



## Principal Letter and Notice to Parents (September)

29<sup>th</sup> August 2023

Dear Parents / Guardians,

"*The players never know when their attribute contributes*" makes "*What to Compete?*" to be one of the most popular collective games. "*The longest*," the host claims, may represent who has "*the longest thumb*" or "*the longest given name*," while "*The most*" may turn out to be "*the most coins in the pocket*" or "*the most times the players have traveled overseas*." I once joined a graduation camp and competed for being "*The least*." I emerged victorious over the young gentlemen - for "*the one with the least hair*" won. The game seems arbitrary. Yet, doesn't it reflect the unpredictability of life? We never know when our limitations turn out to be our advantages. Three years ago, we installed a climbing wall. How meaningful it is if ringing the bell at the top of the wall is one of the graduation requirements of our six years of school life. But, the project was out of specification, so we needed to dismantle it and started over according to the regulations. I faced criticism over these couple of years. But I tell every "*Henri-Aspirer*" that "though unfinished, I didn't fail. It simply hasn't succeeded yet." The frustration has inspired our kids to pursue their dreams. Ultimately, the kids are enrolled in their desired universities; The climbing wall installation has restarted; My experience has become an inspiring story for all kids; and limitation has eventually become an advantage.

### **Thank God for Giving Our Students a Bright Future**

We humbly thank the Lord for His immense blessings and guidance throughout our academic journey. We would also like to express our deep appreciation to our dedicated teachers for their unwavering effort and commitment to teaching. The kids have experienced a remarkable enhancement in public exam results through their continuous efforts and guidance. The '33222' rate has significantly increased from 33% in 2021 to 40.9% in 2022, and it is 46.2% this year. The Degree enrolment rate has also enhanced from 38.2% in 2021 to 40.0% in 2022 and now 49.1%. The remarkable achievement is a testament to the synergistic collaboration between the Almighty and our esteemed teachers. Together, they have empowered the kids to reach new heights.

### **Changes in Personnel**

Some teachers left the teaching team last school year, and we have recruited new members to take up the challenges. Our Mathematics teacher, Mr. Ip Ying Kit, our Chinese History teacher, Mr. Lee Wing Keung, and our Science teacher, Ms. Fong Mei Wah, have turned a new page in their life. A group of energetic teachers are joining our teaching team: Ms. Wong Sam Yue (Bible), Mr. Kwan Ka Chun (Mathematics and Physics), and Mr. Hung Tak Chung (Chinese and Chinese History). May the Lord bless their adaptation to the new working environment!

Congratulations also go to the promotion of Ms. Tam Wai Wan to Vice Principal.

### **School Theme and Bible Verse**

The theme of this school year is '*Study well, Sleep well*.' Life is a balance between work and rest. We wish our kids could develop a healthy living pattern to encounter the challenges in life. The spiritual affairs committee has chosen Isaiah 30:15 as our theme Bible verse – '*In quiet and rest is your salvation: peace and hope are your strength*.' We do hope that our kids can strive for excellence in study, sports, and whatever aspect of their lives for the glory of God.

### **Feedback and Prayer Request**

Together, we come to a new round of learning. I would love to hear from you if you have any feedback regarding any issues in school, or if you have any prayer requests, please send an email to [nhy@henrietta.edu.hk](mailto: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



Henrietta Secondary School

Notice to Parents (September)

29<sup>th</sup> August 2023

Dear Parents / Guardians,

This letter is to inform you 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 **seventeen** items:

- 1. Timetable
- 2. Arrangements of the Commencement of School and the following day
- 3. Tong Fai (F.4 – F.6)
- 4. School Regulations
- 5. Typhoons and Rainstorms
- 6. Special Fees for 1<sup>st</sup> Term
- 7. Guidelines for Environmental Protection in the Campus
- 8. Application for the Use of Classroom Lockers and / or Bringing Mobile Phones
- 9. Purchase of the P.E. Uniforms
- 10. Staying Vigilant Against Influenza and Other Communicable Diseases
- 11. Approval Procedures of the Student Financial Assistance in 2023-2024
- 12. MTR Student Travel Scheme for Academic Year 2023 - 2024
- 13. Personal Information Collection Statement
- 14. E-circular
- 15. Update of Family Status
- 16. Student Activities Support Grant
- 17. Personal Accident Insurance for Students

Thank you for your kind attention.

