

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

29th January 2024

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 February. The following is the summary of the school circulars concerned:

Events for Whole Schools:

- Special Schedule in February (School Circular No.223 (23-24))
- School Holidays from February (School Circular No.224 (23-24))
- Promotion Criteria (School Circular No.225 (23-24))

Events for Particular Forms:

- Changes of F.6 checking of marked examination papers to 5th March to 7th March, 2024. (School Circular No.227 (23-24))
- F.6 Post-examination Activities (School Circular No.228 (23-24))
- F.6 Graduation Ceremony (School Circular No.229 (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)





Class: _____ Class number: _____

_____ - _____ - 2024

Reply-slip of the February Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the February 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: _____

_____ - _____ - 2024

I would like to offer the following suggestions for the February 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.)

_____ 2024

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 February (School Circular No.223 (23-24))**

Date	Event
29 th January, 2024 (Monday) to 26 th February, 2024 (Monday)	F.6 Second Mock Examination Please refer to January Letter to Parents School Circular No.211 (23-24) for details.
5 th February, 2024 (Monday)	Staff Development Day (Whole Day) Students are not required to return to school on that day and should have revision at home.
6 th February, 2024 (Tuesday) to 17 th February, 2024 (Saturday)	Chinese New Year Holiday Please refer to School Circular No.224 (22-23) for details.
24 th February, 2024 (Saturday)	F.3 Talk on Senior Secondary Curriculum Please refer to School Circular No.226 (23-24) for details.

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

● **School Holidays in February (School Circular No.224 (22-23))**

The Chinese New Year school holiday starts from 6th February, 2024 (Tuesday) to 17th February, 2024 (Saturday). For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai.

● **Promotion Criteria (School Circular No.225 (23-24))**

The following are the promotion criteria for each form:

Promotion	Criteria
F.1 to F.2	Average mark must be 50 or above; Conduct grade must be C- or above.
F.2 to F.3	
F.3 to F.4	
F.4 to F.5*	Average mark must be 40 or above; Pass in Chinese, English, Mathematics, Citizenship and Social Development and one elective subject to be taken in HKDSE (40 marks or above, not including applied learning subjects); Conduct grade must be C- or above. (*Repeaters may not be able to take their original elective subjects.)
F.5 to F.6*	

For students who cannot meet the above standards, the school may consider the students' academic results, discipline committee's comments, the number of students and the combination of subjects in deciding the promotion. For students who are diagnosed (by a social worker and EDB's representatives) to have learning difficulties, special arrangement will be considered on a case-by-case basis.

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai or our Assistant Principal, Mr. Fok Kin Shing

Events for Particular Forms:

- **Changes of F.6 checking of marked examination papers to 5th March to 7th March, 2024.**
(School Circular No.227 (23-24))

In order to increase the efficiency of checking the marked mock examination papers of Form 6 students, the Form 6 checking of marked examination papers date will be changed from 6th March to 8th March, 2024 to 5th March to 7th March, 2024. The day cycle will be Day1, Day 2 and Day3. Form 6 students are required to go to school on time.

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

- **F.6 Post-examination Activities (School Circular No.228 (23-24))**

To better prepare our students for the HKDSE, a second Mock Examination will be held from 29th January to 26th February, 2024. All F.6 students are required to take part in the examination. Please refer to January Letter to Parents School Circular No.211 (23-24) for details. The results of this examination will be submitted to JUPAS.

Date	Event	Details
29 th January to 26 th February, 2024	F.6 Mock Examination	F.6 students are not required to report to school if there is no examination on that day.
5 th March to 7 th March, 2024	F.6 checking of marked examination papers	F.6 students should attend classes according to the normal timetable. Marked examination papers will be distributed.
28 th June, 2024	F.6 students reports will be distributed	The student report cards will be distributed after the Graduation Ceremony.

F.6 students doing revision at the school library or study room after the Mock Examination have to observe the following rules:

1. Students wearing tidy school uniform or P.E. uniform are allowed to enter the school by showing their student card, handbook or I.D. card at a specific period of time. Students who fail to do so will not be allowed to enter the school.
2. Students are required to sign on the in-and-out record and leave their student cards or handbooks to the janitor at the school entrance. They should do the same and take back their student cards or handbooks before leaving. (Students who show their HKID cards should also write down their HKID card no. [letter + first 3 no.] on the in-and-out record. The janitor will check their HKID cards.)
3. School Opening Hours:
Normal School Day: 9:00 a.m. - 6:30 p.m.;
Saturdays: 9:00 a.m. - 1:00 p.m.;
School Holidays: 9:00 a.m. - 3:00 p.m.

For enquiries, please contact our Vice-principal, Mr. Tsui Ka Wai or our teacher, Ms. Cheng Yuen Ming.

- **F.6 Graduation Ceremony (School Circular No.229 (23-24))**

The Graduation Ceremony for F.6 graduates will be held in the school hall on 28th June, 2024 (Friday). All F.6 graduates and their parents are cordially invited to take part in the ceremony. The time of the ceremony will be notified later.

For enquiries, please contact our teachers, Mr. Hui Hong Kiu or Ms. Ho Yui