidays in December to January (School Circular No.181 (23-24))
- Support and Award Scheme for Elite Students on Sports and Arts (School Circular No.182 (23-24))
- TWGHs Joint Secondary Schools Speech Day (School Circular No.183 (23-24))
- TWGHs Joint Secondary Schools Athletic Meet (School Circular No.184 (23-24))

**Events for Particular Forms:**

- F.1 to F.5 First Term Examination (School Circular No.185 (23-24))
- F.1 to F.6 Outdoor Study Trip (School Circular No.186 (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)





### Reply-slip of the December Parents' Letter

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

#### Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the December 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 for the December 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 School:

### ● **Special Schedule in December and January (School Circular No.180 (23-24))**

Date	Event
4 <sup>th</sup> December, 2023 (Monday)	<b>TWGHs Joint Secondary Schools Speech Day Rehearsal</b> Please refer to School Circular No.183 (23-24) for details.
5 <sup>th</sup> December, 2023 (Tuesday)	<b>TWGHs Joint Secondary Schools Speech Day</b> Please refer to School Circular No. 183 (23-24) for details.
6 <sup>th</sup> December, 2023 (Wednesday)	<b>School Holiday</b> Students are not required to return to school on that day.
11 <sup>th</sup> December, 2023 (Monday)	<b>School Holiday on the day following after District Council Ordinary Election</b> Students are not required to return to school on that day.
12 <sup>th</sup> December, 2023(Tuesday)	<b>TWGHs Joint Secondary Schools Athletic Meet</b> Please refer to School Circular No. 184 (23-24) for details.
13 <sup>th</sup> December, 2023(Wednesday)	<b>TWGHs Joint Secondary Schools Athletic Meet</b> <b>Decoding Emotions Seminar For F.1 to F.2</b> Please refer to School Circular No. 184 (23-24) for details.
14 <sup>th</sup> December, 2023(Thursday)	<b>School Holiday</b> Students are not required to return to school on that day.
16 <sup>th</sup> December, 2023 (Saturday)	<b>TW – TVB Charity Gala</b> Please join us to help the needy.
21 <sup>st</sup> December, 2023 (Thursday)	<b>F.1 to F.6 Outdoor Study Trip</b> Please refer to School Circular No. 186 (23-24) for details.
22 <sup>nd</sup> December, 2023 (Friday)	<b>Christmas Celebration</b> Time: 9:00am – 1:00pm All students should take part in the function in tidy winter sports uniform. <b>Club Christmas Activities</b> Time: 1:00pm – 3:00pm Christmas activities will be held by individual clubs. Parents will be notified of the details by the teachers in charge.
25 <sup>th</sup> December,2023 (Monday) to 2 <sup>nd</sup> January, 2024 (Tuesday)	<b>Christmas and New Year school holiday</b> Please refer to School Circular No.181 (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 School Circular No.185 (23-24) for details. F.6 students will attend classes as usual.

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

### ● **School Holidays in December to January (School Circular No.181 (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.

### ● **Support and Award Scheme for Elite Students in Sports and Arts (School Circular No.182 (23-24))**

Students with potential and outstanding performance in sports or arts are often be restricted by various barriers, such as high costs of training, equipment or competitions. Those students will possibly become elite in future if they receive subsidies and adequate training in sports or arts. The purpose of the scheme is to provide financial support for students who are studying in a school from Tung Wah Group of Hospitals, and have outstanding performance in sports or arts. Under the scheme, students can develop their potential and strive for outstanding achievements. If students are interested, please contact our teacher, Mr. Fong Yuk Wah via Office 365 on or before 8<sup>th</sup> December, 2023 (Friday).

Target Groups:

Students who are studying in secondary schools, primary schools and special schools from Tung Wah Group of Hospitals possessing:

- 1) qualified academic results and good conduct;
- 2) potential and outstanding performance in sports or arts (such as achieving global or Hong Kong rankings, getting good results in high-level competitions, etc.), and have continuous training;

Preference may be given to students from underprivileged families.