Yours sincerely,

*Kenneth H. Ng*  
Mr. Kenneth H. Ng  
Principal

-----

Reply Slip

-----

Student No.				
-------------	--	--	--	--

Dear Principal,

I have been clearly informed of the **seventeen** items listed in the Notice to Parents (September) and have told my son / daughter to take appropriate action.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent’s / Guardian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Henrietta Secondary School

## Notice to Parents (September)

### 1. Timetable

No. 001 / 23

Please note that the following timetable is effective from 5<sup>th</sup> September 2023(Tuesday).

Lesson	Time (Monday to Friday)
Class Affairs	8:00 – 8:05 a.m.
Homework Submission	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.

### Other arrangements:

- i. If sick leave or duty leave is called, students must apply for the leave following the procedures listed in the Student Handbook. Otherwise, a minor demerit will be issued.
- ii. F.1 - F.2 students must stay in the classroom for lunch from 12:10 p.m. to 12:30 p.m.
- iii. F.3 - F.6 students who go out for lunch must be back before 1:10 p.m.

The School Calendar for 2023 - 2024 has been printed in the Student 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, so parents and students should be aware of the tutorial arrangements. The School values the educational benefits that bring to students from the normal school days, special activity days or post-exam activities. Parents are reminded to follow the school arrangements accordingly.

### 2. Arrangements of the Commencement of School and the following day

No. 002 / 23

Date	Arrival Time	Procedure	Dismissal Time
1 <sup>st</sup> September (Friday)	Before 8:30 a.m.	Class affairs and Opening Ceremony	F.1 – F.3: 12:30 p.m. F.4 – F.6: 11:15 a.m.
4 <sup>th</sup> September (Monday)	Before 7:55 a.m.	Class affairs and Talk	12:00 noon

3. Tong Fai (F.4 – F.6)

No. 003 / 23

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
F.4	-	\$450	September (through "ePayment on eClass")
F.5	-	\$450	
F.6	-	\$450	

4. School Regulations

No. 004 / 23

In order to ensure that students can be nurtured in a healthy and safe school environment, various rules and regulations have been set up. They are printed in the Student Handbook and Notice to Parents. A good home-school cooperation is essential to creating a safe and healthy campus community.

5. Typhoons and Rainstorms

No. 005 / 23

When there are typhoons or rainstorms, the school arrangements will be as follows:

- (1) When Amber Rainstorm Warning is in force, classes will continue in school.
- (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 allow them to leave 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 No.2 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.

In case you have any enquiries, please call our School Office at 2570 1466.

#### 6. Special Fees for 1<sup>st</sup> Term

No. 006 / 23

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 Campus Television Station, the Student Union Room, the Student Activity Centre and the PTA Resource Centre. Moreover, a school-based computer network system has been set up. Projectors and Apple TV have been installed in our classrooms as well as special rooms, so that our students will be able to receive good quality IT education of the 21<sup>st</sup> 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 \$1,000,000 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 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). 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 remind your child to return it to his/her class teacher before 8<sup>th</sup> September (Friday).

#### 7. Guidelines for Environmental Protection in the Campus

No. 007 / 23

In order to construct a green campus together, we encourage our Staff and Students to observe the following rules, including:

- i. The establishment of the "Resource Ambassador" of each class. He/ She is mainly responsible for the recycling and utilization of resources in the class, and meal arrangements.
- ii. Students should bring their own environmentally-friendly tableware. The school will not provide disposable tableware.
- iii. In principle, the air conditioner can only be turned on at 25°C, but the use of the air conditioner is at the discretion of the teacher.

