HOTUNG SECONDARY SCHOOL

何 東 中 學

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Our Ref. : (GEN001E/201920)in HTSS/STUD/1 Pt.2

1 Ka Ning Path,
Causeway Bay,
Hong Kong

2 September, 2019

Dear Parent / Guardian,

Important matters to heed at the start of new school year 2019/2020

I write to draw your attention to the following important matters :

- Please refer to the 2019/2020 school calendar, which has already been distributed to students, for details.
- Except for major functions like the Swimming Gala and the Annual Athletics Meet, when special arrangements will be made, a normal school day consists of eight periods in total. School starts at 8:15 am and ends at 3:30 pm, with a lunch break from 12:10 pm to 1:25 pm.
- On Tuesday 3 September, school lasts from 8:15 am to 12:10 pm only. Students will be given the afternoon off, as teachers need to attend subject panel meetings.
- For Wednesday 4 September and Thursday 5 September, school starts at 8:15 am and ends at 3:30 pm, with a lunch break from 12:10 pm to 1:25 pm. Talks and other special functions will be organised for students to ensure that they have healthy development in the months to come. However, some lessons will be normal lessons, so students need to follow the special timetable (see Appendix 1) and bring the relevant textbooks to their lessons.
- From Friday 6 September onward, normal timetable will be in force, so students need to bring the relevant textbooks to their lessons.
- Only notices or letters to parents that come with a reply slip need to be signed to signify parents'/guardians' acknowledgement. All notices or letters to parents will be uploaded online to the eClass platform, to which parents/ guardians will be given access.
- Concerning the measures adopted by the school to handle emergency situations (e.g. outbreak of communicable diseases, etc.), please refer to Appendix 2.
- The Daily Homework Assistance Scheme (DHAS) will begin to operate on Monday 16 September. For students who fail to hand in their homework, their parents/guardians will be informed that they are required to report to the DHAS class by 3:45 pm, where they have to finish their assignments under teachers' supervision. Students may not leave until 4:45 pm. Students who have attended the DHAS class will be given a notification letter to parents/guardians, which requires signed acknowledgement and should be returned to the relevant teacher on the next school day.
- Students need to buy exercise books for use in various subjects in this school year. Please refer to the letter on "Bulk Purchase of Exercise Books for the First Term" for details.
- As an English enhancement measure, the school will subscribe to an online English learning platform and will also fully subsidize the fees. It is our sincere hope that you will encourage your daughter to make good use of this platform.
- According to the guidelines issued by the Education Bureau, students from S4 to S6 are required to pay a sum of $148 as Extra-Curricular Activities (ECA) fee. Please have your daughter/child hand in the fee to the Class Teacher on Wednesday 2 October, 2019.

- The School Management Committee (SMC) of our school is authorized to collect $300 from each student as School-based Management fee, which is to be spent on whole person development projects and enhancement/remedial work to benefit students. Please have your daughter/child hand in the fee to the Class Teacher on Wednesday 23 October, 2019.
- Methods of payment and payment dates : Payment can be made by cash or cheque. For security reason and to save manpower, parents/guardians are strongly encouraged to pay by cheque. **Please make sure that the payee for each fee is the right one, and please remember to write down the name, class and class number of the student on the back of the cheque(s).**

Item of Payment	Amount	Payment Date	Payee for Cheque
Exercise books (S1-S6)	**(Please refer to the letter on Bulk Purchase of Exercise Books for the First Term)**	10 / 9 /2019 (Tuesday)	Hang Cheong Chan Printing Factory
ECA fee (S4-S6)	$148	2 / 10 / 2019 (Wednesday)	Hotung Secondary School
School-based Management fee (S1-S6)	$300	23 / 10 / 2019 (Wednesday)	Hotung Secondary School – School-based Management

It is our sincerest hope that parents/guardians will work closely together with the school so that students will be encouraged to learn enthusiastically, hand in their assignments on time and read extensively during their free time. This is important as our young people need to be a lifelong learner to be able to handle the future challenges and to make the most of their potential. Please fill in the reply slip and return it to the class teacher by Wednesday 4 September 2019. Should there be any enquiries, please contact Ms NG Wai-lam, Assistant Principal, at 2577 5433.

Thank you very much for your kind attention.

Yours truly

CHENG SIU Kam-sheung
Principal

Our Ref. : (GEN001E/201920) in HTSS/STUD/1 Pt.2

REPLY SLIP

Dear Principal,

Important matters to heed at the start of new school year 2019/2020

I, parent / guardian of student _____ (name) in _____ (Class) _____ (Class No.), acknowledge receipt of the letter concerning the captioned subject and will take appropriate action during class suspension.

