

Notice to Parents (October)

27th September 2018

Dear Parents / Guardians,

This notice is to give you a better understanding of our School's operations, and your child's life in school in order to facilitate our school teaching and activities. Please note the following eleven items:

1. Infrared Body Temperature Screening Machine
2. Parents' Handbook
3. Study Room
4. Voluntary Optimisation of Class Structure Scheme and Implementation of Small Class Teaching in the Senior Forms
5. Staff Development Day on 18th October (Class Suspension)
6. Implementation of Liberal Studies in Senior Forms
7. First Term Uniform Test for Junior Forms (F.1 to F.3)
8. School Anniversary Thanksgiving Service
9. Means of Communication
10. Measures to Improve our Students' English Standard
11. Items for Payment via PPS in October

Thank you for your kind attention.

Yours faithfully,

Mr. Ma Yuen-fat
Principal

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

Student No.				
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Dear Principal,

I have been clearly informed of the eleven items listed in the notice for October 2018 and have told my son/daughter to take appropriate action.

Student's Name : _____

Class : _____

Parent / Guardian's Signature : _____

Date : _____

Notice to Parents (October)

1. Infrared Body Temperature Screening Machine

No. 051/18

In order to protect students' health and avoid the breakout of flu, our school has installed an infrared body temperature screening machine. The machine has been widely used at airports and borders. It can measure the body temperature instantly. When a person's body temperature is over the normal range, the alarm will go off to help identify the person who has a fever. This effectively prevents some infectious diseases, such as chickenpox, H1N1, etc., spreading around school.

2. Parents' Handbook

No. 052/18

Parents and our school are in close partnership. Parents' expectations of their children are identical to the school's expectations of students. Parents' collaboration with the school can help the growth of their children. To let parents know more about school life, the school has published a Parents' Handbook, which includes School Events Calendar, School Academic Policy, 3 Steps of Parents' Support to Help Children Learn, Study Tips and so on. It is hoped that parents can co-operate with the school, encourage their children to study hard, and cultivate their virtues.

Parents' Handbook of 2018-2019 has been uploaded onto our school website.

3. Study Room

No. 053/18

The study room has been reallocated to Room 106. We aim to provide a quiet environment for students to study. The opening hours of the study room are from 4 p.m. to 7 p.m. on school days. After 4 p.m., a staff member will be in the study room to look after students. Students are reminded to behave themselves and seek parents' approval to study in the study room. Light snacks and powdered drink mixes are provided. Students can ask for help from staff when necessary.

Students can also apply to study in the room at 7 a.m. during school days.

4. Voluntary Optimisation of Class Structure Scheme and Implementation of Small Class Teaching in the Senior Forms

No. 054/18

Places at our school for new students are very competitive in demand. There is no threat of class reduction. However, Hong Kong East is having a significant decrease in the number of students. In order to facilitate sustainable development of secondary schools in the district, the Incorporated Management Committee of our school has taken the opinions from our stakeholders into consideration that our school has optimised our class structure by means of class reduction on a voluntary basis since 1st September 2011. This year, the number of classes endorsed by the EDB from F.1 to F.6 is 4 classes respectively. Our school has allocated additional resources to employ extra teaching staff for small class teaching in the senior forms. Five classes are therefore operating from F.4 to F.6 this year. The class structure is 444 555, a total of 27 classes.

Students promoted to F.4 in September this year are the tenth cohort under the New Academic Structure for New Senior Secondary Education. Our school has completed the curriculum planning in which each student is required to choose 2 electives out of 10. Under the new curriculum, all students have to take Chinese Language, English Language, Mathematics and Liberal Studies. All the combinations of electives have been uploaded onto the school website to let parents be better informed about the choices.

5. Staff Development Day on 18th October (Class suspension)

No. 055/18

To enhance teachers' professionalism, a staff development day will be held on 18th October, 2018 (Thursday). Since all teachers are required to attend the seminar, classes are suspended. Students are advised to spend their time effectively doing revision.

6. Implementation of Liberal Studies in Senior Forms

No. 056/18

Our school has adopted the following strategies in implementing Liberal Studies in senior forms.