- iv. There are waste paper recycling bins in each classroom. Students can also put the properly cleaned / handled recyclables into the Recycling Bins (covered playground in the new annex).
- v. Turn off the water and electricity sources properly after use.
- vi. Estimate well the amount of food and reduce the packaging of the gifts during activities.

8. Application for the Use of Classroom Lockers and / or Bringing Mobile Phones

No. 008 / 23

Students must submit their application for the 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.

9. Purchase of the P.E. Uniforms

No. 009 / 23

Students who would like to buy the P.E. kit should bring the money on 6<sup>th</sup> September (Wednesday), and buy what they need directly from the manufacturer (Victoria Uniform). (The manufacturer will be at school on that day.)

Unisex Short-sleeved House Uniform (printed with school name)

<b>Size</b>	36	38	40	42
<b>Price</b>	\$45	\$48	\$51	\$54

Unisex Running Shorts (embroidered with school name)

<b>Size</b>	XS	S	M	L	XL
<b>Price</b>	\$37	\$40	\$43	\$46	\$50

Winter Unisex House Tracksuit (embroidered with school name)

<b>Size</b>	36	38	40	42
<b>Price</b>	\$100	\$105	\$110	\$115

Sports Trousers (embroidered with school name)

<b>Size</b>	36	38	40	42
<b>Price</b>	\$100	\$105	\$110	\$115

Blue Unisex V-neck Vest Sweater (embroidered with school name)

<b>Size</b>	34	36	38	40	42
<b>Price</b>	\$111	\$116	\$121	\$126	\$131

Blue Unisex V-neck Sweater (embroidered with school name)

<b>Size</b>	34	36	38	40	42
<b>Price</b>	\$120	\$125	\$130	\$135	\$140

Purchasing Time: 12:10 – 1:10 p.m.  
Purchasing Venue: Covered playground in the new annex  
Purchasing Method: Students should bring enough money for their purchasing items. F.1 students who have ordered the school P.E. uniform and sweater must bring along the ordering invoice to collect the purchased items.

Remarks:

- (1) All students must wear their school P.E. uniform during the Athletics Meet.
- (2) All clothing items are available for sale and collection at the venue. If they are out of stock, students will be informed when to pick them up later.

10. Staying Vigilant Against Influenza and Other Communicable Diseases

No. 010 / 23

- (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.
- (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.

11. Approval Procedures of the Student Financial Assistance in 2023 - 2024

No. 011 / 23

- (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 2023 / 24, 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 have been sent to the Student Finance Office (SFO) directly by post before 31<sup>st</sup> May 2023.
- (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](http://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.

**Parents can choose to complete the online form on the WFSFAA website, or obtain the forms from the WFSFAA office.**

## 12. MTR Student Travel Scheme for Academic Year 2023 - 2024

No. 012 / 23

Students who intend to apply for a "Student Status" Personalized Octopus or to continue the "Student Status" on the current Personalized Octopus can apply online at the MTR website at the following URL: <https://studenteapplication.mtr.com.hk/ch>

## 13. Personal Information Collection Statement

No. 013 / 23

The use of digital media is an integral part of the curriculum and various activities across the school. We are seeking your permission to store and use these photographs or videos within the school community. In addition to the strictly internal use mentioned above, there are times we would like to share our students' achievements with a wider audience beyond the school community. Photographs or videos might be shared on the school website, in the school leaflets, or in the mass media.

To ensure maximum security for all students, no personally identifiable information will accompany these photographs or videos when they are displayed. If you do not wish to give the School your permission to use any photographs or videos with your child in the digital media, you may write a letter to the School.

