



顯理中學  
HENRIETTA SECONDARY SCHOOL  
2, City Garden Road, North Point, Hong Kong.  
Tel . No: 2570 1466  
Fax. No: 2503 4603

香港 北角  
城市花園道二號

Principal Letter and Notice to Parents (December)

23<sup>rd</sup> November, 2020

Dear Parents / Guardians,

"Faith to the Lord is being sure of what we hope for and certain of what we do not see – Hebrews 11:1."

Weeks ago, I had a chance to share the vision and mission of the school in our sponsoring church, the Hong Kong Baptist Church. I reviewed in the sharing the grace of the school in the past 75 years and projected the challenges we are going to encounter in the future. The verse that shares with us from ancient wisdom best fits the needs of our youngsters in the difficult moment. Our youngsters have been lost in the midst of the polarized community and feel that they are at a '*hopeless-end*.' However the verse assures us that the faith in the Lord does not only provide them with a life purpose but also ignites them with the '*endless-hope*.' There is a common misconception that Christianity is like other religions that only guide people to be good. Christianity is surely far more than that. Since the beginning of this school year, I have started writing a weekly journal on Christian education. You can find the sharing on the school website: [www.henrietta.edu.hk](http://www.henrietta.edu.hk) under the section: 學校簡介→校長分享.

### **The assessment for learning**

It is about time to prepare for the first term examination. No matter how your child performed in the uniform test, it must provide you and your child with a reference to establish an effective strategy to prepare for the examination. In Chinese tradition, examination performance is of utmost concern. I would like to take this opportunity to stress that children can seldom keep their performance at peak performance. Instead, their attitude toward learning should be our major concern. I wish your child has started reviewing the involved subject knowledge, but at the same time, you are preparing yourself to offer the most significant encouragement for their learning.

### **Up-coming events**

December is "the month of thanksgiving." We have a thanksgiving service for our Form Six students on 5<sup>th</sup> December and the Christmas celebration service on 22<sup>nd</sup> December. The purpose of both services is to help every 'Henriettan' to review the grace from the Lord on us in a difficult time. December is also "the month of briefing." Besides the briefing session of the school on 28<sup>th</sup> November, the vice-principals and I will also share about our school at different primary schools. This year, we have also decided to hold one more briefing session of the school on 5<sup>th</sup> December. As our fellow schoolmates, you are our ambassadors to introduce the school to your friends and relatives. Please invite them to visit us at the briefing sessions.

### **The Development of e-learning**

The BYOD scheme has been operating for a few years now. The executive committee of the school has agreed that next year is the right time to extend the coverage of the scheme to all classes in Form One and Form Four. As the scheme should be run in a more comprehensive consideration, I am inviting opinions from our different stakeholders. You are cordially welcome to express your concerns.

### **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](mailto:nhy@henrietta.edu.hk). You are also welcome to share with me your concerns regarding the school life of your child.

I am looking forward to meeting you at the school events. May God bless your family.

Yours faithfully,  
Mr. Kenneth H. Ng



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Students' sharing on their school life

### The education 'industry'

"What do I want to be in the future?" is an annoying question. The school organized a life-planning talk for us last school year. I remember that I set my career goal in the talk on the education field. Yet, I am afraid that education at this moment is no longer the same thing than a year ago. It is because education nowadays is not what I am thinking. It is more than the teaching of subject knowledge. During the pandemic, the whole world tells us that education is shifting slowly toward free "e-education." It is implemented in the new classroom - the YouTube channel. Besides teaching, learning is the other side of education. Free e-learning materials replace traditional paper-back texts. I believe that it is a good change as it reduces the cost of learning effectively and helps release some underprivileged families' burdens. However, at the same time, both the learning and teaching are more like issues in the I.T. industry than in the education field. That's why the question is still annoying me.

S6 Jarib Lau

### A grateful life in Henrietta

Time flies! Here I am about to graduate from high school and planning to attend university next year. In my high school life, there were countless memories of happiness, sadness, and touching moments. I have turned my life into a new page since Form Four. I have known my favorite teachers and classmates in that year. In the beginning, I was afraid of building relationships with them. I wonder if I could make friends with them. Luckily, they are very nice. They are still teaching me subjects that I do not handle well. The most memorable moment in my school life is the 3M event in Form Four. It was the first time that I had a whole-class show. We practiced together on dancing time after time. I experienced the real meaning of teamwork.

Besides, teachers care for me. They know that I am not good at academics. So they guide me to enhance my academic performance relentlessly. I am very thankful to have them in my learning life. I will try my best to attain a good result in the DSE. I don't want to disappoint them.

S6 Zoe Au-yeung

### The essence I have learned

I feel very grateful for the school because I have learned subject knowledge and a lot of life principles from teachers. Learning in Henrietta makes me more mature and rational in handling interpersonal relationships. We are living in a global village with diverse world views. Communication skill is essential for my future success. I am very grateful that I have learned how to communicate with people with different personalities and cultural backgrounds. In addition, the school encourages me all the time not to give up easily and to try everything to my utmost. The teachers inspire us and put a lot of effort into us. They provide us a different sky of learning and wish us to create our unique way of living. They help us to explore our talent and encourage us to be outstanding in the future. I am very grateful that I have had an excellent teacher who supported me all the time. I am proud to be a "Henriettan."

