

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

1st September 2020

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 twenty-one items:

1. Assumption of Office of Principal
2. Timetable
3. Special Arrangements of the School Resume Day and the following day
4. Non-face-to-face curriculum and teaching
5. Arrangements for P.E. lessons during the epidemic
6. Amendments of weighting of all subjects in all forms
7. Typhoons and Rainstorms
8. Tong Fai (F.4 - F.6)
9. Administration Fee for Transactions of PPS and the Arrangement of Card Tapping Week
10. Special Fees (First Term)
11. Guidelines for Using Personal Cutlery
12. Application for the Use of Classroom Lockers and/or Bringing Mobile Phones
13. Buying the P.E. Kits
14. Staying Vigilant Against Influenza and Other Communicable Diseases
15. Approval Procedures of the Student Financial Assistance in 2020-2021
16. MTR Student Travel Scheme for Academic Year 2020 / 2021
17. Senior Forms Lunchtime Revision Policy
18. E-circular
19. Update of Family Status
20. Matters concerning purchase of tablet computer subsidized by Community Care Fund
21. Student Activities Support Grant
22. Personal Accident Insurance for Students

Thank you for your kind attention.

Yours faithfully,

Ng Ho Yin

Mr. NG Ho Yin
Principal

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

Student No.				
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Dear Principal,

I have been clearly informed of the twenty-two 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 : _____

1. Assumption of Office of Principal

No. 001/20

Mr. Ma Yuen-fat has retired as Principal on 31st August 2020. Mr. Ng Ho-yin, Kenneth has officially assumed office of Principal since 1st September 2020.

2. Timetable

No. 002/20

Due to the epidemic, face-to-face teaching cannot be conducted. The following online teaching timetable is effective from 3rd September 2020.

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

Students are required to enter the designated online conference meeting room at 8:00 a.m. on time. Parents and students are reminded to read the appendix(Appendix I with only Chinese Version) of this notice in detail concerning the reminders related to distance learning.

Other arrangements in usual normal school days:

- (1) If sick leave or duty leave is called, students must apply for the leave following the procedures listed in the 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 2020 – 2021 has been printed in 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.

3. Special Arrangements of the School Resume Day and the following day
No. 003/20

Opening Ceremony on 1st September

- (1) Students are required to enter the designated online conference meeting room at 8:30 a.m. by using the meeting ID to be posted on the frontpage of eClass under the section "Latest Campus News". Students are reminded to download and install the necessary apps such as Zoom and Google Meet on their computer, laptop or mobile phone (whichever applicable) in advance.
*Students are able to check their class in the new academic year on eClass now.
- (2) Morning Assembly sharing will be 8:45 – 9:00 a.m.
- (3) Class Affairs session will be 9:00 – 10:00 a.m.
- (4) Opening Ceremony will be broadcast live from 10:15 – 11: 15 a.m. Class teachers will play or send out the link.

The day following School Resume Day on 2nd September

- (1) Students are required to attend the online meeting at 8:30 a.m. on time.
- (2) Class Affairs session will be 8:30 – 10:00 a.m..
- (3) Recess will be 10:00 – 10:20 a.m.
- (4) New academic year information sharing session will be 10:20 – 12:00 noon, accompanied by the class teacher.
- (5) Questionnaire by Guidance and Counselling Committee will be conducted (F.1 – F.4).

4. Non-face-to-face curriculum and teaching

Due to the repeated epidemics, the new school year has to start in a remote way. Parents and students are especially reminded here that the new school year will start on 1st September, and 3rd September is the official school day. Although classes and learning patterns have changed a lot from the past, distance learning is no longer temporary in nature. Learning from the experience from February to May this year, teachers and students have already mastered some tips for distance learning. The new model must have its advantages and disadvantages. We hope we can all continue to be motivated under these restrictions. Even if students attend the class at home, students still need to adhere to the due discipline, try their best to learn, and work through this difficult time together, so as to overcome the epidemic, and continue to improve.