The School would also collect personal data from students for student records, offering guidance and applying services. For personal data from parents or guardians, they are for contacts and communication purposes. According to Personal Data (Privacy) Ordinance, students and parents have the right to access and correct the data supplied. Kindly refer to the appendix about the **Personal Information Collection Statement (PICS)** of our school for more details.

Due to the school safety and security purpose, surveillance cameras have been set up in the public area of the school campus. Recorded images and files will be deleted within 30 days under normal circumstance.

If you have any concern or question regarding the above-mentioned issues, you are welcome to contact the Vice-Principal, Mr. Lee Ka Lok.

#### 14. E-circular

No. 014 / 23

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 Student 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:

- i. Parents can directly receive school circulars via app and there is no need for their child to hand in printed notices.
- ii. Reply slips can be signed via mobile devices, including items with choices and preferences.
- iii. The Payment items can be settled via "FPS" or "Alipay (HK)" on the mobile devices directly.
- iv. 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)
- v. Circulars can be stored on mobile devices for easy and convenient access.
- vi. Less paper is used.

#### 15. Update of Family Status

No. 015 / 23

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.

#### 16. Student Activities Support Grant

No. 016 / 23

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

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 by cash.

Apart from the protection from the Block Insurance Policy for all aided schools by EDB, this year (1<sup>st</sup> September 2023 – 31<sup>st</sup> August 2024) our School has bought the “Student (Group) Accident Insurance” for all the students through Union Faith Insurance Advisor Limited. 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: i. Chinese Medicine & Bonesetter – HK\$200 per day per visit and HK\$1,000 per accident ii. Physiotherapy & Chiropractic Treatment – HK\$200 per day per visit and HK\$1,000 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:

1. When the student is at school and it is during class time.
2. When the student is taking part in school activities which take place in Hong Kong.
3. When the student is travelling in vehicles owned or rented by the school.
4. From food poisoning caused by the food or beverage provided or arranged by the school.
5. From unknown gases inhaled at school or during school activities. (applicable only for situations 1 and 2 above)
6. When the student is on the way to school or for school activities.
7. Students must submit related documents to the Office within 2 weeks of 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):

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



## 校長家書及家長通知書(九月份)

親愛的家長：

集體遊戲「世界之最」有趣的地方在於玩家無法確定自己擁有的特質，何時會成為團隊中的優勢。以為「最多」是比拼身上硬幣最多，原來是去旅行次數最多；以為「最長」是比較英文名長度，結果是看看誰的姆指最長。曾經參與畢業營會，我代表隊友比拼「最少」，結果完勝一眾同學——頭髮最少者勝。遊戲看似毫無章法，但想深一層，不就是反映人生無常？我們永遠無法得知限制甚麼時候能成為優勢。三年前踏進顯理，便發現校園有廣闊天地讓我發揮「空間大改造」。我決定在主樓牆身建立一道攀石牆。心裡期望讓每個同學爬過這道攀石牆，敲響牆頂上的鐘才准予畢業。奈何組裝過程完成大半才發現工程不合規格，要拆卸重來。好一段時間牆身滿目瘡痍，期間不免要面對責難。但這個寶貴經驗卻鼓勵了一眾「顯理人」放手追夢：「這幅牆每天都提醒我，應做的事盡力做，未完成不代表失敗，而我只是未成功。」今天孩子已努力考進心儀大學；攀石牆工程亦已重新起動；我的經歷更釘在牆上成為鼓勵所有孩子的金句；而限制，最後成為優勢。

### 為學生的前路感恩

每當看到孩子在學習上的成就，心裡只有感恩。感謝上帝在孩子的學習旅程中給予的祝福和鼓勵。同時要向每位老師表達謝意，感謝他們在教導和鼓勵孩子上堅定不移的努力和奉獻。透過他們的教導，我們的孩子在公開試成績上更上一層樓。考取「33222」的比率從 2021 年的 33.0%顯著增加到 2022 年的 40.9%，而今年已是 46.2%。大學入學率也從 2021 年的 38.2%提高到 2022 年的 40.0%和今年的 49.1%。孩子的非凡成就見證了上帝的祝福和老師的付出。大家一起讓顯理孩子的學習成效達到新高峰。

