

**Henrietta Secondary School  
Notice to Parents (September)**

3<sup>rd</sup> September 2018

Dear Parents / Guardians,

This notice is to let you understand more about our School's operations, and your child's life in school in order to facilitate our school teaching and activities. Please note the following fourteen items:

1. Timetable
2. Typhoons and Rainstorms
3. Tong Fai (F.4 – F.6)
4. Administration Fee for Transactions of PPS and the Arrangement of Card Tapping Week
5. Special Fees
6. Guidelines for Using Personal Cutlery
7. Application for the Use of Classroom Lockers and/or Bringing Mobile Phones
8. Buying the P.E. Kits
9. Staying Vigilant Against Influenza and Other Communicable Diseases
10. Approval Procedures of the Student Financial Assistance in 2018-2019
11. Senior Forms Lunchtime Revision Policy
12. E-circular
13. Update of Family Status
14. Personal Accident Insurance for Students

Thank you for your kind attention.

Yours faithfully,

*Ma Yuen Fat*

Mr. Ma Yuen-fat  
Principal

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

Student No.					
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Dear Principal,

I have been clearly informed of the fourteen items listed in the notice of September and have told my son/daughter to take appropriate action.

Student's Name : \_\_\_\_\_

Class : \_\_\_\_\_

Parent / Guardian's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Please note that the following timetable is effective from 3<sup>rd</sup> September 2018.

Lesson	Time (Monday to Friday)
Class Affairs	8:00 – 8:05a.m.
Homework Submission	8:05 – 8:10a.m.
Morning Assembly School Announcement	8:10 – 8:30a.m.
1	8:30 – 9:10a.m.
2	9:10 – 9:50a.m.
3	9:50 – 10:30a.m.
Recess	10:30 – 10:50a.m.
4	10:50 – 11:30a.m.
5	11:30 – 12:10p.m.
Lunch	12:10 – 1:20p.m.
6	1:20 – 1:55 p.m.
7	1:55 – 2:30 p.m.
Recess	2:30 – 2:35 p.m.
8	2:35 – 3:10 p.m.
9	3:10 – 3:45 p.m.

Other arrangements:

- (1) If sick leave or duty leave is called, students must apply for the leave following the procedures listed on Students' Handbook. Otherwise, a minor demerit will be issued.
- (2) F.1 - F.3 students must stay in the classroom for lunch from 12:10 p.m. to 12:30 p.m.
- (3) F.4 - F.6 students who go out for lunch must be back before 1:10 p.m.
- (4) Detention takes place every Friday from 3:55 p.m. to 4:55 p.m.

The school calendar for 2018 – 2019 has been printed on the Students' Handbook and uploaded onto the school website. Parents and students are required to pay attention to the school days so as to arrange activities appropriately. Supplementary tutorial sessions for Senior Forms will be arranged during long holidays when needed. Special attention from parents and students to the tutorial arrangements is required. The School values the educational benefits that the normal school days, special school activity days or post-exam activities bring for students. Parents are reminded to take notice of the school arrangements accordingly.

2. Typhoons and Rainstorms

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

- (1) When Amber Rainstorm Warning is in force, classes in principle will continue in school. The School will follow the announcement of the EDB and take further action accordingly.
- (2) When Red or Black Rainstorm Warning is in force –
  - (i) before 8:00 a.m. – all classes will be suspended and students should stay at home.
  - (ii) when students are on the way to school and school suspension is announced – students should observe the rain, slopes, road and traffic conditions and decide whether to proceed to school. At that time, the School will adopt its contingency plan and there will be teachers taking care of those students who have arrived at school and only release them in safer circumstances.
  - (iii) when school is already in session – students should remain in school until the end of school hours and can leave when conditions are safe for them to return home.
- (3) When Typhoon Signal No. 8 or above is in force, all classes will be suspended.

- (4) 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.
- (5) If Typhoon Signal No. 1 or 3 is issued 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.
- (6) 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 of whether to allow their children to go to school if they think that the weather, road or traffic conditions are not yet back to normal.
- (7) In the event of heavy persistent rain and rainstorms, parents can decide whether or not to send their children to school regarding the weather, road and traffic conditions of where they live. If it is during the school examination period or test period and students are absent due to such kinds of special reasons, no punishment will be given, though no make-up examinations or tests will be provided for the absentees.
- (8) There is no correlation between the suspension of classes in school and whether or not public examinations will be cancelled.
- (9) In case you have any enquiries, please call 2570 1466 (School Office).