Apart from Zoom or Google Meet as the lesson platform, the platform for storing exercises and teaching materials is still Schoology. All students can prepare their login accounts on all platforms before the start of school. Under the epidemic situation, there is little opportunity for direct distribution of information. Parents and students are also requested to pay special attention to the electronic messages issued by the school, including eClass announcements, eClass instant messages, school web pages, and eClass "Campus News" and SMS. When in doubt, apart from calling the school office for inquiries, you can also email (hss-mail@henrietta.edu.hk) to facilitate communication.

In terms of learning, assignments are still an important part of consolidating learning after class. From February to May, a lot of students were able to submit all their online homework. It is hoped that in the new school year, students can set goals for studying hard. If any students fail to submit homework, the school will still notify parents through eClass messages. In the event of repeated situation and no sign of change, the school may need to arrange for the relevant students to return to school so that the teacher can understand, care and support the students.

5. Arrangements for P.E. lessons during the epidemic

No. 005/20

In order to enable students to maintain physical and mental balance while studying at home during the epidemic, physical education will be taught online in real time.

Through online teaching, teachers will teach sports knowledge and skills (including stretching, physical fitness and gymnastics), but students may have certain risks when learning skills; in order to avoid accidental injuries to students, students must pay attention to safety, pay attention to the activity space to avoid accidents. In addition, students also need to pay attention to their physical conditions, such as suffering from long-term diseases such as respiratory and cardiovascular diseases. Students are advised to do what they are able to do, not forcing themselves.

The school also encourages students to have an adult or guardian at home to learn the skills. Parents can consider whether to let your child participate in the skills part. Students must attend the online lesson when teaching the knowledge related to physical education. Parents are kindly reminded to fill in the electronic reply slip of this notice.

If you have any enquiries about the lesson, please contact Ms Ka-ka LAI or Mr. CHEN Sik-wing at 2570 1466 ext. 116.

6. Amendments of weighting of all subjects in all forms No. 006/20

In order to be more in line with the current academic system and to more effectively evaluate the learning performance of students, after detailed discussion, the percentage of scores for each form and subject in 2020-21 will be revised as follows:

Subject Weighting in Forms 1 and 2

	Chinese Language	English Language	Maths	Integrated Science	Chinese History	History	Geography	Life and Society
Current	150	200	150	100	100	100	100	100
Revised	200	200	200	200	100	100	100	100

	Biblical Knowledge	Physical Education	Visual Arts	Life and Technology
Current	50	50	50	50
Revised	50	50	50	50

*The assessment of Putonghua is counted in Chinese Language as usual.

Subject Weighting in Form 3

	Chinese Language	English Language	Maths	Biology	Chemistry	Physics	Chinese History	History
Current	200	300	200	100	100	100	100	100
Revised	300	300	200	100	100	100	100	100

	Geography	Life and Society	Biblical Knowledge	Physical Education	Music	Visual Arts	Computer Literacy
Current	100	100	50	50	50	50	50
Revised	100	100	50	50	50	50	50

Subject Weighting in Forms 4 to 6.

	Chinese Language	English Language	Maths	Liberal Studies	Elective	M1/M2	Biblical Knowledge	Physical Education	Arts
Current	200	300	200	200	100	100	50	50	50
Revised	300	300	200	200	200	100	50	50	50

7. Typhoons and Rainstorms

No. 007/20

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 on 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 may 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 the cancellation of public examinations.
- (9) In case you have any enquiries, please call 2570 1466 (School Office).

8. Tong Fai (F.4 - F.6)

No. 008/20

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
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F.4	--	\$450	PPS tapping week in September (through PPS)
F.5	--	\$450	
F.6	--	\$450	

9. Administration Fee for Transactions of PPS and the Arrangement of Card Tapping Week
No. 009/20

The administration fee for each transaction of PPS is \$2.2. 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 2020-2021 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 these problems. Therefore, parents are reminded to check that 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 7th September to 11th September. Parents should make the transaction on or before 4th September. The total amount of the payment for each form can be referred to the payment list. Detailed lists for exercise books and folders can be found on the eClass Announcement Platform.