### 人事變動

幾位老師在上學年離開我們的教學團隊，亦有新成員加入我們一起迎接挑戰。數學科的葉英傑老師、中國歷史科的李詠強老師、及科學科的方美華老師開啟了他們人生的新篇章。同時，一班充滿活力的老師，亦加入了我們的教學團隊：黃心如老師（聖經）、關家俊老師（物理及數學）和洪德忠老師（中文及中國歷史）。願上帝祝福他們能盡快適應新的工作環境！

在此，我們也要祝賀譚慧雲老師晉升為本校副校長。

### 學校主題和聖經經文

本學年的主題是「學習有方，作息有序」。生活需要休息與工作間的平衡。我們希望孩子能以健康的生活習慣來應對生活中的挑戰。宗教組選擇了以賽亞書 30 章 15 節作為主題經文——「你們得救在乎歸回安息，你們得力在乎平靜安穩。」希望孩子能夠在學習、運動以及生活中榮耀神。

### 交流與代禱

歡迎大家進入新一個學習天空。如對上述內容有任何意見，或者有任何代禱事項，請發送電子郵件至 [nhy@henrietta.edu.hk](mailto:nhy@henrietta.edu.hk)，希望能聽到你們的想法。

熱切期待在學校活動中與你們見面，願上帝保守你們一家。

你的校長

吳浩然

2023 年 8 月 29 日



顯理中學  
九月份 家長通知書

(一) 上課時間

001 / 23 號

本校將於二零二三年九月五日 (星期二) 起實施下列上課時間，詳情如下，敬請 貴家長留意。

節次	上課時間 (星期一至五)
班 務	8:00－8:05 a.m.
收功課	8:05－8:10 a.m.
早會及宣佈	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.
小 息	10:30－10:50 a.m.
4	10:50－11:30 a.m.
5	11:30－12:10 p.m.
午 膳	12:10－1:20 p.m.
6	1:20－1:55 p.m.
7	1:55－2:30 p.m.
小 息	2:30－2:35 p.m.
8	2:35－3:10 p.m.
9	3:10－3:45 p.m.

- i. 如因事或因病請假，必須按手續請假，否則會被記缺點。請假手續請參閱《學生手冊》。
- ii. 中一至中二須於 12:10－12:30p.m.留在課室進行午膳。
- iii. 出外午膳之中三至中六學生須於 1:10p.m.前返回學校。

2023 - 2024 年度「校曆表」已刊於《學生手冊》及學校網頁，請家長及學生留意全年的上課日，以便適當安排其他活動。高中級別於長假期會按需要安排補課活動，請家長及學生特別留意。無論是正常上課日，學校特別活動日，或試後活動，均具有學習意義，校方均非常重視，敬請 貴家長留意。

(二) 開學日及翌日之安排

002 / 23 號

日期	到校時間	活動 / 事項	放學時間
1/9 (星期五)	08:30 前	班務處理及開學禮	中一至中三級：下午 12:30 中四至中六級：早上 11:15
4/9 (星期一)	07:55 前	班務處理及講座	中午 12:00

(三) 中四至中六級堂費

003 / 23 號

根據政府 2007《施政報告》中宣佈，入讀高中之同學毋須繳交學費，但仍需繳交堂費。本學年中四級或以上各級繳交堂費已呈交教育局，獲核准如下：

級 別	每期需繳之學費	每年需繳之堂費	收取時間
中四	—	\$450	9 月份 (經由 eClass 即時電子繳費系統)
中五	—	\$450	
中六	—	\$450	

