

**TWGHs Lui Yun Choy Memorial College**  
**May Letter to Parents (F.4-F.5)**

26<sup>th</sup> April 2024

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.311 (23-24))
- School Arrangements on the Approach of Rainstorm (School Circular No.312 (23-24))
- Second Term Examination (School Circular No.313 (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 general office at 27060743 or complete the reply slip and return it via the class teachers concerned. Suggestions are most welcome.

Yours faithfully,



Mr. Lai Wai Kong  
(The Principal)





Class: \_\_\_\_\_ Class number: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - 2024

### 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: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - 2024

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.)

\_\_\_\_\_ 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 May (School Circular No.311 (23-24))

Date	Event
1 <sup>st</sup> May, 2024 (Wednesday)	<b>Labour Day Holiday</b> Students are not required to return to school. They are advised to study at home.
15 <sup>th</sup> May, 2024 (Wednesday)	<b>Buddha's Birthday Holiday</b> Students are not required to return to school. They are advised to study at home.
30 <sup>th</sup> May, 2024 (Thursday) to 14 <sup>th</sup> June, 2024 (Friday)	<b>Second Term Examination</b> Please refer to School Circular No.313 (23-24) for details.

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

### ● Arrangement during Rainstorm (School Circular No.312 (23-24))

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
<b>AMBER</b>	<ul style="list-style-type: none"><li>● Unless the EDB has made a special announcement on suspension of classes, school is to operate as usual.</li></ul>
<b>RED or BLACK</b>	
(i) Issued from 5:30 am onwards and before 6:00 am	<ul style="list-style-type: none"><li>● Classes of school are to be suspended all day.</li><li>● 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.</li><li>● Students who have not left for school should stay home.</li></ul>
(ii) Issued from 6:00 am onwards and before 8:00 am	<ul style="list-style-type: none"><li>● Classes of school are to be suspended all day.</li><li>● 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.</li><li>● Students who have not left for school should stay home.</li><li>● 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.</li></ul>
(iii) Issued from 8:00 a.m. onwards	<ul style="list-style-type: none"><li>● 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.</li></ul>

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 (23-24))**

The Second Term Examination for Form 1 to Form 5 will be held from 30<sup>th</sup> May to 14<sup>th</sup> June 2024.

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.

### 2023-2024 Second Term Examination

F1	30 <sup>th</sup> May (Thu)	31 <sup>st</sup> May (Fri)	3 <sup>rd</sup> June (Mon)	4 <sup>th</sup> June (Tue)	5 <sup>th</sup> June (Wed)	6 <sup>th</sup> June (Thu)	7 <sup>th</sup> June (Fri)	11 <sup>th</sup> June (Tue)	12 <sup>th</sup> June (Wed)	13 <sup>th</sup> June (Thu)	14 <sup>th</sup> June (Fri)
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 30<sup>th</sup> May and 7<sup>th</sup> June.

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

F2	30 <sup>th</sup> May (Thu)	31 <sup>st</sup> May (Fri)	3 <sup>rd</sup> June (Mon)	4 <sup>th</sup> June (Tue)	5 <sup>th</sup> June (Wed)	6 <sup>th</sup> June (Thu)	7 <sup>th</sup> June (Fri)	11 <sup>th</sup> June (Tue)	12 <sup>th</sup> June (Wed)	13 <sup>th</sup> June (Thu)	14 <sup>th</sup> June (Fri)
Subjects Time	Geography 8:30-9:30	English (Listening) 8:30-9:30 (Hall)	Chinese (Paper 2 Writing) 8:30-9:45	Chinese History 8:30-9:30	English (G.E.) 8:30-9:45	History 8:30-9:30	Chinese (Paper 1 Reading) 8:30-09:45	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 31<sup>st</sup> May and 11<sup>th</sup> June.

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

F3	30 <sup>th</sup> May (Thu)	31 <sup>st</sup> May (Fri)	3 <sup>rd</sup> June (Mon)	4 <sup>th</sup> June (Tue)	5 <sup>th</sup> June (Wed)	6 <sup>th</sup> June (Thu)	7 <sup>th</sup> June (Fri)	11 <sup>th</sup> June (Tue)	12 <sup>th</sup> June (Wed)	13 <sup>th</sup> June (Thu)	14 <sup>th</sup> June (Fri)
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)	Life & Society (BAFS) 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)		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 3<sup>rd</sup> June and 12<sup>th</sup> June.
- 2) The rest of the examinations are held in the classrooms.

F4	30 <sup>th</sup> May (Thu)	31 <sup>st</sup> May (Fri)	3 <sup>rd</sup> June (Mon)	4 <sup>th</sup> June (Tue)	5 <sup>th</sup> June (Wed)	6 <sup>th</sup> June (Thu)	7 <sup>th</sup> June (Fri)	11 <sup>th</sup> June (Tue)	12 <sup>th</sup> June (Wed)	13 <sup>th</sup> June (Thu)	14 <sup>th</sup> June (Fri)
Subjects Time	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  BAFS (Room 605) 8:30-11:00  VA (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	Chinese Literature(I) (Room 604) 8:30 - 10:30  THS (Room 605) 8:30 - 10:15  ICT (Room 606) 8:30 - 10:30	English Language (Paper 4 Speaking) 9:00-12:00 (Hall)	CSD 8:30-10:30
Subjects Time	Chinese Language (Paper 2 Writing) 10:30-12:45	English Language (Paper 2 Writing) 10:30-12:30						M2 (Room 607) 8:30-10:00	Chinese Literature (II) (Room 604) 11:00 - 13:00		

- 1) Examinations on 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 13<sup>th</sup> June are held in the hall.
- 2) Examinations on 7<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> June are held in designated classrooms.
- 3) The rest of the examinations are held in the home classrooms.

F5	30 <sup>th</sup> May (Thu)	31 <sup>st</sup> May (Fri)	3 <sup>rd</sup> June (Mon)	4 <sup>th</sup> June (Tue)	5 <sup>th</sup> June (Wed)	6 <sup>th</sup> June (Thu)	7 <sup>th</sup> June (Fri)	11 <sup>th</sup> June (Tue)	12 <sup>th</sup> June (Wed)	13 <sup>th</sup> June (Thu)	14 <sup>th</sup> June (Fri)
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	CSD 8:30-10:30	ICT (I) 8:30-10:30  THS (I) 8:30-10:00  Chinese Literature (I) 8:30-10:30	BAFS (I) 8:30-09:30  Chinese History (I) 08:30-10:45  VA 08:30-12:30	Biology (I) 8:30-11:00  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	BAFS (II) 10:00-12:30  Chinese History (II). 11:15-12:35	Biology (II). 11:30-12:30  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 14<sup>th</sup> June is held in the hall.

2) The rest of the exams are held at the Student Resource Center on the 7<sup>th</sup> floor.