### 3. Tong Fai (F.4–F.6)

No. 003/18

According to the government announcement from the 2007 Policy Address, students entering senior secondary do not need to pay the school fees but the Tong Fai will remain. In this academic year, the Tong Fai of all Form 4 students and above based on the approval by EDB are as follows:

Form	School Fees per Installment	Total Tong Fai per year	Period for Collection
F.4	--	\$450	PPS tapping week in September (through PPS)
F.5	--	\$450	
F.6	--	\$450	

### 4. Administration Fee for Transactions of PPS and the Arrangement of Card Tapping Week

No.004/18

The administration fee for each transaction of PPS is \$2.10. Our School will pay the administration fee for the first two transactions of PPS in each academic year. Parents should pay the aforementioned fee for the third transactions onwards and the payment will be made at the end of the school term. The maximum amount of each transaction remains from \$200 to \$2,000. (Parents are reminded to carry out at least one transaction of their PPS account every year. Otherwise the accounts will be suspended.)

In general, the second week of each month is set for students to tap their card for the payment service. The due date for payment is on Friday of that week. Please refer to the tapping week calendar on 2018-2019 Students' Handbook. Since some parents did not successfully make the necessary transactions during the required periods in the past, and some PPS accounts were not working properly, it took quite some time to solve the problems. Therefore, parents are reminded to check if the PPS account operates normally, pay attention to the due dates of each payment and make the transactions on time. One working day is required for the PPS company to transfer the information to the school in order to let students complete the payment through tapping the card and to get all transactions done efficiently.

The first card tapping week has been set from 10<sup>th</sup> September to 14<sup>th</sup> September. Parents should make the transaction on or before 7<sup>th</sup> September. The total amount of the payment for each form can be referred to the payment list to be handed out on the first day of the school. Detailed lists for exercise books and folders are on the eClass Announcement Platform.

The School will distribute the documents regarding the details of PPS to new students and their parents. Other students may visit the eClass online learning platform to read the electronic version of the corresponding documents.

5. Special Fees

No. 005/18

Our School's mission has been to educate and nurture our next generation with emphasis on improving teaching quality and efficiency. We have made tremendous efforts on developing our teaching environment and facilities throughout the years. Besides the air-conditioning of the hall and special rooms, we have constructed the Mini Hall, the Liberal Studies Resources Room, the Campus Television Station, the Students' Union Room, the Student Activity Centre, the Computer Assisted Learning Room and the PTA Resource Centre. Moreover, a school-based computer network system has been set up. Projectors and visualisers have been installed in our classrooms as well as special rooms, so that our students would be able to receive good quality IT education of the 21<sup>st</sup> century.

It is definitely in our students' best interest to grow as rapidly as society does. To keep improving the learning environment and facilities, we have been bearing a high cost for the maintenance fees as well as the electricity charges of all the above-mentioned facilities. Last year, our School bore more than \$500,000 extra fees of such kinds. In view of strengthening our financial sources to maintain the existing quality of teaching, we would like to collect special fees from students. The money will be used for maintaining the existing facilities and developing other kinds of educational resources. With the approval given from the EDB, no more than \$310 per student will be collected every year. Now, we would like to collect \$155 from each student for the special fees in the first term (September) and the second term (January), through PPS. F.6 students are only required to pay in the first term.

We hope that you understand our situation and the needs for the collection of special fees from students, and we very much appreciate your support. For those who have financial difficulties (receiving CSSA and/or full TA), exemption may be granted at the School's discretion. Please complete the exemption form for the 'Special Fees' and have your child return it to his/her class teacher before 7<sup>th</sup> September.

6. Guidelines for Using Personal Cutlery

No. 006/18

In order to develop students' habits on conserving resources, cutlery will not be provided for students in class. Students are required to bring their own cutlery. The details are as follows:

- (1) Form 1 to Form 3 students are required to bring their own cutlery. Students from Form 4 and above are also encouraged to bring their own cutlery when they have lunch on campus.
- (2) Students are not allowed to wash their cutlery at school. They should take good care of their cutlery and bring them home.

7. Application for the Use of Classroom Lockers and/or Bringing Mobile Phones No. 007/18

Students must submit their application for use of a classroom locker and/or bringing a mobile phone. Upon approval, students must comply with the rules, or else they will be punished.

