

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

28th November 2018

Dear Parents/Guardians,

This letter is to notify you of the following items:

1. Guidelines on Complaints and Enquiries
2. Changing into the Winter School Uniform
3. The First-Term Examination (Forms 1 to 5)
4. Thanksgiving Service for Graduates (Form 6)
5. Taking Class Photos and Christmas Holidays (Forms 1 to 6)
6. Guidelines and Re-checking System of the School-based Assessment (SBA)
7. Classroom Learning Award Scheme – Stars of October
8. Application of Financial Assistance for Form 5 Students (For 2020 HKDSE)
9. Payment Items via PPS in December
10. Important Dates for School Events

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 ten items listed in the notice of December and have told my son/daughter to take appropriate action.

Student's Name: _____

Class: _____

Parent/Guardian's Signature: _____

Date: _____

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1. Guidelines on Complaints and Enquiries

No. 141/18

To support schools to set up a fair, impartial and open system for complaints management, the Pilot Project on Strengthening Schools' Administration Management in public sector schools has been implemented by the EDB since the 2012/13 school year.

The school endeavours to maintain good communications among its stakeholders. A "Guidelines on Dealing with Complaints" is therefore formulated in response to the principles, policies and procedures of handling enquiries and complaints from different sectors. In general, the school is responsible for handling enquiries and complaints related to daily school operations and internal affairs. For complaints concerning education policies they will be addressed directly by the EDB. However, complaints will not be handled when they are anonymous, not raised directly by the person involved or the event happened more than a year ago or without sufficient information.

In case of receiving enquiries, opinions or complaints, the school will deal with them with a positive attitude. After patiently listening to the opinions from different concerned parties, the school will offer a response as early as possible or at a suitable time. The school will keep reviewing its related policies on a regular basis so as to improve our administrative management.

Through a comprehensive, clear and transparent mechanism, it is hoped that the school can strengthen connection and sustain a close and co-operative partnership with its stakeholders. The school has implemented the policy of the optimized school complaints management since 1st January 2017. The guidelines have been uploaded to our school's website under the section of "School Introduction" for reference.

2. Changing into the Winter School Uniform

No. 142/18

All students are required to change into the winter school uniform from 3rd December 2018 (Monday). Parents are advised to prepare the winter uniform in advance. For details on the guidelines and samples of the winter school uniform, please refer to the student handbook.

3. The First-Term Examination (Forms 1 to 5)

No. 143/18

The First-term Examination will be conducted from 10th December 2018 (Monday) to 20th December 2018 (Thursday). During the examination period, there will be no afternoon classes so that students will have more time to prepare for their examinations. Parents should encourage their children to work hard during this period. The examination time-table has already been distributed to students.

During the examination period, no lunch will be provided.

4. Thanksgiving Service for Graduates (Form 6)

No. 144/18

The Thanksgiving Service for Graduates will be held on 15th December 2018 (Saturday) at 3:30 p.m. in the school hall to bless the F.6 students. The School Manager Mr. Du Ih-hsuan, Felix has been invited to share motivational messages and pray for F.6 students for their further studies and future career at the service.

Form 6 students are required to arrive at school no later than 3:00 p.m. on that day. The service will finish at around 5:00 p.m. A tea reception in the covered playground will be arranged. Please kindly remind your son/daughter to wear the proper school uniform and attend the service punctually.

5. Taking Class Photos and Christmas Holidays (Forms 1-6)

No. 145/18

(1) Photo-taking session for Form 6 students and student leaders will be arranged on 20th December 2018 (Thursday). There will be no afternoon classes for Form 6.

(Remarks: * Student Union Committee members, House Committee members, Prefects, members of the Henrietta Campus Television should join the photo-taking session.)

(2) Schedule for the photo-taking session:

Date	Class/Group	Time
20 th December 2018 (Thursday)	* Student Leaders	10:30 a.m. – 12:10 p.m.
	Staff Form 6	1:30 p.m. – 3:30 p.m.
3 rd January 2019 (Thursday)	Form 1 Form 2 Form 3	1 st period – 2 nd period
	Form 4 Form 5 General Affairs Department	3 rd period

(Remarks: Time for photo taking might be prolonged.)

(3) The Christmas Service will be held in the morning on 21st December 2018 (Friday). After the Service, parties of individual classes will also be held. Students should come to school before 9:00 a.m. and they will be dismissed at around 12:30 p.m.