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

● **TWGHs Joint Secondary Schools Speech Day (School Circular No.183 (23-24))**

The captioned event will be held on 5<sup>th</sup> December, 2023 (Tuesday) and rehearsal will be held on 4<sup>th</sup> December, 2023 (Monday). Details of the event are as follows:

**Students with Duties**

Students with duties will join the above event at Kowloon Bay International Trade and Exhibition Centre. Please refer to details of the parent letter distributed by teacher in charge of each working groups. Students should dress according to the instruction of teacher in charge and attend the event punctually.

**Students without Duties**

Students without duties do not need to attend school on both days. Students are reminded to study at home.

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



● **TWGHs Joint Secondary Schools Athletic Meet (School Circular No.184 (23-24))**

TWGHs Joint Secondary Schools Athletic Meet will be held at the Tseung Kwan O Sports Ground on 12<sup>th</sup> December, 2023 (Tuesday) and 13<sup>th</sup> December, 2023 (Wednesday).

As 12<sup>th</sup> December 2023 is a preliminary heat, only athletes will attend the event. Other students will have a normal school day.

The final will be held on 13<sup>th</sup> December 2023. Form 1 and 2 students required to attend school seminar, Details of the seminar are as follows:

	<b>Seminar by Counselling Team</b>
Time:	08:00-09:00
Venue:	School Hall
Theme :	Equation of Decoding of Emotions
Aim :	Improve students' resilience and strengthen their mental health.
Speaker :	Social Worker from TWGHs Ho Yuk Ching Educational Psychology Service Centre, Ms Lee.

Form 1 and 2 students can dismiss after the seminar ends.

All Form 3 students and students with duties are required to attend. The details are listed as follows:

	<b>F3 students and Students with duties</b>
Roll-call Time	9:15 a.m.
Assembly Point	Tseung Kwan O Sports Ground
Dismissal Time	About 4:15 p.m.
Dismissal Place	Tseung Kwan O Sports Ground
Lunch Arrangement	Students are allowed to have lunch at the Sports Ground or nearby restaurants.
Type of Wear	All students should be in proper winter P.E. uniform.
Remarks	All students should bring along their student ID card.

The joint secondary schools athletic meet is a special function of our school. Students who are absent without good reasons will be treated as truants. Medical certificates should be submitted to school for sick leaves.

Form 4, 5 and 6 students are required to have normal lessons, 13<sup>th</sup> December, 2023 (Wednesday) will be Day 2.

The lunch supplier will provide lunch as usual on 12<sup>th</sup> December, 2023. School will arrange cancellation for athletes. The lunch supplier will not provide lunch on 13<sup>th</sup> December, 2023 due to not meeting minimum amount. School will arrange cancellation for the whole school.

For enquiries, please contact our teacher, Ms. Lau King Tak (athletic meet), Ms. Kwok Ching Yee (seminar by counselling team) and Ms. Wong So Yee (lunch arrangement).

## Events for Particular Forms:

### ● F.1 to F.5 First Term Examination (School Circular No.185 (23-24))

The First Term Examination for Form 1 to Form 5 will be held from 3<sup>rd</sup> January to 16<sup>th</sup> January 2024. Please see the attached document for details. Students can go home after the exam. For those students who do not have any exam on the day, they should not come back to school. In case school has to be cancelled due to deteriorating weather conditions, the exam(s) scheduled on that day will be cancelled and postponed to a later date while other exams that follow will be preceded as scheduled.

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

### ● F.1 to F.6 Outdoor Study Trip (School Circular No.186 (23-24))

The Outdoor Study Trip will be held on 21<sup>st</sup> December, 2023 (Thursday). The details are as follows:

