

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

28th April 2023

Dear Parents,

Please be informed of the arrangements of the school affairs, as well as the updates on some of our school activities in May. The following is a summary of the school circulars concerned:

Events for Whole Schools:

- Special Schedule in May (School Circular No.226 (22-23))
- Handling Procedures of Students' Early Leave (School Circular No.227 (22-23))
- School Arrangements on the Approach of Rainstorm (School Circular No.228 (22-23))
- Second Term Examination (School Circular No.229 (22-23))

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 general office at 27060743 or complete the reply slip and return it 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 May Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the May 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: _____
_____ - _____ - 2023

I would like to offer the following suggestions on school circulars in May:

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 May (School Circular No.226 (22-23))

Date	Event
1 st May, 2023 (Monday)	Labour Day Holiday Students are not required to return to school. They are advised to study at home.
26 th May, 2023 (Friday)	Buddha's Birthday Holiday Students are not required to return to school. They are advised to study at home.
30 th May, 2023 (Tuesday) to 13 th June, 2023 (Tuesday)	Second Term Examination Please refer to School Circular No.229 (22-23) for details.

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

● Procedures for handling students' early Leave (School Circular No.227 (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 school general office, and 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, the 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.

● Arrangement during Rainstorm (School Circular No.228 (22-23))

Parents and students should listen to radio or television announcements regularly regarding the approach of rainstorms. If a Rainstorm, "Amber" or "Red" or "Black" Warning Signal is issued, the school will make the following arrangements.

Rainstorm Warning Signal	Action to be taken
AMBER	<ul style="list-style-type: none"> ● Unless the EDB has made a special announcement on suspension of classes, school is to operate as usual.
RED or BLACK	
(i) Issued from 5:30 am onwards and before 6:00 am	<ul style="list-style-type: none"> ● Classes of school are to be suspended all day. ● Schools will activate contingency plan and arrange staff to look after students who might arrive and ensure that conditions are safe before allowing students to return home. ● Students who have not left for school should stay home.
(ii) Issued from 6:00 am onwards and before 8:00 am	<ul style="list-style-type: none"> ● Classes of school are to be suspended all day. ● School will ensure that the premises are open and arrange staff to look after those students who have arrived at school. The school will ensure that conditions are safe before allowing students to return home. ● Students who have not left for school should stay home.

	<ul style="list-style-type: none"> ● If students learn the class suspension announcement on their way to school, they should decide whether to proceed to the school taking into consideration the rain, road, slope or traffic conditions.
(iii) Issued from 8:00 a.m. onwards	<ul style="list-style-type: none"> ● The school will continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.

Parents may exercise their discretion on deciding whether to allow their children to go to school under the inclement weather conditions. Students should stay at home if parents have considered the weather or traffic conditions are not suitable for attending classes. Allowance will be given to the affected students for being late or absent from school. They will not be penalized under exceptional circumstances.

If the school is in session when the EDB announces the immediate suspension of classes, the school will activate the contingency plan to ensure that our students are kept in safe conditions and proper arrangements have been made for them to return home at an appropriate time. An announcement on the closure of school or suspension of classes does not mean all students are allowed to go home immediately.

For more information regarding the regional weather, parents and students may visit <https://www.hko.gov.hk/en/school/school.htm>.

Parents may visit the following webpage to read the school's latest arrangements in any exceptional circumstances: <http://www.lycmc.edu.hk>

Parents may also visit the following EDB's webpage about the tropical cyclones and heavy persistent rain arrangements for kindergartens and day schools:

<https://applications.edb.gov.hk/circular/upload/EDBC/EDBC22006E.pdf>

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

● **Second Term Examination (School Circular No.229 (22-23))**

The Second Term Examination for Form 1 to Form 5 will be held from 30 May to 13 June 2023.

Please see the attached document for details. Students can go home after the exam. For those students who do not have any exam on the day, they should not come back to school. In case school has to be cancelled due to deteriorating weather conditions, the exam(s) scheduled on that day will be cancelled and postponed to a later date while other exams that followed will be preceded as scheduled.

For enquiry, please contact our teacher, Miss Cheng Yuen Ming.

2022-2023 Second Term Examination

F1	30 th May Tue	31 st May Wed	1 st June Thu	2 nd June Fri	5 th June Mon	6 th June Tue	7 th June Wed	8 th June Thu	9 th June Fri	12 th June Mon	13 th June Tue
subjects Time	English (Listening) 8:30-9:30 (Hall)	Integrated Science 8:30-9:45	Chinese (Paper 1 Reading) 8:30-9:45	English (Writing) 8:30-9:30	Mathematics 8:30-9:45	History 8:30-9:30	English (Speaking) 9:00-11:00 (Hall)	Geography 8:30-9:30	Chinese (Paper 2 Writing) 8:30-9:45	English (G.E.) 8:30-9:45	Chinese History 8:30 - 9:30
subjects Time	Putonghua 10:00-10:30 (Hall)										

1) Examinations are held in the hall on 30th May and 7th June.

2) The rest of the examinations are held in the classrooms.

