

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

28th October 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 November. The following is the summary of the school circulars concerned:

Events for Whole Schools:

- Special Schedule in November (School Circular No.122 (25-26))
- Class Photo Taking (School Circular No.123 (25-26))
- LYC Information Day and Mock Interviews for Primary Students (School Circular No.124 (25-26))
- Switching of School Uniform (School Circular No.125 (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 general office at 27060743 or complete the reply slip and return to the class teachers concerned. Suggestions are most welcome.

With Best Regards,



Mr. Lai Wai Kong
(The Principal)





Class: _____ Class number: _____
_____ - _____ - 2025

Reply-slip of the November Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the November 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: _____
_____ - _____ - 2025

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

_____ 2025

- 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 November (School Circular No. 122 (25-26))**

Date	Event
3 rd November, 2025 (Monday) to 7 th November, 2025 (Friday)	F.1 to F.5 First Term Uniform Test Please refer to October Letter to Parents School Circular No.75 (25-26) for details.
15 th November, 2025 (Saturday)	F.6 Parents Day Please refer to Parents School Circular No.126 (25-26) for details.
18 th November, 2025 (Tuesday)	LYC Experience Day P.6 students from TWGHs Wong Yee Jar Jat Memorial Primary School will visit our school. Our students will have lessons as usual.
29 th November, 2025 (Saturday)	TW – TVB Charity Gala Please join us to help the needy.
	LYC Information Day for Primary Students Please refer to Parents School Circular No.124 (25-26) for details.

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

● **Class Photo Taking (School Circular No. 123 (25-26))**

Class photos will be taken on 3rd December 2025 (Wednesday). Every student should be in winter school uniform while at school. If students have P.E. lessons on that day, they should bring their school sportswear for the lessons.

For enquiries, please contact our teacher, Mr. Lo Wing Hong.

● **LYC Information Day and Mock Interviews for Primary Students (School Circular No. 124 (25-26))**

LYC Information Day and other activities on this year are now open for registration. Parents and students who are interested may register at <http://www.lycmc.edu.hk/> for online enrollment on or before 7th November, 2025.

Activity:	LYC Information Day and Workshops on Interview Skills
Rundown:	a. Form One Admission Talk for parents b. Mock Interview for students c. Campus Tour for students
Target Audiences:	Primary School's Parents (School Information Talk) Primary Four to Six Students (Mock Interviews)
Date:	29 th November, 2025 (Saturday)
Time:	First round: 1:30 p.m. - 2:30 p.m. Second round: 3:00 p.m. - 4:00 p.m.
Venue:	LYC School Hall
Deadlines:	7 th November, 2025
Remarks:	All participants will be decided by lottery, our school will notify the successful participants by WhatsApp on 20 th November, 2025. Please arrive at hall 15 minutes early for seat arrangements.

For enquiries, please contact our teacher, Ms. Tang Sau Chun.

● **Switching of School Uniform (School Circular No. 125 (25-26))**

With effect from 24th November 2025 (Monday), students must return to school in winter school uniform. During the transitional period from 13th November 2025 (Thursday) to 21st November 2025 (Friday), students are allowed to wear either summer or winter school uniform. A photo of the winter school uniform is displayed on the notice board outside the General Office. Parents are particularly reminded of the standards for boys' trousers. For details, please refer to page 6 of the student handbook.

Uniform checks will be conducted on 24th November 2025. All students must be dressed in winter uniform when coming to school. If students have P.E. lessons that day, they should bring their school sportswear for the lessons.

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