8. Buying the P.E. Kits

No. 008/18

Students who would like to buy the P.E. kit should bring the money on 5<sup>th</sup> September (Wednesday), and buy what they need directly from the manufacturer (Victoria Uniform). (The manufacturer will be at school on that day.)

Unisex Short-sleeved House Uniform (printed with school name)

Size	36	38	40	42
Price	\$44	\$47	\$50	\$53

Unisex Running Shorts (embroidered with school name)

Size	XS	S	M	L	XL
Price	\$37	\$40	\$43	\$46	\$49

Winter Unisex House Tracksuit (embroidered with school name)

Size	36	38	40	42
Price	\$200	\$210	\$220	\$230

Blue Unisex V-neck Vest Sweater (embroidered with school name)

Size	34	36	38	40	42
Price	\$118	\$122	\$126	\$131	\$137

Blue Unisex Sweater (embroidered with school name)

Size	34	36	38	40	42
Price	\$128	\$132	\$136	\$141	\$147

Purchasing Time : Lunchtime and After school (till 4:00 p.m.)  
 Purchasing Venue : Covered playground in the new annex  
 Purchasing Method : Students should bring enough money for their purchasing items.  
 F.1 students who have ordered the school PE uniform and sweater must bring along the ordering invoice to collect the purchased items.

Remarks: (1) All students must wear their school PE uniform during the Athletics Meet.  
 (2) All clothing items are available for sale and collection at the venue. If they are out of stock, students will be informed when they become available.

9. Staying Vigilant Against Influenza and Other Communicable Diseases

No. 009/18

- (1) As advised by the Centre for Health Protection (CHP) of the Department of Health (DH), outbreaks of communicable diseases such as human swine influenza, influenza, chickenpox, norovirus and hand, foot and mouth disease may occur in institutions and schools from time to time.
- (2) Before the commencement of the new school year, we have thoroughly cleaned and disinfected the school premises. We urge all students/staff members to pay attention to their personal hygiene and environmental hygiene of the school.

- (3) For students' health sake, we appeal to you that in addition to maintaining a clean and healthy household environment, please remind your child to observe personal hygiene and keep the school environment clean. Please take note of the following measures:
- Seek medical advice as soon as possible if your child develops symptoms of diarrhea, vomiting and skin rash. If symptoms such as fever, sore throat, cough or flu are developed, they should put on a mask immediately and seek medical care from designated influenza clinics as soon as possible. Please also notify the school and let the children stay at home until symptoms have improved and fever has subsided for at least 2 days, or follow the medical advice on sick leave, whichever is longer.
  - Inform the school immediately if the child is sick or has been admitted to hospital for surveillance.
  - Co-operate with the school by picking up the child not feeling well from school and consult the doctor immediately.
  - Provide your child with handkerchiefs or tissues and remind them not to share towels or tissues with others.
  - Remind your child to keep hands clean, cover nose and mouth while sneezing or coughing and dispose of used tissues properly.
  - Before sending your child to school, measure and record their body temperature, and sign the temperature record sheet which should be handed to the school every day. Attached please find the "Temperature Record Sheet".
- (4) In case of any students being absent due to sickness, we will try to provide learning support for them so that their learning progress is not affected.
- (5) We appeal to parents again for co-operation in maintaining a clean and healthy household environment. Please also remind your child to pay attention to personal hygiene and take all necessary preventive measures against communicable diseases.
- (6) Parents should still inform the School when their child is suspected to have contracted any communicable diseases and ask him/her to stay at home.

10. Approval Procedures of the Student Financial Assistance in 2018 - 2019

No. 010/18

- (1) "Household Application Form for Student Financial Assistance Schemes" is a family-based application form which facilitates families with children attending primary and secondary school(s) or kindergarten(s) / child care centre(s) to apply for student financial assistance.
- (2) If families wish to apply for student financial assistance for primary and secondary students in 2018/19, the Household Application Form for the Student Financial Assistance Schemes should be completed according to the Guidance Note. The completed form and all necessary supporting documents should be sent to the Student Finance Office (SFO) directly by post preferably before 31 May 2018.
- (3) Those families who newly apply for financial assistance for primary and secondary students may obtain the application documents (see items (1) to (4) below) from District Offices or schools or may download them from the SFO Webpage. The completed application form together with copies of the relevant supporting documents listed below should be submitted to the SFO by post.
- "Household Application Form for Student Financial Assistance Schemes" (SFO7A);
  - "Guidance Notes on Household Application for Student Financial Assistance Schemes" (SFO75A(1)) and "Notes on How to Complete and Return Household Application Form" (SFO75A(2));
  - "Cover Sheet for Supporting Documents" (SFO108); and
  - Addressed envelope for submission of application (SFO182C).