Class	Venue	Nature of Activity	Meeting Place	Meeting Time	Dismissal Place	Dismissal Time	Transportation
F.1	Ma Wan- Ark Life Education House	Positive Education Team Building	The school	08:00	The school	15:30	Coach
F.2	Po Leung Kuk Jockey Club Tai Tong Holiday Camp	Team Building Enhance communication, cooperation and execution skills	The school	08:15	The school	15:45	Coach
F.3	Ma Wan- BBHK Anchor House	Experiential Learning	The school	08:45	The school	15:00	Coach
F.4	Sai Kung Yim Tin Tze	Interdisciplinary Field Trip	The school	08:30	The school	15:15	Coach
F.5	The Chinese University of Hong Kong	University Visit and Career Experience Workshop	The school	09:00	The school	16:30	Coach
6A	Stanley	Graduation Trip	The Central (Exchange Square) Bus Terminus	10:00	Stanley	14:00	Public Transport
6B	Tai Mei Tuk	Graduation Trip	Tai Po Market Station Exit A3	10:00	Tai Mei Tuk	14:00	Public Transport
6C	Shek O	Graduation Trip	Shek O	10:00	Shek O	14:00	Public Transport
6D	Tai Po Lung Mei Beach	Graduation Trip	Tai Po Market Station	10:00	Tai Po Lung Mei Beach	14:00	Public Transport



**Note:**

1. F.1 are going to have lunch at the Ark Life Education House (about \$80 HKD), please bring enough money.
2. There will be a kaito experience during the F.4 Field Trip.
3. The visit of F.5 will be announced later.
4. For classes that meet and disperse outside the school, the exact location of the meeting and dismissal will be notified separately by the teacher in charge.

**Objectives:**

1. Aims of the Outdoor Study Trip: Outdoor Study Trip is part of our school education. It enhances classroom learning by providing opportunities for pleasurable learning in a natural environment.
2. As the Outdoor Study Trip is considered a formal school activity, all students should behave well as usual.

**Remarks:**

1. All students must arrive on time through the school entrance of Po Fung Road (near the Metro City).
2. The school will be open at 7:30 am on that day.
3. As the Outdoor Study Trip is considered to be a formal school activity for the whole school, **all students are required to attend**. Students who are not able to join the activities must submit a parent letter to the Principal through their class teachers 3 days prior to the day of the activity. If students take sick leave on that day, medical certificates should be submitted to the class teachers upon resumption of school, or playing truant will be regarded.
4. All students have to wear proper PE uniforms.
5. Students with improper dressing or discipline problems will be arranged to stay at the school and regarded as a violation of discipline.
6. Students are encouraged to practice green living. To reduce the disposal of disposable items and reduce pollution, students should bring their own water bottles, hand towels, environment-friendly lunch boxes and tableware.

**Guidance notes for the activity:**

1. Students are educated to love and preserve our earth and public properties. They should handle rubbish properly.
2. Students must arrive at the designated gathering venue punctually.
3. Bring along the student card and ID Card.
4. Students should take care of their own belongings and they should not bring too much money.
5. Do not meet friends outside school at the venues.
6. Students should not leave the group. In case of emergency, they should report to the teachers promptly.
7. Students should follow the safety guidelines and the instructions given by teachers.
8. At the end of the activity, all students should return to the designated venue and take attendance before dismissal.
9. Further information will be announced by class teachers.

**Emergency response measures:**

1. If there is an announcement concerning suspension of classes due to bad weather before 6:30a.m., the Outdoor Study Trip for all forms will be cancelled, students are not required to go to school.
2. If a red/black rainstorm warning is issued, Typhoon Signal No.1 or above is hoisted or when the AQHI reaches "Serious" level (band 10+) before 6:30a.m., the Outdoor Study Trip for all forms will be cancelled, students are not required to go to school.
3. According to the Guidelines on Outdoor Activities, students with heart, respiratory or chronic illnesses are not suitable for engaging in outdoor activities when the AQHI reaches "Very high" level or above (band 8 – 10 or above), those students should stay in the school to do revision.

For enquiries, please contact our teacher, Mr. Cheung Ming Fai, or Ms. Hui Suk Lan.

