Henrietta Secondary School  
Notice to Parents (May)  

29th April, 2013  

Dear Parents / Guardians,  

This letter is to notify you of the following items:  

1. Important Information on Using Personal Data  
2. Changing into Summer Uniform  
3. Forms 1 and 2 Re-test Arrangement  
4. Classroom Learning Award Scheme  
5. ‘Do Well in Exams 2013’ Scheme  
6. Blood Donation Day  
7. Thanksgiving Service for Graduates (Form 6)  
8. Final Examination  
9. Tapping week of PPS in May  
10. 2013/14 School Textbook Assistance (TA) / Student Travel Subsidy Schemes (STS) / Subsidy Scheme for Internet Access Charges (SIA)  
11. Typhoons and Rainstorms  
12. Important Dates for School Events  

Thank you for your kind attention.  

Yours faithfully,  

Mr. Ma Yuen-fat  
Principal  

---------------------------------------------------- Reply Slip ---------------------------------------------------  

Dear Principal,  

I have been clearly informed of the twelve items listed in this May’s notice and have told my child to take corresponding action.  

Student’s Name: _______________  
Class: _______________  
Parent/Guardian’s Signature: _______________  
Date: _______________
1. **Important Information on Using Personal Data**

   In order to comply with the requirements of the Personal Data (Privacy) (Amendment) Ordinance, our school would like to draw your attention to the following notice.

   Henrietta Secondary School (The School) keeps your data, including name, telephone number, fax number, email address, mailing address etc. for the purposes of providing you with information about the school, handling applications, issuing receipts, promotion or feedback collection. If there is no written objection to the above policy, The School will continue to use the data from the database and contact you through the abovementioned ways. However, our school will not, without your consent, provide your personal data to any third parties and will not sell or transfer personal data to others. We ensure that the personal data is accurately and securely kept and protected.

   If you object to our school using your personal data for the purposes as stated above, please complete the attached “Opt-out Reply” and return it by mail/fax/email to us. No charge will be applied. Our school will process your application as soon as possible.

   If you have any enquiries, please contact our General Office staff at 25701466.

2. **Changing into Summer Uniform**

   As summer is approaching, please be informed that all students are required to wear the summer school uniform from 2nd May, 2013 (Thursday) onwards. Please prepare it for your child. Regarding the uniform samples and criteria, please refer to the student handbook.

3. **Forms 1 and 2 Re-test Arrangement**

   To encourage students to put more effort into their academic performance, there will be a re-test period from 13th May to 27th May for those who did not perform well in the 2nd Term Uniform Test. An individual notice will be distributed to parents whose child needs to attend the re-test. Parents should pay special attention and urge your child to work hard. In the case of failing to meet the re-test standard, students concerned may be required to stay behind after school for revision during the Final Examination period.

4. **Classroom Learning Award Scheme**

   To encourage our students to pay attention and participate actively in class, the ‘Classroom Learning Award Scheme’ has been introduced. Teachers reward students with a chop in their Student Handbook signaling their outstanding performance during lessons in 'Paying Attention' and 'Active Participation' areas. Class teachers can nominate a maximum of 2 students with the most outstanding performance in each class. The monthly award of March was a voucher of $100 of UA Cinemas. For the awarded students’ list, please refer to the Chinese version of this Parents’ Notice.

   It is hoped that all students will continue to pay attention and participate actively in class.

5. **‘Do Well in Exams 2013’ Scheme**

   In order to encourage students to prepare well for the final examination, the school continues to implement ‘Do Well in Exams’ Scheme. This year, there will be two levels, elementary level and advanced level. The scheme for the elementary level will start on 13th May, but the advanced level will start on 2nd May. Students are welcome to take part in the scheme. The scheme requires students to promise that they will pay attention in class, set up a daily revision schedule, and reduce the time spent on using computers during the period of 2nd May or 13th May (depends on the level he/she joined) to 13th June. For further details, please refer to the Chinese version of the attached information and application form. Parents should encourage their child to take part in the scheme so that he/she can better prepare for the final examination.
6. **Blood Donation Day**  
No.286/12

The blood donation day will be held on 10th May 2013 (Friday) in the school hall. The activity will be run by Hong Kong Red Cross in order to ensure the safety of staff and students. All staff and students are welcome to join. Students of 16 or above can join the activity (first time donors under 18 are required to obtain their parent’s consent).

7. **Thanksgiving Service for Graduates (Form 6)**  
No.287/12

The Thanksgiving Service for Graduates will be held on 19th May 2013 (Sunday) at 10:00 a.m. at the school hall. The School will gather to give praise, thank God and pray for the graduates’ future studies and career.

Form 6 students have to arrive at school no later than 9:30 a.m. on that day. The worship will finish at around 11:00 a.m. A tea reception will be held in the covered playground after the worship. Please kindly remind your child to wear proper summer school uniform and arrive at school punctually. (Boys must wear the school tie.)

8. **Final Examination**  
No.288/12

The final examination will be held from 29th May, 2013 (Wednesday) to 14th June, 2013 (Friday). During the examination period, there will be no afternoon classes so as to provide students with more time for revision. Parents should encourage their children to work hard to obtain good results.

Lunch will not be provided during the examination period.

9. **Tapping week of PPS in May**  
No.289/12

The tapping week of PPS in May is from 6th to 10th May 2013. The suggested last fund transfer day is 3rd May, 2013 (Friday).