Casual Wear Day will be held on the same day. Students who would like to join this charitable event should donate at least HK\$10 and they can wear simple and decent casual clothes to school. All donations will go to support our students who are financially in need through Henrietta Love Fund, Home of Loving Faithfulness Fellowship, charities and two orphans in Po Leung Kuk.

(4) Christmas and New Year Holidays will be from 24th December 2018 (Monday) to 2nd January 2019 (Wednesday). All classes will resume on 3rd January 2019 (Thursday).

(5) Individual classes from senior forms will be required to attend supplementary tutorial sessions during the Christmas and New Year Holidays. Please refer to the timetable printed on the notice for the tutorial sessions. Parents should encourage their children to work hard during this period to prepare for the public exam.

6. Guidelines and Re-checking System of the School-based Assessment (SBA) No.146/18

The Hong Kong Diploma of Secondary Education (HKDSE) Examination, which includes public examination and school-based assessment in most of the subjects, was held for the first time in 2012. The primary rationale for SBA is to enhance the validity of the overall assessment and extend it to include a variety of learning outcomes that cannot be assessed easily through public examinations. SBA typically involves students in activities such as making oral presentations, developing a portfolio of work, undertaking fieldwork, carrying out an investigation, doing practical laboratory work or completing a design project etc. These learning activities help students to acquire important skills and knowledge, and develop good habits.

School-based assessments are included in the 3 compulsory subjects and 5 elective subjects in our school. Based on the handbooks of the Hong Kong Examinations and Assessment Authority (HKEAA), our school has issued 'SBA guidelines' and 'SBA re-checking system' documents. These documents aim at ensuring that all stakeholders are able to perform their duties in SBA as stipulated by the HKEAA, ensure fair and impartial assessments and implement SBA accordingly and effectively. Teachers have briefed the assessment details clearly to students. In addition, the procedures of the SBA re-checking system are attached to this Notice for parents' reference (only the Chinese Version is provided).

7. Classroom Learning Award Scheme – Stars of October

No.147/18

To encourage our students to pay attention and participate actively in class, the ‘Classroom Learning Award Scheme’ is introduced. Teachers will 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 for the monthly award according to the number of chops students get in each class.

For senior forms, each subject teacher is entitled to nominate 2 students in the first and the second school term respectively. In addition, class teachers are entitled to nominate 1 student in their class every month. The monthly award in October was a \$100 cash coupon of Starbucks or Commercial Press. Special merit will be awarded to the student who has accumulated the most prizes at the end of the academic year. It is hoped that all students continue to pay attention and participate actively in class.

For the awarded students’ list, please refer to the Chinese version of this Parents’ Notice.

8. Application of Financial Assistance for Form 5 students (For 2020 HKDSE)

No.148/18

The usual application date of taking the exam of the HKDSE is October. The HKEAA will offer full or half exam fee exemption (a total of about \$3,000 in general) based on the candidate’s financial assistance status. For families who are eligible for the financial assistance from the Working Family and Student Financial Assistance Agency (WFSFAA), if you wish to apply for the HKDSE exam fee exemption, please be reminded to submit your application as soon as possible so as to receive the exemption in October 2019.

(Working Family and Student Financial Assistance Agency website:

<http://www.wfsfaa.gov.hk/sfo/tc/>)

9. Payment Items via PPS in December

No. 149/18

The tapping week of PPS in December is from 10th to 14th December 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 deadline is 7th December). The details are as follows.

Item	Fee	Tapping Month
Form 1 Life Nurturing Camp	\$100 (for participants)	December

Parents and students are reminded to log on to eClass (<http://eclass.henrietta.edu.hk>) to check the details of value-adding, payments and the balance of their PPS account. All students reference no. of PPS have been uploaded to eClass for checking.

10. Important Dates for School Events

No.150/18

	Date	Event
1	10 th January (Thursday)	Teachers' Day (Morning assembly in the hall)
2	18 th January – 20 th February (Friday to Wednesday)	Form 6 Mock Exam
3	26 th January (Saturday)	Parents' Day and Talk for Parents
4	22 nd February (Friday)	Singing Contest Final
5	26 th February – 1 st March (Tuesday to Friday)	Form 6 Mock Exam Scripts Checking Day
6	1 st March (Friday)	Pass-it-on Ceremony
7	11 th March – 15 th March (Monday to Friday)	Form 3 Uniform Test
8	12 th March to 15 th March (Tuesday to Friday)	Forms 1 – 2 Uniform Test