## F.1 to F.5 First Term Examination Timetable

F1	3 <sup>rd</sup> Jan (Wed)	4 <sup>th</sup> Jan (Thu)	5 <sup>th</sup> Jan (Fri)	8 <sup>th</sup> Jan (Mon)	9 <sup>th</sup> Jan (Tue)	10 <sup>th</sup> Jan (Wed)	11 <sup>th</sup> Jan (Thu)	12 <sup>th</sup> Jan (Fri)	15 <sup>th</sup> Jan (Mon)	16 <sup>th</sup> Jan (Tue)
Subject Time	Chinese History 08:30 – 09:30	English (Listening) 08:30–09:30 (SRC)	English (G.E.) 08:30–09:45	Chinese (Paper 1 Reading) 08:30 –09:45	Mathematics 08:30–09:45	Geography 08:30-09:30	English (Writing) 08:30-09:30	History 08:30-09:30	English (Speaking) 09:00-11:00 (6/F)	Integrated Science 08:30–09:45
Subject Time		Putonghua 10:00–10:30 (SRC)		Chinese (Paper 2 Writing) 10:15-11:30						

- 1) The exam on 4<sup>th</sup> Jan will be conducted in SRC on the 7<sup>th</sup> floor.
- 2) The speaking exam on 15<sup>th</sup> Jan will be conducted in classrooms on the 6<sup>th</sup> floor.
- 3) Other exams will be conducted in their own classrooms.

F2	3 <sup>rd</sup> Jan (Wed)	4 <sup>th</sup> Jan (Thu)	5 <sup>th</sup> Jan (Fri)	8 <sup>th</sup> Jan (Mon)	9 <sup>th</sup> Jan (Tue)	10 <sup>th</sup> Jan (Wed)	11 <sup>th</sup> Jan (Thu)	12 <sup>th</sup> Jan (Fri)	15 <sup>th</sup> Jan (Mon)	16 <sup>th</sup> Jan (Tue)
Subject Time	English (Listening) 08:30–09:30 (SRC)	Mathematics 08:30 – 09:45	Chinese (Paper 2 Writing) 08:30–09:45	Integrated Science 08:30-9:45	History 08:30–09:30	English (G.E.) 08:30-09:45	English (Speaking) 09:00-11:00 (6/F)	Chinese History 08:30–09:30	Chinese (Paper 1 Reading) 08:30 – 09:45	Geography 08:30-09:30
Subject Time	Putonghua 10:00–10:30 (SRC)					English (Writing) 10:15-11:15				

- 1) The exam on 3<sup>rd</sup> Jan will be conducted in SRC on the 7<sup>th</sup> floor.
- 2) The speaking exam on 11<sup>th</sup> Jan will be conducted in classrooms on the 6<sup>th</sup> floor.
- 3) Other exams will be conducted in their own classrooms.



F3	16 <sup>th</sup> Jan (Tue)	15 <sup>th</sup> Jan (Mon)	12 <sup>th</sup> Jan (Fri)	11 <sup>th</sup> Jan (Thu)	10 <sup>th</sup> Jan (Wed)	9 <sup>th</sup> Jan (Tue)	8 <sup>th</sup> Jan (Mon)	5 <sup>th</sup> Jan (Fri)	4 <sup>th</sup> Jan (Thu)	3 <sup>rd</sup> Jan (Wed)
Subject Time	History 08:30-09:30	Mathematics 08:30-09:45	Chinese (Paper I Reading) 08:30-09:45	Integrated Science (Physics) 08:30-09:30 English (Writing) 10:00-11:15	English (Speaking) 09:00-12:00 (6/F)	English (G.E.) 08:30-09:45	Integrated Science (Biology) 08:30-09:30 Chinese (Paper 2 Writing) 10:00 - 11:15	English (Listening) 08:30-9:45 (SRC) Putonghua 10:15-10:45 (SRC)	Integrated Science (Chemistry) 08:30-09:30	Geography 08:30-09:30
Subject Time						Chinese History 10:15-11:15				Life & Society (Economics) 10:00-11:00

- 1) The exam on 5<sup>th</sup> Jan will be conducted in SRC on the 7th floor.
- 2) The speaking exam on 10<sup>th</sup> Jan will be conducted in classrooms on the 6th floor.
- 3) Other exams will be conducted in their own classrooms.

