



顯理中學
HENRIETTA SECONDARY SCHOOL
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Principal Letter and Notice to Parents (October)

24th September 2020

Dear Parents / Guardians,

The celebration of the Mid-Autumn festival does matter for Chinese family. I wish you a warm family gathering at the festival. I always keep it in my prayer as I believe that harmonious family relations are a critical way to nurture our future leaders with positive characters. I especially wish our working parents can strive for a work-life balance and spare time to chat with our kids.

Breakfast with the Principal

As the epidemic eases, I will start having breakfast gatherings with our Form 1 students' parents. The purpose is to facilitate mutual support in parenting and students' learning. Please refer to the notice for details.

The Development of e-learning

The BYOD scheme has been practised for two years. Some of our kids have become familiarized with the learning in the electronic platform. The home-schooling mode during the suspension has urged me to review if it is the right time to extend the coverage of the scheme to the whole school. As I am inviting opinions from our stakeholders, you are cordially welcome to express your concerns.

The Gospel Week and the 75th Anniversary Thanksgiving

Our Gospel week will be held from 5/10 to 9/10. As we believe that the faith to the Lord is the foundation of learning, we wish the event to build our students as faithful leaders. More excitingly, this year we celebrate our 75th anniversary, we have arranged a series of activities to celebrate the milestone of the school development. One of the events, the Thanksgiving Service cum Opening of the newly renovated library and MAKERSPACE, will be held in the school on 31st October 2020 (Saturday). Please refer to the attached notice for details.

The assessment for learning

As the first mid-term Uniform Test is approaching, I pray that our kids would conduct zealous preparation for the assessment. I usually highlight in parents' talk that the assessment result is not the only focus. It is just a report that indicates the strategy of the next learning step. The students' attitude toward challenges determines their success in the future. I invite parents to take a supportive role in students' learning. Don't focus too much on the result but encourage them to be positive in facing challenges.

Principal letter and parent notice

I treasure every opportunity that allows your kids to express their feelings towards schooling. As the principal letter is one of the major communication channels between you and me, I will invite the kids to share about their school life in the letter (English version only). The practice will begin in November this year. Yet, I must have some ways to shorten the notice to avoid making you dizzy in reading. If you have any good ideas, please feel free to share with me through email.

Feedback and prayer request

I would love to hear from you if you have any feedback regarding the above-mentioned issues, or if you have any prayer requests, please send an email to nhy@henrietta.edu.hk. I am looking forward to meeting you at the school events. May God bless your family.

Yours sincerely,
Mr. Kenneth H. Ng

Notice to Parents (October)

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. Implementation of Liberal Studies in Senior Forms
6. Measures to Improve Students' English Standard
7. First Term Uniform Test for Junior Forms (F.1 to F.3)
8. School Anniversary Thanksgiving Service
9. Cancellation of the School Picnic Day
10. Means of Communication
11. Items for Payment via PPS in October

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 eleven items listed in the notice for October 2020 and have told my son/daughter to take appropriate action.

Student's Name : _____

Class : _____

Parent / Guardian's Signature : _____

Date : _____

1. Infrared Body Temperature Screening Machine

No. 041/20

In order to protect students' health and avoid an outbreak 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 body temperature instantly. When a person's body temperature is over the normal range, the alarm will sound to help identify who may have a fever. This effectively prevents some infectious diseases, such as chickenpox, H1N1, etc., spreading around the school.

2. Parents' Handbook

No. 042/20

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 help parents learn 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 for 2020-2021 has been uploaded onto our school website.

3. Study Room (Due to the epidemic, the opening date will be announced later)

No. 043/20

The study room has been moved to Room 106 (Priority will be given to senior forms.). 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 arranged 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. 044/20

Our school has completed the Voluntary Optimisation of Class Structure Scheme. 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. It is hoped that such arrangements can help increase student-teacher interactions and enable teachers to take care of students more effectively. 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 required to take Chinese Language, English Language, Mathematics, Liberal Studies and two electives. All the 29 combinations of electives have been uploaded onto the school website. Students can choose the electives based on their interest and abilities.

5. Implementation of Liberal Studies in Senior Forms

No. 045/20

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 are divided into six groups from F.4 to F.6 respectively.
- (2) With the success of the school e-learning trial scheme, lesson studies are conducted in F.4 and F.5.
- (3) An 'Action Plan' will be implemented to promote the scheme of "Walking out of the Classroom"
- (4) A series of activities "Care about our Society and Broaden our Horizons" will be 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 Life Exploration Society, the Liberal Studies Double Week will be held to promote a Liberal Studies campus. The theme of this year is "Food is Heaven".
- (8) A Liberal Studies Resources Centre has been set up.
- (9) Mock examinations for F.5 and F.6 will be jointly conducted with other schools, pandemic permitting, in order to boost students' examination skills.
- (10) Participating in Liberal Studies Sharing Session with partner schools to let students share their learning experience in Liberal Studies.
- (11) After-school Liberal Studies classes are organized to equip students with different learning abilities for the public exam.