F2	30 th May Tue	31 st May Wed	1 st June Thu	2 nd June Fri	5 th June Mon.	6 th June Tue	7 th June Wed	8 th June Thu	9 th June Fri	12 th June Mon	13 th June Tue
subjects Time	Geography 8:30-9:30	English (Listening) 8:30-9:30 (Hall)	Chinese (Paper 1 Reading) 8:30-09:45	Chinese History 8:30-9:30	English (G.E.) 8:30-9:45	History 8:30-9:30	Chinese (Paper 2 Writing) 8:30-9:45	English (Speaking) 9:00-11:00 (Hall)	English (Writing) 8:30-9:30	Mathematics 8:30-9:45	Integrated Science 8:30-9:45
subjects Time		Putonghua 10:00-10:30 (Hall)									

1) Examinations are held in the hall on 31st May and 8th June.

2) The rest of the examinations are held in the classrooms.

F3	30 th May	31 st May	1 st June	2 nd June	5 th June	6 th June	7 th June	8 th June	9 th June	12 th June	13 th June
subjects Time	Chinese (Paper 1 Reading) 8:30-9:45	Mathematics 8:30-9:45	English (Listening) 08:30-9:45 (Hall)	Chinese History 8:30-9:30	English (G.E.) 8:30-9:45	Integrated Science (Chemistry) 8:30-9:30	History 8:30-9:30	Geography 8:30-9:30	English (Speaking) 9:00-12:00 (Hall)	Economics 8:30-9:30	TSA Enhancement Program 8:00-11:00
subjects Time	Chinese (Paper 2 Writing) 10:15-11:30		Putonghua 10:15-10:45 (Hall)	Business, Accounting & Financial Studies 10:00-11:00	English (Writing) 10:15-11:30	Integrated Science (Biology) 10:00-11:00		Integrated Science (Physics) 10:00-11:00			

1) Examinations are held in the hall on 1st June and 9th June.

2) The rest of the examinations are held in the classrooms.

F4 subjects Time	30 th May Tue	31 st May Wed	1 st June Thu	2 nd June Fri	5 th June Mon	6 th June Tue	7 th June Wed	8 th June Thu	9 th June Fri	12 th June Mon	13 th June Tue
	Chinese Language (Paper 1 Reading) 8:30-10:00	English Language (Paper 1 Reading) 8:30-10:00	Mathematics 08:30-10:45	English Language (Paper 3 Listening and Integrated Skills) 8:30-10:30 (Hall)	Physics 8:30-11:00 (Hall)	Chemistry 8:30-11:00 (Hall)	Chinese History (Room 604) 8:30-10:45 Business, Accounting & Financial Studies (Room 605) 8:30-11:00 Visual Arts (Room 214) 8:30-12:30	Biology (Room 603) 8:30-11:00 History (Room 604) 8:30-10:45 Economics (Room 605) 8:30-11:00 Geography (Room 606) 8:30-11:15 M2 (Room 607) 8:30-10:00	Chinese Literature (I) (Room 604). 8:30 - 10:30 Tourism & Hospitality Studies (Room 605) 8:30 - 10:15 Information and Communication Technology (Room 606) 8:30 - 10:00 Chinese Literature (II) (Room 604). 11:00 - 13:00	English Language (Paper 4 Speaking) 9:00-12:00 (Hall)	Citizenship and Social Development 8:30-10:30
	Chinese Language (Paper 2 Writing) 10:30-12:45	English Language (Paper 2 Writing) 10:30-12:30									

- 1) Exams on 2nd, 5th, 6th, 12th June are held in the hall.
- 2) Examinations on 7th, 8th and 9th June are held in designated classrooms.
- 3) The rest of the examinations are held in the home classrooms.

F5	30 th May	31 st May	1 st June	2 nd June	5 th June	6 th June	7 th June	8 th June	9 th June	12 th June	13 th June
subjects Time	Chinese Language (Paper 1 Reading) 8:30-10:00	English Language (Paper 1 Reading) 8:30-10:00	Mathematics (I) 8:30-10:45	Citizenship and Social Development 8:30-10:30	Information and Communication Technology (I) 8:30-10:30 THS (I) 8:30-10:00 Chinese Literature (I) 8:30-10:30	Biology (I) 8:30-11:00 BAFS(I) 8:30-10:00 Chinese History (I) 8:30-10:45 Visual Arts 8:30-12:30	Economics (I) 8:30-9:30 Geography (I) 8:30-11:15 History (I) 8:30-10:30 M2 8:30-11:00	Chemistry (I) 8:30-11:00	Physics (I) 8:30-11:00	English Language (Paper 3 Listening and Integrated Skills) 8:30-10:30	English Language (Paper 4 Speaking) 9:00-12:00 (Hall)
subjects Time	Chinese Language (Paper 2 Writing) 10:30-12:45	English Language (Paper 2 Writing) 10:30-12:30	Mathematics(II) 11:15-12:30	ICT (II) 11:00-12:30 THS (II) 10:30-12:15 Chinese Literature (II) 11:00-13:00	Biology (II) 11:30-12:30 BAFS (II) 10:30-12:45 Chinese History (II) 11:15-12:35	Economics(II) 10:00-12:30 Geography(II) 11:45-13:00 History (II) 11:00-12:30	Chemistry (II) 11:30-12:30	Physics (II) 11:30-12:30			

1) The English Speaking exam on 13th June is held in the hall.

2) The rest of the exams are held at the Student Resource Center on the seventh floor.