S6 Kawalin Khetsamut

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

23<sup>rd</sup> November 2020

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 2022 HKDSE)
9. Payment Items via PPS in December
10. Important Dates for School Events

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 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: \_\_\_\_\_

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

1. Guidelines on Complaints and Enquiries

No. 111/20

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 communication among its stakeholders. A "Guidelines on Dealing with Complaints" has therefore been 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 the 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 1<sup>st</sup> 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. 112/20

All students are required to change into the winter school uniform from 30<sup>th</sup> November 2020 (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. 113/20

In light of tight teaching schedule affected by the epidemic, the First-term Examination will be postponed. 7<sup>th</sup> and 8<sup>th</sup> December 2020 (Monday and Tuesday) will become normal school days for teachers to have more room for teaching. The exam will then be conducted from 9<sup>th</sup> December 2020 (Wednesday) to 21<sup>st</sup> December 2020 (Monday). 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 child to work hard during this period. The examination time-table has already been distributed to students.

4. The Thanksgiving Service for Graduates (Form 6)

No. 114/20

The Thanksgiving Service for Graduates is scheduled at 3 p.m. on 5<sup>th</sup> December 2020 (Saturday) to thank God and pray for F.6 students for their further studies and future career. Pastor Mr. Mok Siu-leung, Fox will be invited to deliver an encouraging speech to the students.

All Form Six students are required to arrive at school before 2:30 p.m. and are expected to be able to leave at 4 p.m. Parents please remind your child to wear proper school uniform to attend the service on time.

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

No. 115/20

(1) Photo-taking session for Form 6 students and student leaders\* will be arranged on 21<sup>st</sup> December 2020 (Monday). There will be no afternoon classes for Form 6.

(\* Student Union committee members, House committee members and Prefects)

(2) Schedule for the photo-taking session:

Date	Class/Group	Time
21 <sup>st</sup> December 2020 (Monday)	Form 6	8:15 a.m. - 10:30 a.m.
	* Student Leaders	10:30 a.m. - 1:10 p.m.
	Staff	2:00 p.m.
7 <sup>th</sup> January 2021 (Thursday)	Chinese Debating Team Henrietta Campus TV Forms 1-5 Non-teaching staff General Affairs Department	1 <sup>st</sup> period – 3 <sup>rd</sup> period

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

- (3) The Christmas Service will be held in the morning on 22<sup>nd</sup> December 2020 (Tuesday). Students should arrive at school before 9:30 a.m. and be able to leave at around 11 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\$20 and then 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 23<sup>rd</sup> December 2020 (Wednesday) to 2<sup>nd</sup> January 2021 (Saturday). All classes will resume on 4<sup>th</sup> January 2021 (Monday).
- (5) Due to epidemic, individual classes from senior forms will be required to attend online supplementary tutorial sessions during the Christmas and New Year Holidays. Please refer to the timetable on the corresponding notice for the tutorial sessions. Parents should encourage their child 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.116/20

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).

Due to epidemic, our school has simplified the SBA components. The SBA marks of our school to be submitted for 2021 HKDSE are Chinese Language, English Language, Liberal Studies and Visual Arts.

7. Classroom Learning Award Scheme – Stars of October No.117/20

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 Eslite Bookstore or Haagen Dazs. 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 2022 HKDSE) No.118/20

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 2021.

(Working Family and Student Financial Assistance Agency website:  
<http://www.wfsfaa.gov.hk/sfo/tc/>)

9. Payment Items via PPS in December No. 119/20

The tapping week of PPS in December is from 7<sup>th</sup> to 11<sup>th</sup> December 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 deadline is 4<sup>th</sup> December). The details are as follows.

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.120/20

	Date	Event
1	7 <sup>th</sup> January (Thursday)	Teachers' Day (Morning assembly in the hall)
2	22 <sup>nd</sup> January – 9 <sup>th</sup> February (Friday to Tuesday)	Form 6 Mock Exam
3	23 <sup>rd</sup> January (Saturday)	Parents' Day and Talk for Parents
4	5 <sup>th</sup> February (Friday)	Singing Contest Final (afternoon class suspension)
5	24 <sup>th</sup> February – 26 <sup>th</sup> February (Wednesday to Friday)	Form 6 Mock Exam Scripts Checking Day
6	26 <sup>th</sup> February (Friday)	Pass-it-on Ceremony
7	15 <sup>th</sup> March – 19 <sup>th</sup> March (Monday to Friday)	Form 3 Uniform Test
8	16 <sup>th</sup> March to 19 <sup>th</sup> March (Tuesday to Friday)	Forms 1 – 2 Uniform Test