(四) 學校守則閱覽須知

004 / 23 號

為了令學生能於健康安全的校園生活及學習，本校已制訂各項守則，並已列印於《學生手冊》及家長通知書內，請各位家長細閱了解。校園安全健康，實有賴家校合作。

(五) 颱風及暴雨

005 / 23 號

在受颱風或暴雨影響期間，請留意以下之安排：

- (1) 當黃色暴雨警告信號生效時，學校會照常上課。
- (2) 當紅色或黑色暴雨警告信號生效時：
  - (i) 如信號在上午 8 時前發出，學校停課，學生應留在家中。
  - (ii) 如學生在上學途中獲悉停課，宜觀察雨勢、道路、斜坡或交通情況，以決定是否繼續前往學校。學校會實施應急措施，有教職員照顧返抵學校的學生，校方會在較安全情況下，讓學生離校返家。
  - (iii) 如信號在上課時間內發出，學生應留在校內，學校會繼續上課，直至正常下課時間而學生可安全返家為止。
- (3) 當天文台懸掛八號或以上之風球，學校停課。
- (4) 如在上課以前颱風迫近，教育局局長會按情況需要，在各電台及電視台發出公佈，通知家長應否著子弟上學，請留意本校位處之地區為北角城市花園道。
- (5) 如在上課時間內已懸掛一號或三號風球，而天氣情況可能迅速惡化，學校在接獲教育局局長指示後亦會隨時停課，校方會在較安全情況下讓學生離校返家。
- (6) 如風球已降至三號或以下，接著之上課日學校將會復課，惟 貴家長若認為天氣、道路或交通仍未恢復正常，應自行決定是否著子弟上學。
- (7) 在持續大雨及雷暴期間， 貴子弟可因居住地區之天氣、道路及交通情況惡劣而決定不著子弟上學。如遇校內考試或測驗，學生因上述特殊理由而缺課，校方不會為缺席的學生另行安排測驗與考試的日期，在此等特殊情況下，學生將不會遭受任何處罰。
- (8) 學校停課與公開考試是否取消，並無必然關係。

如有疑問，請於辦公時間，致電校務處查詢，電話：2570 1466。

(六) 特別收費(上學期)

006 / 23 號

本校肩負教育事業，造福學子，向來重視改善教學質素與成效，故多年來，學校在教學環境與設施上均大力發展，除於禮堂、特別室等安裝冷氣系統外，更設置小禮堂、校園電台、學生會室、學生活動中心及家長資源中心等，全校電腦鋪設網絡，所有課室及特別室已安裝 Apple TV 及電腦液晶投射機作輔助教學之用，讓學生得以接受廿一世紀優質資訊教育。

學校之發展與時俱進，得益始終是在學之 貴子弟，學校為改善學習環境不斷進行改建及維修，然而，學校擔負上述特別設施之維修保養及電費，今年補貼超過一百多萬。長此以往補貼，終非長久之計。為使教學質素不因費用短絀而有所減退，故擬向學生徵收少量特別收費，使現有之設施可繼續維持之餘，更可在教學資源上作其他方面之發展。教育局核准徵收特別費，每年以不逾港幣三百一十元為限。本校將分別於上學期(九月份)及下學期(一月份)分別收取特別收費每學生港幣 155 元。中六學生只於上學期繳付特別費用。

學校徵收特別收費以維持優質學習環境，實情非得已，惟望 貴家長予以體諒與支持。至於清貧學生(綜援、全津)，學校亦將鑑察實情而給予豁免申請。敬請 貴家長填妥豁免「特別收費」申請表並著 貴子弟於 9 月 8 日(星期五)前交回班主任為盼。