- (1) Group-based teaching is conducted in Liberal Studies. To conduct small-class teaching, five classes in F.4 to F.6 are divided into six groups respectively.
- (2) With the success of the school e-learning trial scheme, lesson studies in F.4 and F.5 are conducted.
- (3) An 'Action Plan' is implemented to promote the scheme of "Walking out of the Classroom"
- (4) A series of activities "Care about our Society and Broaden our Horizons" are implemented to widen students' exposure.
- (5) A teaching assistant has been employed to prepare school-based teaching materials and support administrative work.
- (6) Participating in the work of the Interschool Liberal Studies Support Network of Hong Kong East.
- (7) With the establishment of the Liberal Studies Society, the Liberal Studies Double Week is held to promote a Liberal Studies campus. The theme of this year is "LOHAS for a New Generation".
- (8) A Liberal Studies Resources Centre has been set up.
- (9) Mock examinations for F.5 and F.6 are jointly conducted with other schools in order to boost students' examination skills.
- (10) Sharing sessions are jointly held with other schools in order to let students share their skills and experience in studying Liberal Studies.

7. First Term Uniform Test for Junior Forms (F.1 to F.3)

No.057/18

The first term Uniform Test for F.1 and F.2 will be conducted from 22nd October, 2018 (Monday) to 25th October, 2018 (Thursday). For F.3, the Uniform Test will be conducted from 19th October, 2018 (Friday) to 25th October, 2018 (Thursday). During the Uniform Test period, there will be no afternoon classes so students will be given more time to prepare for their tests. Parents should encourage their child to work hard for good results. Those F.1 and F.2 students who do not perform up to standard will be required to attend after school revision sessions (by subject) in November and December. Individual notices will be given to the students and parents concerned in due course.

Lunch will not be provided during the Uniform Test period. The Uniform Test schedule is as follows:

Form 1

Time	22/10 (Mon)	23/10 (Tue)	24/10 (Wed)	25/10 (Thurs)
8:00—8:30	Revision / Announcements			
8:30—9:10	Integrated Science	History	Chinese History	Geography
9:10—9:50	Revision			
9:50—11:00	Chinese Language	English Language	Mathematics	P.E.
11:00—11:20	Recess			
11:20—12:10	Revision	Revision	Revision	

Form 2

Time	22/10 (Mon)	23/10 (Tue)	24/10 (Wed)	25/10 (Thurs)
8:00 – 8:30	Revision / Announcements			
8:30 – 9:10	Geography	Chinese History	History	Integrated Science
9:10 – 9:50	Revision			
9:50 – 11:00	English Language	Mathematics	Chinese Language	Putonghua
11:00 – 11:20	Recess			
11:20 – 12:10	Revision	P.E.	Revision	
		Revision		

Form 3

Time	19/10 (Fri)	22/10 (Mon)	23/10 (Tue)	24/10 (Wed)	25/10 (Thurs)
8:00 – 8:30	Revision / Announcements				
8:30 – 9:10	Chinese History	Geography	Biology	Chemistry	History
9:10 – 9:50	Revision				
9:50 – 11:00	Chinese Language	English Language	Mathematics	Physics	P.E.

Note: The test time allowed for Chinese Language, English Language and Mathematics is 70 minutes. 25 minutes of test time applies to P.E. and Putonghua. Other subjects take 35 minutes each. Biblical Knowledge and Life and Technology are assessed in the examination periods.

8. School Anniversary Thanksgiving Service

No. 058/18

This year is our School's 73rd Anniversary. The School Anniversary Thanksgiving Service will be held on Friday, 26th October, 2018. All students need to return to school no later than 9:30 a.m. The Ceremony will finish at about 11:15 a.m. School is suspended in the afternoon.

In the afternoon of that day, students are welcome to participate in ball games in casual wear. In the evening, the School's 73rd Anniversary Dinner will be held. Parents and students are welcome to join. Further details will be announced soon.

9. Means of Communication

No.059/18

To facilitate co-operation between parents and the school, please note the following channels for communication.

(A) Channels through which parents can voice their opinions:

- (1) writing to the Principal (Letters from the Suggestion Box in the School Office are directly collected by the Principal.)
- (2) phoning or writing to the Principal
- (3) reflecting your opinions to the committee members of the Parent-Teacher Association (PTA)
- (4) using the PTA Resources Centre hotline
- (5) phoning the school social worker
- (6) phoning the class teacher or other subject teachers
- (7) contacting the class teacher through "Notice to School from Parents" in the Student Handbook

- (8) contacting the class teacher through Student's Weekly Diary
- (9) completing the "Parents' Opinions on Henrietta" questionnaires on Parents' Day
- (10) writing an email to the school (School's email address is hss-mail@henrietta.edu.hk.)

