

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

20th December 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 January. The following is the summary of the school circulars concerned:

Events for Whole School:

- Special Schedule in January and February (School Circular No.189 (24-25))
- School Holidays from December to February (School Circular No.190 (24-25))
- Lost and Found (School Circular No.191 (24-25))

Events for Particular Forms:

- Criteria for promotion to Elite Class in F.1 and F.2 (School Circular No.192 (24-25))

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.

Best regards,



Mr. Lai Wai Kong
(The Principal)





Class: _____ Class number: _____

_____ - _____ - 20

Reply-slip of the January Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the January 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: _____

_____ - _____ - 20

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

_____ 20

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 January and February (School Circular No.189 (24-25))**

Date	Event
23 rd December, 2024 (Monday) to 1 st January, 2025 (Wednesday)	Christmas and New Year Holiday Please refer to December Letter to Parents School Circular No.171 (24-25) for details.
2 nd January, 2025 (Thursday) to 15 th January, 2025 (Wednesday)	F.1 to F.5 First Term Examination Please refer to December Letter to Parents School Circular No.175 (24-25) for details.
20 th January, 2025 (Monday)	Staff Development Day (Whole Day) Students are not required to return to school on that day and should have revision at home.
27 th January, 2025 (Monday) to 8 th February, 2025 (Saturday)	Chinese New Year Holiday Please refer to School Circular No.190 (24-25) for details.
10 th February, 2025 (Monday) to 24 th February, 2025 (Monday)	F.6 Second Mock Examination Please refer to School Circular No.194 (24-25) for details.

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

● **School Holidays from December to February (School Circular No.190 (24-25))**

The Christmas and New Year school holiday is from 23rd December, 2024 (Monday) to 1st January, 2025 (Wednesday). Students are not required to return to school and should make use of their free time to prepare for the First Term Examination.

The Chinese New Year school holiday is from 27th January, 2025 (Monday) to 8th February, 2025 (Saturday).

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

● **Lost and Found (School Circular No.191 (24-25))**

The property lost and found in the school has been high every year. Items, such as sweaters, PE trousers, and jackets are always found around the school.

Do contact the staff at General Office and identify or retrieve lost property on or before **21st January, 2025** or unrecognized items will be disposed due to storage of space and hygiene issues.

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

Events for Particular Forms:

● Criteria for promotion to Elite Class in F.1 and F.2 (School Circular No.192 (24-25))

Criteria for promotion to Elite Class in F.1 and F.2

	Promotion	Criteria	Conditions
1.	Students from 1A–1C who meet the criteria (Average Class) are promoted to 2D (Elite Class) Students from 2A–2C who meet the criteria (Average Class) are promoted to 3D (Elite Class)	● Whole year results: Position in Form within top 33	Vacancy in 2D and 3D (Elite Class) and parents' intention
2.	Students from 1D who meet the criteria (Elite Class) are promoted to 2D (Elite Class) Students from 2D who meet the criteria (Elite Class) are promoted to 3D (Elite Class)	● Whole year results: Position in Form within top 50%	/
3.	Special cases	Individual consideration	/

* Class allocation should be adopted in Promotion Meeting.

Application period: 30th May to 18th June 2025

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