10. Special Fees (First Term) No. 010/20

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 will be able to receive good quality IT education representative of the 21st 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 things. In view of strengthening our financial resources so as 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 4th September. (Due to epidemic, special arrangements will be notified on eClass as soon as possible.)

11. Guidelines for Using Personal Cutlery (applicable after face-to-face whole-day schooling resumes.) No. 011/20

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.

12. Application for the Use of Classroom Lockers and/or Bringing Mobile Phones No. 012/20

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.

13. Buying the P.E. Kits (Arrangements will be made after face-to-face teaching resumes.) No. 013/20

14. Staying Vigilant Against Influenza and Other Communicable Diseases No. 014/20

(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 develop, 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 child 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.
- Due to the outbreak of COVID-19, students must wear a mask at school. When students enter the campus, they need to undergo temperature check, present temperature record sheet and disinfect their hands with alcohol sanitizer.

(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.

15. Approval Procedures of the Student Financial Assistance in 2020 - 2021 No. 015/20

- (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 2020/21, 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 31st May 2020.
- (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 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. Due to epidemic, parents can download the forms on the website of WFSFAA or obtain the forms in person from the WFSFAA office.

16. MTR Student Travel Scheme for Academic Year 2020 / 2021 No. 016/20

In recent years, the MTR Student Travel Scheme has been changed to online application. Parents can go to the following website to apply from September 1, 2020:

http://www.mtr.com.hk/ch/customer/tickets/student_travel_scheme.html#

The webpage also details the validity period of the student discount plan for each grade, which can be applied or renewed according to the situation.

17. Senior Forms Lunchtime Revision Policy (applicable after face-to-face whole-day schooling resumes.) No. 017/20

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 effort and time into their studies.

18. E-circular No. 018/20

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 printed notices.
- (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.

19. Update of Family Status No. 019/20

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 relevant information in early September. Parents are kindly required to fill in the details and return them accordingly.

20. Matters concerning purchase of tablet computer subsidized by Community Care Fund

No. 020/20

The notice 241/19 issued earlier has detailed the arrangements for the subsidy and purchase of iPads. For all subsidized or CSSA families who have responded to the notice, the school will order the designated iPad models on their behalf. If it is a half subsidy, please pay half of the fee to order according to the method and time stated in the notice. Except for BYOD classes, all students do not have to buy tablets, and the order is based on parents' wishes.

For non-subsidized families, please be aware that there is no relevant funding and subscription arrangements for the time being.

After ordering, please wait for 6 to 8 weeks to pick up the device, and the parents will be notified separately.

The Community Care Fund subsidy and the school arrangements of subscription are based on the same purpose, which is to support students to study at home. Therefore, parents and students are reminded that the tablet computer obtained (or purchased) is a learning tool, not an entertainment product.

21. Student Activities Support Grant

No. 021/20

To support students with financial needs to participate in life-wide learning activities organised or recognised by schools, the Education Bureau (EDB) set up the Student Activities Support Fund in early 2019, the investment return of which will be used to provide the SAS Grant for application from public sector schools (including special schools) and DSS schools starting from the 2019/20 school year.

Students who take part in any life-wide learning activities organised or recognized by schools can apply for the support fund. Please note that the funding will cease once the support fund for that academic year is used up.

The application is on a per activity/ course basis. Parents can apply for the support fund through e-circular. Parents need to follow the instructions and fill in the financial status (or submit necessary information to school). After the school review, successful applicants will receive the funding via their PPS accounts.

22. Personal Accident Insurance for Students

No. 022/20

Apart from the protection from the Block Insurance Policy for all aided schools by EDB, this year (1st September 2020 – 31st August 2021) 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:

- When the student is at school and it is during class time.
- When the student is taking part in school activities which take place in Hong Kong.
- When the student is travelling in vehicles owned or rented by the school.
- From food poisoning caused by the food or beverage provided or arranged by the school.
- From unknown gases inhaled at school or during school activities. (applicable only for situations 1 and 2 above)
- When the student is on the way to school or for school activities.
- 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. Parents 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):

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