

TWGHs Lui Yun Choy Memorial College

Letter to Parents (July) (F.1-F.3)

29th June 2026

Dear Parents,

This is to inform you of the arrangements for school affairs, as well as provide an update on some of our school activities in July. The following is a summary of the school circulars:

Events for Whole School:

- Special Schedule from July to September (School Circular No.389(25-26))
- Distribution of Students' Report Cards and Registration for New School Year 2026-27 (School Circular No.390 (25-26))
- Purchase of Textbooks (School Circular No.391 (25-26))
- Opening Hours of School during Summer Holidays (School Circular No.392 (25-26))
- First School Day for the School Year 2026-27 (School Circular No.393 (25-26))
- Change of Uniform Supplier (School Circular No.394 (25-26))

You can also find this information on our school website at <http://www.lycmc.edu.hk>. If you have any comments or suggestions regarding our school policies, please feel free to contact our general office at 27060743 or complete the reply slip and return it via the class teachers concerned. Suggestions are most welcome.

Yours faithfully,

Lai

Mr. Lai Wai Kong
(The Principal)





Class: _____ Class number: _____
_____ - _____ - 2026

Reply-slip for the July Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the July school circulars.

Yours sincerely,

_____ (Signature of Parent/Guardian)

_____ (Name of Parent/Guardian)

_____ (Name of Student)

*Please delete the inappropriate item.

— End of Part I —

Part II (Optional)

Class: _____ Class number: _____
_____ - _____ - 2026

I would like to offer the following suggestions on the July 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.)

_____ 2026

☐ 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 it to Ms. Carmen Leung for record.

Events for Whole Schools:

● **Special Schedule from July to September (School Circular No. 389(25-26))**

Date	Event
15 th June, 2026 (Monday) to 16 th July, 2026 (Thursday)	Post-examination Activities Please refer to School Circular No.348 (25-26) in June Letter for Parents for details.
1 st July, 2026 (Wednesday)	HKSAR Establishment Day Students are not required to return to school.
13 th July, 2026 (Monday)	School Closing Ceremony Release of Academic Report Please refer to Circular No. 390 (25-26) for details.
14 th July, 2026 (Tuesday)	Return of Academic Report Please refer to Circular No. 390 (25-26) for details.
17 th July, 2026 (Friday) to 31 st August, 2026 (Monday)	Summer Holiday Please refer to Circular No. 392 (25-26) for details.
19 th August, 2026 (Wednesday)	TWGHs Flag Day Please refer to School Circular No.347 (25-26) in June Letter for Parents for details.
1 st September, 2026 (Tuesday)	2026-27 School Opening Ceremony All students are required to return to school before 7:55 a.m. Please refer to Circular No.393 (25-26) for details.

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

● **Distribution of Students' Report Cards and Registration for New School Year 2026-27 (School Circular No. 390 (25-26))**

Students' academic reports will be distributed on 13th July 2026 (Monday). Parents or guardians are reminded to sign the reports. Students are required to complete the registration procedure for the school year 2026-2027 by returning their academic reports to their class teacher on 14th July 2026 (Tuesday) in person. Students who fail to do so will be considered as giving up the place for the next school year.

For enquiries, please contact our teacher, Ms Yan Lai Hung.

● **Purchase of Textbooks (School Circular No.391 (25-26))**

The list of textbooks for the next school year will be given to students on 13th July 2026 (Monday). Students may purchase their textbooks from the booksellers shown on the list or from other booksellers.

For enquiries, please contact our teacher, Ms. Hui Suk Lan.

● **Opening Hours of School during Summer Holidays (School Circular No. 392 (25-26))**

During the summer holidays, the school opens from 9:00 a.m. to 3:00 p.m. on weekdays; and 9:00 a.m. to 1:00 p.m. on Saturdays (except on public holidays). Teachers and other members of staff will be on duty to handle student affairs. Students should only participate in activities organized by teachers, and parents will be informed of these activities through circulars or student handbooks in advance. Furthermore, students must be dressed in proper school uniform.

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

● **First School Day for the School Year 2026-2027 (School Circular No.393 (25-26))**

The first school day falls on 1st September 2026 (Tuesday). Students should arrive at school in tidy school uniform before 7:55 a.m. The arrangement for the first two school days is shown as follows:

1 st September 2026 (Tuesday)	: Opening ceremony. Dismiss at 12:20 p.m.
2 nd September 2026 (Wednesday)	: A.M. – Class period conducted by Class teachers. Dismiss at 12:20 p.m.
3 rd September 2026 (Thursday) onwards	: Normal lessons, Form 4 to Form 6 students may go out for lunch

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

● **Change of Uniform Supplier (School Circular No.394 (25-26))**

The uniform supplier of school uniform and sportswear from 2026 to 2028 is Fung Cheong Shun (Shatin) Limited. The leaflets of the suppliers are shown on the notice board outside the general office. Parents may go to retail branches of the suppliers for any purchases.

Fung Cheong Shun (Shatin) Limited will arrange staff to come to school for measurement and distribution of uniform on 10th July, 2026 (9:00a.m. to 4:00 p.m.) and 20th August, 2026 (9:00a.m. to 1:00 p.m.). Parents are welcome to purchase uniform on the above date and time.

	School Uniform and Sportswear
Supplier	Fung Cheong Shun (Shatin) Limited
Address	Shop 304-305, 3/F, Po Lam Shopping Centre, Po Lam Estate Block 6 Po Kan House, Po Lam Rd N, Tseung Kwan O
Contact Number	2702 7066
Website	https://www.fcsl.com.hk/

For enquiries, please contact our teachers, Mr. Lee Chun Ming (School Uniform) or Mr. Yu Chun Tung (Sportswear).