Below is the item of payment via PPS in May:

1. Donation for ‘Jeans of Genes Day’. Each participant has to donate at least $20. (On a voluntary basis)

10. **2013/14 School Textbook Assistance (TA) / Student Travel Subsidy Schemes (STS) / Subsidy Scheme for Internet Access Charges (SIA)**  
No.290/12

The Student Financial Assistance Agency (SFAA) will send “Application for Assessment of Eligibility – Form A” and relevant documents to our school in early May. The form is for the following applicants who desire to lodge an application for the captioned items in 2013/14.

a. did not lodge the Application for Assessment of Eligibility in 2012/13; or  
b. did not pass the means test in 2012/13; or  
c. did not submit their Eligibility Certificates (ECs)s for 2012/13 before 1st April 2013; or  
d. submitted their Eligibility Certificates (ECs)s for 2012/13 before 1st April 2013, but have not received the "Application for Assessment of Eligibility (Form B)" for 2013/14 by 3rd May 2013

"Application for Assessment of Eligibility" is family-based. Each family should submit one application only. Multiple applications from the same applicant will be void and lead to a delay in processing the application. A family possessing Form A or Form B does not need to submit Form A again.
Applicants should complete Form A and mail it directly to SFAA by the end of May. If you have any enquiries concerning the application, you may contact the SFAA at 8226 7067, or Mr. Chan Wai Man, Vice Principal at 2570 1466 (ext. 100)

All "Applications for Assessment of Eligibility" submitted on or after 1 June 2013 will be handled by the SFAA after the applications received in May are processed. Notification of the result to these applicants will therefore be deferred. If applicants need to apply for the TA, their "Application for Assessment of Eligibility" should reach the SFAA on or before 31 October 2013. Otherwise, TA will not be released even if they can pass the means test. If applicants submit their "Application for Assessment of Eligibility" on or after 1 November 2013 and pass the means test, payment of STS (if applicable) to the successful student-applicants may be effected from the date of approval for application provided the applicant can pass the means test. If applicants submit their "Application for Assessment of Eligibility" at a date on or after 1 February 2014, partial payment of SIA may be made to the successful applicants provided the applicant can pass the means test. No "Applications for Assessment of Eligibility" submitted on or after 1 March 2014 will be accepted under normal circumstances.

For details, please visit 'http://www.sfaa.gov.hk/tc/schemes/fts.htm'.

11. Typhoons and Rainstorms

When there are typhoons or rainstorms, the school arrangements will be as follows:

a. When the Amber Rainstorm Warning is issued, there will still be classes at school.
b. When the Red or Black Rainstorm Warning is issued:
   i. if before the school starts on that day, all classes will be suspended and students should stay at home.
   ii. if students are on the way to school, all classes will be suspended. However, the School will adopt its contingency plan and there will be teachers taking care of students who have come back and only release them when a safe situation is anticipated.
   iii. if the school is already in session, students should stay in school to have classes as usual until 3:35p.m. and leave when it is safe for them to do so.
c. When Typhoon Signal No. 8 or above is in force, all classes will be suspended.
d. When a typhoon is approaching Hong Kong before class, the Secretary for Education Bureau (EDB) will, as the circumstances warrant, make an announcement over local TV and radio stations, advising parents whether or not to send their children to school. Please note that our School is situated in City Garden Road in North Point.
e. If Typhoon Signal No. 1 or 3 is in force during class time, and the weather is likely to deteriorate rapidly, classes will be immediately suspended upon EDB's notice. In such instances, the school will make arrangements for students to return home as quickly and safely as possible.
f. If Typhoon Signal No. 8 or above is replaced by Signal No. 3 or below, classes will resume on the following day. However, parents should make their own decision whether to let their children go to school if they think that the weather, the road or traffic conditions have not yet returned to normal.
g. In the event of heavy persistent rain and rainstorms, parents can decide whether or not to send their children to school. They can consider the weather, road and traffic conditions of the area they live. If it is during the school examination period or test time and students are absent for such kinds of special reasons, no punishment will be given, though no make-up examinations or tests will be provided for the absentees.
h. There is no correlation between the suspension of classes in school and whether or not public examinations are cancelled.
i. If you have any queries, please call 2570 1466 (School Office).
## Important Dates for School Events

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<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10th May (Friday)</td>
<td>6:30pm</td>
<td>F.4 Subjects Selection Seminar for F.3 Parents</td>
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<tr>
<td>2</td>
<td>10th May (Friday)</td>
<td></td>
<td>Blood Donation Day</td>
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<tr>
<td>3</td>
<td>19th May (Sunday)</td>
<td>10:00am</td>
<td>Thanksgiving Service for Graduates</td>
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<tr>
<td>4</td>
<td>29th May – 14th June (Wednesday to Friday)</td>
<td></td>
<td>Final Examination</td>
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<td>5</td>
<td>6th June (Thursday)</td>
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<td>F.6 Graduation Dinner</td>
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<td>6</td>
<td>17th June – 18th June (Monday to Tuesday)</td>
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<td>Examination Scripts Checking Days</td>
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<td>7</td>
<td>24th June – 25th June (Monday and Tuesday)</td>
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<td>Form 3 TSA Written Assessment</td>
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<tr>
<td>8</td>
<td>5th July (Friday)</td>
<td>3:00pm</td>
<td>Speech Day</td>
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<tr>
<td>9</td>
<td>8th July (Monday)</td>
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<td>Parents’ Day</td>
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<tr>
<td>10</td>
<td>10th July (Wednesday)</td>
<td>9:00am – 12:00 noon</td>
<td>Workshop on the Release of HKDSE Results</td>
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<tr>
<td>11</td>
<td>15th July (Monday)</td>
<td>8:00am</td>
<td>Release of HKDSE Results</td>
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<tr>
<td>12</td>
<td>16th July (Tuesday)</td>
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<td>Form 1 Class Allocation Examination</td>
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