F4	3 <sup>rd</sup> Jan (Wed)	4 <sup>th</sup> Jan (Thu)	5 <sup>th</sup> Jan (Fri)	8 <sup>th</sup> Jan (Mon)	9 <sup>th</sup> Jan (Tue)	10 <sup>th</sup> Jan (Wed)	11 <sup>th</sup> Jan (Thu)	12 <sup>th</sup> Jan (Fri)	15 <sup>th</sup> Jan (Mon)	16 <sup>th</sup> Jan (Tue)
Subject Time	English (Paper 1 Reading) 08:30 – 10:00	Mathematics 08:30–10:00	Chinese (Paper 1 Reading) 8:30 - 10:00	English (Paper 3 Listening) 08:30-10:30 (SRC)	Chemistry 08:30–10:00 (SRC)	Chinese Literature (I) (Room 302) 08:30 – 10:30  Tourism and Hospitality (Room 305) 08:30 – 10:00  Information and Communication Technology (Room 306) 08:30 – 10:00	Biology(SRC) 08:30 – 10:00  History(SRC) 08:30 – 10:00  Economics(SRC) 08:30 – 10:00  Geography(SRC) 08:30 – 10:00  M2(SRC) 08:30 – 10:00	English (Paper 4 Speaking) 09:00-12:00 (6/F)	Chinese History (Room 305) 08:30 – 10:00  Business, Accounting and Financial Studies (Room 306) 08:30 – 10:00  Visual Art (Room 214) 08:30 – 12:30	Physics 08:30–10:00 (SRC)
Subject Time	English (Paper 2 Writing) 10:30-12:00		Chinese (Paper 2 Writing) 10:30 – 12:45	Citizenship and Social Development 11:00–12:30 (SRC)		Chinese Literature (II) (Room 302) 11:00 – 13:00				

- 1) The exam on 8<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup> and 16<sup>th</sup> Jan will be conducted in SRC on the 7<sup>th</sup> floor.
- 2) The speaking exam on 12<sup>th</sup> Jan will be conducted in classrooms on the 6<sup>th</sup> floor.
- 3) The exam of elective subjects on 10<sup>th</sup> and 15<sup>th</sup> Jan will be conducted in designated classrooms.
- 4) Other exams will be conducted in their own classrooms.



F5	16 <sup>th</sup> Jan (Tue)	15 <sup>th</sup> Jan (Mon)	12 <sup>th</sup> Jan (Fri)	11 <sup>th</sup> Jan (Thu)	10 <sup>th</sup> Jan (Wed)	9 <sup>th</sup> Jan (Tue)	8 <sup>th</sup> Jan (Mon)	5 <sup>th</sup> Jan (Fri)	4 <sup>th</sup> Jan (Thu)	3 <sup>rd</sup> Jan (Wed)	Subject Time
	English (Paper 4 Speaking) 09:00-12:00 (6/F)	Chemistry 08:30-10:30 (SRC)	Physics 08:30-10:30 (SRC)	Chinese Literature(I) (Room 302) 08:30 - 10:30  Tourism and Hospitality (Room 305) 08:30 - 10:00  Information and Communication Technology (Room 306) 08:30 - 10:00	English (Paper 3 Listening) 08:30-10:30 (SRC)	Biology(102) 08:30 - 10:30  History(105) 08:30 - 10:30  Economics(302) 08:30 - 10:30  Geography(305) 08:30 - 10:30  M2(306) 08:30 - 10:00	Chinese History (Room 305) 08:30 - 10:45  Business, Accounting and Financial Studies (Room 306) 08:30 - 10:30  Visual Art (Room 214) 08:30 - 12:30	Mathematics(I) 08:30-10:00	English (Paper I Reading) 08:30 - 10:00	Chinese (Paper I Reading) 08:30-10:00	Subject Time
				Chinese Literature(II) 11:00-13:00 (Room 302)	Citizenship and Social Development 11:00-12:30 (SRC)			Mathematics(II) 10:30-11:30	English (Paper 2 Writing) 10:30 - 12:30	Chinese (Paper 2 Writing) 10:30-12:45	Subject Time

- 1) The exam on 10<sup>th</sup>, 12<sup>th</sup> and 15<sup>th</sup> Jan will be conducted in SRC on the 7<sup>th</sup> floor.
- 2) The speaking exam on 16<sup>th</sup> Jan will be conducted in classrooms on the 6<sup>th</sup> floor.
- 3) The exam of elective subjects on 8<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> Jan will be conducted in designated classrooms.
- 4) Other exams will be conducted in their own classrooms.