6. Measures to Improve Students' English Standard

No. 046/20

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

- (1) Group-based teaching is carried out in F.4-F.6.
- (2) Our school has employed an additional English teacher and one teaching assistant.
- (3) The English Department is implementing a policy for improvement of teaching and learning and promoting the use of e-learning software and apps so as to increase learning motivation and lesson effectiveness, and cater for the learning needs of students.
- (4) Supplementary classes for the senior form students will be conducted after school.
- (5) A bridging course of Chinese, English, Mathematics and Integrated Science has been organized for all prospective F.1 students every summer.
- (6) School announcements are to be made in English every Wednesday in order to increase students' exposure to English.
- (7) An English Speaking Day will be held, with various activities such as drama, singing for fun and so on.
- (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 will be promoted to develop students' English skills and multiple intelligences.
- (12) An overseas study tour will be held to help students broaden their horizons, learn western cultures and use English in an authentic situation.

The first term Uniform Test for F.1 and F.2 will be conducted from 20th October, 2020 (Tuesday) to 23rd October, 2020 (Friday). For F.3, the Uniform Test will be conducted from 19th October, 2020 (Monday) to 23rd October, 2020 (Friday). During the Uniform Test period, there will be no afternoon classes. Parents should encourage their child to work hard. 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	20/10 (Tue)	21/10 (Wed)	22/10 (Thurs)	23/10 (Fri)
8:00 – 8:15	Morning Assembly / Announcements			
8:15 – 8:45	Revision			
8:45 – 9:20	History	Integrated Science	Geography	Chinese History
9:20 – 9:45	Revision			
9:45 – 10:00	1 st Recess			
10:00 – 11:10	Mathematics	Chinese Language	English Language	P.E. # (10:25a.m. ended)
11:10 – 11:25	2 nd Recess			
11:25 – 12:05	Revision	Revision	Revision	

Form 2

Time	20/10 (Tue)	21/10 (Wed)	22/10 (Thurs)	23/10 (Fri)
8:00 – 8:15	Morning Assembly / Announcements			
8:15 – 8:45	Revision			
8:45 – 9:20	Chinese History	Integrated Science	History	Geography
9:20 – 9:45	Revision			
9:45 – 10:00	1 st Recess			
10:00 – 11:10	Chinese Language	English Language	Mathematics	Putonghua # (10:25a.m. ended)
11:10 – 11:25	2 nd Recess			
11:25 – 12:05	Revision	P.E. Revision	Revision	

Form 3

Time	19/10 (Mon)	20/10 (Tue)	21/10 (Wed)	22/10 (Thurs)	23/10 (Fri)
8:00 – 8:15	Morning Assembly / Announcements				
8:15 – 8:45	Revision				
8:45 – 9:20	Physics	Chemistry	Biology	Chinese History	History
9:20 – 9:45	Revision				
9:45 – 10:00	Recess				
10:00 – 11:10	English Language	Mathematics	Chinese Language	Geography # (10:35a.m. ended)	P.E. # (10:25a.m. ended)

Note:

(1) 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.

(2) # The school off time will be around 10:30 a.m. – 10:40a.m.

8. School Anniversary Thanksgiving Service

No. 048/20

This year is our School's 75th Anniversary. The School Anniversary Thanksgiving Service will be held on Saturday, 31st October, 2020. All students need to return to school no later than 9:30 a.m. The Ceremony will finish at about 11:15 a.m.

In the afternoon of that day, students are welcome to participate in ball games in casual wear. In the evening, the School's 75th Anniversary Dinner will be held. Parents and students are welcome to join. Further details will be announced soon.

9. Cancellation of the School Picnic Day

No.049/20

The School Picnic Day (10/11/2020) will be cancelled due to the epidemic. A normal school day will be arranged.

10. Means of Communication

No.050/20

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) checking student's records online to learn about your child's learning at school.
- (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 (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>

11. Items for Payment via PPS in October

No. 051/20

The Tapping Week of PPS in October is from 12th to 16th October 2020. 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 9th 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	\$30 (Compulsory for all F.3 students)
Sketchbook for Visual Arts and a calligraphy pen (F.1)	\$23 (Compulsory for all F.1 students)
Sketchbook for Visual Arts and a calligraphy pen (F.2)	\$23 (Compulsory for all F.2 students)
Two sketchbooks for Visual Arts (F.3)	\$19.1 (Compulsory for all F.3 students)
Athletics Team Coach Fee	\$400 (Compulsory for Athletics Team members)
Football Team Coach Fee	\$100 (Compulsory for Football Team members)
Service Learning Scheme	\$30 (Compulsory for all F.5 students)
Chinese History Workbook (F.2)	\$88 (Compulsory for all F.2 students)
Chinese History Workbook (F.3)	\$92 (Compulsory for all F.3 students)
Subscription to "Liberal Six" of Hong Kong Economic Times	\$112 (16 issues) (Compulsory for all F.4 & F.5 students) \$63 (9 issues) (Compulsory for all F.6 students)

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.