

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

17th December, 2018

Dear Parents/Guardians,

This letter is to notify you of the following items:

1. Awarding Diligent Students for Submitting All Assignments
2. Special Fees for the 2nd Term (Forms 1 - 5)
3. Teachers' Day
4. Parents' Day and Talk for Parents
5. Payment Items via PPS in January
6. Classroom Learning Award Scheme – Stars of November
7. 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 seven items listed in the notice of January and have told my son/daughter to take appropriate action.

Student's Name: _____

Class: _____

Parent/Guardian's Signature: _____

Date: _____

Henrietta Secondary School

Notice to Parents (January)

1. Awarding Diligent Students for Submitting All Assignments No. 161/18
In order to acknowledge the efforts of students who have submitted all their assignments, those who have a good record of assignment submission in the first term will be awarded a merit. Please keep encouraging your son/daughter to work hard and strive for excellence and improvement in their studies in the second term.

2. Special Fees for the 2nd Term (Forms 1 – 5) No. 162/18
The development of the school keeps up with the changing needs of society and this therefore benefits your children. In the past years, the school self-financed the construction of an all-weather running track on the promenade, Henrietta Campus TV Station, Liberal Studies Resources Room, Students' Union Room, Student Activity Room, Computer-assisted Learning Room, Mini Hall and PTA Resources Centre. In order to adapt to the changes of class structures in the NSS system, the School Improvement Project has been completed as well. All the 27 classes have their own classrooms. There are 32 classrooms and 22 special rooms, where split classes and small group teaching are further facilitated so that students can have more room for learning activities.

Parents have always supported the "Special Fee" collection throughout the years. The fee is aimed at subsidising air conditioning expenses and maintenance of various facilities. The school endeavours to provide students with a quality learning environment. With the approval of the EDB, the fee concerned will be collected in the second term.

Each student from Form 1 to Form 5 should give a fee of HK\$155, which subsidises the huge amount of expenditure of the school, with the remaining sum being financed by the school itself. This fee will be paid via PPS from 7th to 11th January 2019 (card tapping week). Please make sure that there are enough funds in your account to settle the payment.

The school has no alternative but to collect the special fee with a view to maintaining a quality learning environment. It is hoped that parents understand this need. For the underprivileged, the fee will be waived depending on the circumstances. Please fill in the fee exemption application form and ask your son/daughter to return it to the class teacher by 4th January 2019.

3. Teachers' Day No. 163/18

Our School's Parent-Teacher Association (PTA) will hold an annual Teachers' Day on 10th January 2019 (Thursday) to show support for the school and recognition and gratitude to all teachers. It is hoped that more parents will join the event to be good role models in respecting teachers. The event will be held from 8:10 a.m. to 8:40 a.m. on that day. It includes sharings by students, parents, teachers and the principal, presentations of flowers and gifts, broadcasting songs for Teachers' Day etc. Parents are cordially invited to attend the event and assist in presenting gifts. Parents who would like to attend the event please read through the corresponding PTA circular for registration.

4. Parents' Day and Talk for Parents

No.164/18

Parents' Day will be held from 8 a.m. to 3 p.m. on 26th January 2019 (Saturday) to enhance the communication between parents and teachers. It is hoped that parents and teachers will work together to give guidance and support to the students. Another parents' letter indicating the meeting time will be issued later.

Parents are also cordially invited to attend a talk on that day to be held from 11:00 a.m. to 12:30 p.m. at the school hall. The speaker is Miss Annie Lee, a registered educational psychologist. We encourage parents to attend the talk.

Please also note the following arrangements:

- (1) 26th January 2019 (Saturday) – Parents' Day
- (2) 28th January 2019 (Monday) – School Holiday

5. Payment Items via PPS in January

No. 165/18

The tapping week of PPS in January is from 7th to 11th January, 2019. 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 for this is 4th January). The details are as follows.

Item	Fee
Special Fee for Second Term	\$155 (Forms 1–5)
5A Geography Cheung Chau Field Trip Camp	\$187 (participants only)

Parents can now use the eClass Parent App 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.

6. Classroom Learning Award Scheme – Stars of November

No. 166/18

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 on their Student Handbook showing their outstanding performance during lessons in 'Paying Attention' and 'Active Participation' areas. For junior forms, 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, class teachers are entitled to nominate 1 student in their class every month while each subject teacher is entitled to nominate 2 students in the first and the second school term respectively. The monthly award in November was a Marathon cash coupon of \$100. This year students who received this award can still accumulate their records to receive more prestigious prizes at the end of the school year. The awarded students' list of November will be announced later.

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

7. Important Dates for School Events

No. 167/18

	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