

TWGHs Lui Yun Choy Memorial College
April Letter to Parents(F.4-F.5)

31st March 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 April. The following is the summary of the school circulars concerned:

Events for Whole Schools:

- Special Schedule in April (School Circular No.193 (22-23))
- Handling Procedures of Students' Early Leave (School Circular No.194 (22-23))
- Online Application - Household Application for Student Financial Assistance Schemes (Household Application) for 2023/24 School Year (School Circular No.195 (22-23))

You can also find this information on our school website, <http://www.lycmc.edu.hk>. If you have any comments or opinions on our school policies, please feel free to contact our general office on 27060743 or complete the reply slip and return via 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 April Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the April school circulars.

Yours sincerely,

_____ (Signature of Parent/Guardian)

_____ (Name of Parent/Guardian)

_____ (Name of Student)

_____ (Signature of Student)

— End of Part I —

Part II (Optional)

Class: _____ Class number: _____

_____ - _____ - 2023

I would like to offer the following suggestions on the April 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 April (School Circular No.193(22-23))**

Date	Event
5 th April, 2023 (Wednesday)	Ching Ming Festival
6 th April, 2023 (Thursday) to 15 th April, 2023 (Saturday)	Easter Holidays Students are not required to return to school. They should have revision at home.
19 th April, 2023 (Wednesday)	Territory-wide System Assessment (Oral Assessment) for F.3 students Please refer to School Circular No.187 (18-19) for details. (School Circular No.196 (22-23))

For enquiries, please contact our Vice-principal, Mr. Cheung Kin Keung.

● **Handling Procedures of Students' Early Leave (School Circular No.194 (22-23))**

Early leave for personal reasons (e.g. medical appointment, examination):

1. Written application should be made at least 3 school days prior to the day of early leave. Class teachers will contact parents for confirmation. Upon approval, students should be picked up by parents in person.
2. If parents are unable to pick up their children in person,
 - a. Students are advised to take a half-day or a full-day leave.
 - b. Arrange a relative aged over 18 to pick up the child. The name of the relative should be stated on the written application. The school will contact the parents and record the name and ID number of the relative upon his/her arrival.
 - c. Arrange with the Principal, Vice Principal and the Discipline Mistress for regular leaves (e.g. for regular medical reviews).

Early leave for emergency reasons:

1. Before leaving school, students have to inform the general office, the class teacher will contact the parents for confirmation. If the class teacher cannot contact the parents due to any ongoing job duty or other reasons, staff of the school general office will be authorized by the Principal or the Vice Principal to contact the parents.
2. All the related documents have to be signed before the student leaves the school.

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

● **Online Application - Household Application for Student Financial Assistance Schemes (Household Application) for 2023/24 School Year (School Circular No.195 (22-23))**

The Household Application for Student Financial Assistance Schemes for the 2023/24 school year will start accepting applications soon. Needy families may submit applications to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency to apply for student financial assistance for students at pre-primary, primary or secondary levels.

SFO encourages applicants to apply online. Applicants applying online will receive subsidy earlier than those using paper-based application forms. Continuing applicants who have submitted the completed application forms and supporting documents online on or before 31 May 2023, met the relevant eligibility criteria and passed the mean test will receive the provisional School Textbook Assistance and Subsidy for Internet Access Charges (if applicable) from around mid-July 2023.

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



在職家庭及學生資助事務處
學生資助處

Working Family and Student Financial Assistance Agency
Student Finance Office

九龍協調道3號工業貿易大樓5樓
5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

6 March 2023

Dear Parents,

Online Application
Household Application for Student Financial Assistance Schemes (Household Application)
for 2023/24 School Year

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SFO encourages applicants to **apply online**. Applicants **applying online** will receive subsidy earlier than those using paper-based application forms. Continuing applicants who have submitted the completed application and supporting documents online on or before 31 May 2023, met the relevant eligibility criteria and passed the mean test will receive the provisional School Textbook Assistance and Subsidy for Internet Access Charges (if applicable) from around mid-July 2023. In addition, using E-form is convenient and saves time. Applicants may complete and submit applications online with their personal computers or smart phones and upload supporting documents online anytime and anywhere. Applicants no longer need to submit applications in person or by post, and this can also save money on postage and photocopying.

Website / QR Code for Applying Online

Please switch to online application immediately to enjoy the benefits. If you are a continuing applicant, SFO will issue an Access Code to you¹. Please access the SFO E-link (the website address and QR code are listed below) and then input the Access Code to get the E-form pre-filled with your basic information (i.e. the pre-filled E-Form) and submit the E-form online with supporting documents after completion. New applicants may access the E-link on or after 2 May 2023 to use the E-form and submit online.

¹ If continuing applicants has indicated in their 2022/23 household application that they need paper-based application form for the next school year, apart from issuing to them a paper-based form for the 2023/24 School Year pre-filled with the applicant's basic information, SFO will also issue to them an access code for making online application.

SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)
<https://ess.wfsfaa.gov.hk/espps>



Video on how to complete / submit the E-Form is available on the following website and QR code:

Video – How to complete / submit the E-Form on Household Application for Student Financial Assistance Scheme
<https://youtu.be/gjH4TOFMC0w>



Enquiry

For further information, please visit our website (<https://www.wfsfaa.gov.hk>) or call our 24-hour enquiry hotline at 2802 2345.

Working Family and Student Financial Assistance Agency



Smart tip :

Applying Online is the most convenient.
All you need is a Mobile Phone!

- No more hassle of submitting application in person or by post
- Saves money on postage and photocopying
- Submitting documentary proof is easy
(just use your mobile phone to take photos and then upload!)
- You can check application progress anytime and anywhere