As in the past, applicants should fill in the Eligible Certificates and submit them to the school. After verification, eligible applicants will normally be disbursed Textbook Assistance (TA) in October.

Please refer to the website of WFSFAA [www.wfsfaa.gov.hk](http://www.wfsfaa.gov.hk) for details. You can find detailed procedures for the application.

Parents and students can call 2802 2345 of the WFSFAA 24-hour hotline for enquiries.

The relevant application forms can be obtained in the School Office.

11. Senior Forms Lunchtime Revision Policy

No. 011/18

In this academic year the School still requires senior form students with unsatisfactory academic results or learning attitudes to do revision at the revision room from 12:40 p.m. – 1:10 p.m. This is a measure to ensure students to put more efforts and time on their studies.

12. E-circular

No. 012/18

Regarding the checking of the E-circulars, parents are required to log in to the eClass platform <http://eclass.henrietta.edu.hk> or install eClass app on your smartphone to read and sign the E-circulars. Parents are advised to take good care of the password and not to ask your child to sign the Parent's letter on your behalf. If parents forget the password, please send your request of resetting your password by simply filling in the column "Notice to School from Parents" in the Students' Handbook and ask your child to submit it to the teacher concerned. The School will send the reset password to your phones via SMS within 2 to 3 working days.

Benefits of the E-circular scheme are as follows:

- (1) Parents can directly receive school circulars via apps and there is no need for their child to hand in the printed ones.
- (2) Reply slips can be signed via mobile devices, including items with choices and preferences. The School does not need to collect the printed reply slips.
- (3) Parents can receive the school circulars simultaneously. (The same account can be accessed by 2 phones at the same time while only one parent can sign the circulars on the phone)
- (4) Circulars can be stored on mobile devices for easy and convenient access.
- (5) Less paper is used.

13. Update of Family Status

No. 013/18

Keeping the accurate family status is important for the School to utilize resources properly to help students in need. An e-circular will be issued to collect the information in early September. Parents are kindly required to fill in the details and return them accordingly.

Apart from the Block Insurance bought for all aided schools by EDB, this year (1<sup>st</sup> September 2018 – 31<sup>st</sup> August 2019) our School has bought the “Student (Group) Accident Insurance” for all the students through Ablemex Financial & Insurance Services Ltd. The coverage and benefits of the insurance include:

Coverage	Amount of Benefits (HK\$)
1. Death	120,000
2. Total permanent disablement (e.g. loss of four limbs, loss of hearing, loss of sight, etc.)	120,000
3. Medical fees (including fees up to a maximum of HK\$2,500 for Chinese bone-setting and acupuncture of the whole year, a maximum of HK\$200 for Chinese bone-setting and acupuncture per accident per day (each invoice), annual fees up to a maximum of HK\$1,000 for Chinese bone-setting and acupuncture per accident,	6,000
4. Burns (medical fees for first-degree and second-degree burns)	30,000 (Whole year)
5. Burial	5,000

The coverage includes the following main situations leading to accidents:

1. When the student is at school and it is during class time.
2. When the student is taking part in school activities which take place in Hong Kong.
3. When the student is taking the vehicles owned or rented by the school.
4. From food poisoning caused by the food or beverage provided or arranged by the school.
5. From unknown gases inhaled at school or during school activities. (applicable only for situations 1 and 2 above)
6. When the student is on the way to school or for school activities.
7. Students must submit related documents to the School Office within 2 weeks after the accident.

\*Details of the insured items and coverage are subject to the terms and conditions stipulated in the policy by the insurance company.

Claims should be applied in terms of each individual accident. Buyers must fill out the “Accident Claim Form” and send it to the insurance company within two weeks (post-mark) from when the accident happens. Late applications for claims will not be accepted. Receipts of all the medical expenses for accidents can be submitted to the School Office (Ms. So) regularly until all the medical payments have been settled.

To apply for claims, all the following documents should be submitted to the School Office (Ms. So):

- (1) The completed “Accident Claim Form” (**original**)
- (2) Student card copy
- (3) Medical receipts (original) with the injured student name and the nature of the injury
- (4) If the nature of the injury is not stated on the receipts, medical certificate (copy) is required