(B) Channels through which parents can learn about our School's main activities and development:

- (1) online student's records on our school website which give details of your child's learning at school. (Starting from September in this school year, parents can browse the check-in and check-out time of their children through eClass Parent App)
- (2) emergency notice through SMS and the eClass App instant messages
- (3) emergency voice messages by our school's telephone system (if necessary)
- (4) daily morning announcements, weekly assembly in the playground, school hall assemblies, school announcements, and the information screen at the front gate. You can ask your child about the School's notices of important activities and development through these channels
- (5) the School Calendar in the Student Handbook
- (6) School Events Calendar (with details like the current School's theme, assemblies, talks and exhibitions) distributed at the beginning of the school term
- (7) School Events Calendar on the notice board in each class and the School Office
- (8) Monthly Notice to Parents and other parents' notices (mainly e-circulars)
- (9) Henrietta's School Magazine
- (10) Henrietta Press
- (11) "Notice to Parents from School" in the Student Handbook
- (12) School's website: <http://www.henrietta.edu.hk>

10. Measures to Improve our Students' English Standard

No. 060/18

The following measures have been adopted to improve our students' English standard:

- (1) Group-based teaching is carried out in F.1-F.6.
- (2) Our school has employed one additional English teacher and 1 teaching assistant.
- (3) The English Department is conducting the Variation for the Improvement of Teaching and Learning (VITAL) Project and the Learning Study in junior forms to cater for the learning needs of students.
- (4) Supplementary classes for the senior form students are conducted in the morning.
- (5) A bridging course of Chinese, English, Mathematics and Integrated Science is organized for all prospective F.1 students every summer.
- (6) School announcements are made in English every Wednesday in order to increase students' exposure to English.
- (7) English Speaking Day will be held, e.g. drama, singing for fun.
- (8) Chinese-English Glossary Handbook has been designed for F.1 and F.2 students, and the content is to be included in tests and examinations.
- (9) "English Reading Scheme" has been introduced.
- (10) The school English magazine, "The English Navigator", is published to provide students with more opportunities to write in English.
- (11) English choral speaking activity is promoted to develop students' English and multiple intelligences.

11. Items for Payment via PPS in October

No. 060A/18

The Tapping Week of PPS in October is from 8th to 12th October 2018. Parents are advised to transfer enough funds to the PPS account in advance to ensure that there is sufficient amount for payment. (The suggested fund transfer day is 5th October.) Details of items are as follows:

Items	Confirmed Fee
F.1 & F.2 Chinese-English Glossary Handbook	\$18 (Compulsory for all F.1 & F.2 students)
F.3 Chemistry Handouts and Exercise Book	\$31 (Compulsory for all F.3 students)
Sketchbook for Visual Arts and a calligraphy pen (F.1)	\$18.30 (Compulsory for all F.1 students)
Plastic Zip Bag for Visual Arts and a calligraphy pen (F.2)	\$16 (Compulsory for all F.2 students)
Sketchbook and A4 sketchbook for Visual Arts (F.3)	\$19.60 (Compulsory for all F.3 students)
Marching Band	\$800 (Compulsory for Marching Band members)
Chinese Orchestra	\$800 (Compulsory for Chinese Orchestra members)
Dance Club	\$1000 (Compulsory for Dance Club members)
Basketball Team Coach Fee	\$450 (Compulsory for Basketball Team members)
Athletics Team Coach Fee	\$400 (Compulsory for Athletics Team members)
Football Team Coach Fee	\$600 (Compulsory for Football Team members)
Service Learning Scheme	\$20 (Compulsory for all F.4 & F.5 students)
Subscription to “English Corner/ Channel”	\$120 (Compulsory for all F.1 to F.5 students)
Subscription to Chinese Newspapers	Based on the particular newspaper (please refer to the table shown on the Chinese version of this Parents’ Notice)
Subscription to “Liberal Six” of Hong Kong Economic Times	\$105 (15 issues) (Compulsory for F.4 & F.5 students) \$49 (7 issues) (Compulsory for all F.6 students)
Subscription to “ECONSCHOOL / BAFSSCHOOL” of Hong Kong Economic Times (20 issues)	\$110 (Compulsory for F.4 & F.5 students who study Economics and BAFS)
Subscription to “ECONSCHOOL / BAFSSCHOOL” of Hong Kong Economic Times (9 issues)	\$63 (Compulsory for F.6 students who study Economics and BAFS)

Parents can now use the eClass App or log onto the eClass platform (<http://eclass.henrietta.edu.hk>) while students can log onto the eClass platform to check the records of value-adding, payment items and balance details. PPS student numbers are also uploaded onto the eClass platform under the section of “Campus Latest News” so that parents and students can check them accordingly.

Parents are reminded that once sufficient funds are in the account, payment will be debited automatically in order to settle the transaction even when the student does not swipe his/her card at the PPS station.