Parent / Guardian's Signature : _____

Parent / Guardian's Name: _____

Date: _____ September, 2019

Appendix 1 (附件一)

Special Timetable for Tuesday 3 September to Thursday 5 September 2019

<table>
<tr><th>Time</th><th>Week 1 Tuesday
(3 September 19)</th><th>Week 1 Wednesday
(4 September 19)</th><th>Week 1 Thursday
(5 September 19)</th></tr>
<tr><td>8:15-8:30</td><td colspan="3">AM Roll Call</td></tr>
<tr><td>1st period
8:30-9:10</td><td rowspan="2">S1 - S6 Discipline Briefing
(Main Hall)</td><td>S1 – S6 Class Period</td><td>S1 – S6 Class Period</td></tr>
<tr><td>2nd period
9:10-9:50
3rd period
9:50-10:30</td><td rowspan="2">S6 Talk on JUPAS / SLP
(Main Hall)/
S1 - S5 Class Period</td><td rowspan="2">S4 Study Skills Workshop
(Main Hall)/
S6 Career Talk
(Annexe Hall)/
S1 - S3 & S5 Class Period</td><td rowspan="2">S2 Study Skills Workshop
(Main Hall)/
S6 Career Talk
(Annexe Hall)/
S1 & S3 - S5 Normal Lessons</td></tr>
<tr><td>10:30-10:50</td><td colspan="3">Recess</td></tr>
<tr><td>4th period
10:50-11:30
5th period
11:30-12:10</td><td>S1 - S6 Talk on Mental Health
(Main Hall)</td><td>S1 Study Skills Workshop
(Main Hall)/
S2 - S6 Normal Lessons</td><td>S3 Study Skills Workshop
(Main Hall)/
S1 - S2, S4 - S6 Normal Lessons</td></tr>
<tr><td>12:10-13:25</td><td rowspan="2">School ends at 12:10 pm
學生於12:10 pm放學</td><td colspan="2">Lunch</td></tr>
<tr><td>13:25-13:30</td><td colspan="2">PM Roll Call</td></tr>
<tr><td>6th period
13:30-14:10</td><td rowspan="3">Subject Panel Meetings
教職員科務會議</td><td>S1 Talk on Drug Testing
(Main Hall)/
S2 - S6 Normal Lessons</td><td rowspan="2">S1 - S5 ECA Promotion
(Main Hall)/
S6 Normal Lessons</td></tr>
<tr><td>7th period
14:10-14:50</td><td rowspan="2">S1 - S6 Prefect Inauguration Ceremony
(Main Hall)</td></tr>
<tr><td>8th period
14:50-15:30</td><td>S1 - S6 House Meeting
(Main Hall)</td></tr>
</table>

Appendix 2

Arrangements made by our school under emergency situations

The Education Bureau (EDB) issued Circular No. 9/2015 on 11 June, 2015 to advise schools on arrangements under emergency situations. As mentioned in the circular, in case of emergency situations other than inclement weather conditions, which include, among others, outbreak of communicable diseases, severe flooding in individual districts, serious traffic obstruction, etc, EDB may, with students' safety as the top consideration, advise schools in the whole territory or individual districts to suspend classes.

1. After thorough deliberation by the School Management Committee (SMC), the school has decided that we will suspend classes in accordance with EDB's advice on class suspension in case of the aforesaid situations. In other words, you should not send your children to school when EDB's advice on class suspension is announced.

2. You are advised to pay attention to the announcements made by our school on the school website or eClass about the arrangements relating to the class suspension.

3. To meet practical needs during the period of class suspension, we will arrange for an appropriate number of staff to be on duty to handle school affairs and answer parents' enquiries. If you are unable to arrange for your relatives or friends to take care of your children, please contact our Assistant Principal for further arrangement. (Main school office telephone number : 2577 5433)

4. All examinations/tests/extra-curricular activities will be postponed or cancelled during the period of class suspension. In addition, you should note that unless otherwise announced, the public examination(s) held by Hong Kong Examinations and Assessment Authority (HKEAA) will take place as scheduled. Students should attend the examination(s) punctually. Please pay attention to the relevant announcements by HKEAA.

5. To minimize the disturbance caused to students' learning, we will prepare learning materials and readers for students, which will also be uploaded to the school website or eClass during the class suspension period. You are cordially requested to pay attention to the learning situation of your children.

6. To safeguard the safety of your children, you are advised to keep your children home during the class suspension period for self-study.