

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

19<sup>th</sup> December 2025

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.196 (25-26))
- School Holidays from December to February (School Circular No.197 (25-26))
- TWGHs Joint Secondary Schools Speech Day (School Circular No. 198 (25-26))
- Lost and Found (School Circular No.199 (25-26))

**Events for Particular Forms:**

- Criteria for promotion to Elite Class in F.1 and F.2 (School Circular No.200 (25-26))

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,

*Lai*

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.196 (25-26))**

<b>Date</b>	<b>Event</b>
22 <sup>nd</sup> December, 2025 (Monday) to 1 <sup>st</sup> January, 2026 (Thursday)	<b>Christmas and New Year Holiday</b> Please refer to December Letter to Parents School Circular No.172 (25-26) for details.
5 <sup>th</sup> January, 2026 (Monday) to 16 <sup>th</sup> January, 2026 (Friday)	<b>F.1 to F.5 First Term Examination</b> Please refer to December Letter to Parents School Circular No.175 (25-26) for details.
9 <sup>th</sup> January, 2026 (Friday)	<b>Teacher Development Day (Afternoon)</b> The afternoon classes for Form 6 will be cancelled. The dismissal time for Form 6 will be 1:00 pm. Please refer to December Letter to Parents School Circular No.177 (25-26) for details.
28 <sup>th</sup> January, 2026 (Wednesday)	<b>TWGHs Joint Secondary Schools Speech Day</b> Please refer to School Circular No.198 (25-26) for details.
29 <sup>th</sup> January, 2026 (Thursday) to 13 <sup>th</sup> February, 2026 (Friday)	<b>F.6 Second Mock Examination</b> Please refer to School Circular No.202 (25-26) for details.

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

### ● **School Holidays from December to February (School Circular No.197 (25-26))**

The Christmas and New Year school holiday is from 22<sup>nd</sup> December, 2025 (Monday) to 1<sup>st</sup> January, 2026 (Thursday). 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 16<sup>th</sup> February, 2026 (Monday) to 28<sup>th</sup> February, 2026 (Saturday).

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

### ● **TWGHs Joint Secondary Schools Speech Day (School Circular No. 198 (25-26))**

The captioned event will be held on 28<sup>th</sup> January 2026 (Wednesday).

Normal lessons will be scheduled for the first four periods. Details of the event are as follows:

#### **Form 1, Form 2, Form 3, Form 4A and 4D students:**

Normal lessons will be scheduled for the first four periods, and school will finish at 11:25am. Students are reminded to study at home after school.

#### **Form 4B and 4C students who need to attend the ceremony:**

1. 4B and 4C students have to attend the captioned ceremony at Queen Elizabeth Stadium, Wan Chai. They should be in tidy winter school uniform (sweater or multifunctional coat).
2. Normal lessons will be scheduled for the first four periods. Students can have lunch at school or outside school from 11:25am to 1:00pm. They must return to school by 1:00pm and assemble at the playground. Coaches will be arranged to take students to the venue. The ceremony will end at about 4:30pm and students will need to make their own way home.
3. The ceremony 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 leave.

#### **Form 5 and Form 6 Students:**

Students should attend lessons (Day 1) as usual.

All after-school activities will be cancelled that day.

For enquiries, please contact our teacher, Mr. Lee Chun Ming.



● **Lost and Found (School Circular No.199 (25-26))**

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.

Please contact the staff at General Office and identify or retrieve lost property on or before **21<sup>st</sup> January, 2026** or unrecognized items will be disposed due to storage of space and hygiene issues.

For enquiries, please contact our teacher, Mr. Lee Chun Ming.

**Events for Particular Forms:**

● **Criteria for promotion to Elite Class in F.1 and F.2 (School Circular No.200 (25-26))**

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: 30<sup>th</sup> May to 17<sup>th</sup> June 2026

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