(七) 校園環保指引

007 / 23 號

為了一同建設綠色的校園，我們鼓勵教職員及學生，共同持守以下的環保原則。包括：

- i. 每班設資源大使，主要負責班內資源回收及運用，與及膳食安排。
- ii. 校內用膳的同學請自備環保餐具，學校不會提供即棄餐具。
- iii. 原則上 25°C 才可開啟冷氣，惟老師可因應需要酌情處理冷氣的開關事宜。
- iv. 每個班房內設置廢紙回收箱。學生亦可將已處理 / 清洗之回收資源放入「三色回收桶」內 (新翼雨天操場)。
- v. 珍惜資源，請於每次使用後妥善關閉水電。
- vi. 舉辦活動時，留意食物之份量及減少禮物之包裝。

(八) 申請使用課室儲物櫃及 / 或攜帶手提電話

008 / 23 號

欲申請使用課室儲物櫃及 / 或攜帶手提電話之同學必須辦理申請手續。若申請獲准，學生必須嚴格遵守相關守則，否則會受到處分。

(九) 購買運動服事宜

009 / 23 號

欲購買運動服之同學可於 **9 月 6 日(星期三)**，帶備所需之費用直接向製造商 (維多利校服公司) 購買 (製造商將於當天到校)。

男女生四社運動衣(印校徽)

尺碼	36	38	40	42
價目	\$45	\$48	\$51	\$54

男女生運動短褲(繡校徽)

尺碼	XS	S	M	L	XL
價目	\$37	\$40	\$43	\$46	\$50

男女生運動外套(繡校徽)

尺碼	36	38	40	42
價目	\$100	\$105	\$110	\$115

男女生運動長褲(繡校徽)

尺碼	36	38	40	42
價目	\$100	\$105	\$110	\$115

男女生藍色 V 領背心冷衫(繡校徽)

尺碼	34	36	38	40	42
價目	\$111	\$116	\$121	\$126	\$131

男女生藍色 V 領長袖冷衫(繡校徽)

尺碼	34	36	38	40	42
價目	\$120	\$125	\$130	\$135	\$140

- 購買時間： 12:10 – 1:10 p.m.
- 購買地點： 新翼雨天操場
- 購買方法： 各級同學可於當日帶備所需費用即場訂購，中一已訂購運動服及毛衣的同學，尚未領取，當日必需帶備訂購單據領取服裝。
- 備註： (1) 各級同學均須穿著運動服裝出席陸運會。  
(2) 所有服裝均即場發售及派發。若欠存貨，容後通知領取。

(十) 保持警覺：防禦流感和其他傳染病

010 / 23 號

- (1) 根據衛生署衛生防護中心的公布，一些傳染病如人類豬型流感、流行性感、水痘、諾如病毒(前稱諾沃克類病毒)及手足口病等不時於院舍及學校爆發。
- (2) 學校在新學年開始前已清洗及消毒校園，學校亦會促請全校學生/教職員，注意個人及學校環境衛生。
- (3) 為保障學生健康，我們籲請各位家長除了保持家居清潔衛生，亦需要提醒學生時時刻刻保持個人及校園環境衛生，包括以下的要點：
  - 如子女有腹瀉、嘔吐及皮疹病徵，應儘快求醫；如有發熱、喉嚨痛、咳嗽或流感徵狀，必須立即戴上口罩和儘早到指定流感診所求診，且須通知學校及留在家中休息，按照醫生的病假指示或直至徵狀消失及退燒後至少兩天(以較長者為準)才可回校。
  - 如子女有不適或需留院觀察，需立即通知學校。
  - 與學校合作，將患病子女從學校接走，並即時求診。
  - 為子女提供手帕或紙巾，並提醒子女不應與他人共用毛巾或紙巾。
  - 提醒子女保持雙手清潔，打噴嚏或咳嗽時應掩著口鼻及妥善棄置用過的紙巾。
- (4) 若有學生因病缺課，學校會盡量為該等學生提供學習支援，使他們不會因缺課影響日後學習進度。
- (5) 我們再次籲請各位家長通力合作，保持家居清潔衛生，時刻提醒貴子弟注意個人衛生，做好一切預防傳染病的措施。
- (6) 若子女懷疑患有傳染病，未經証實，家長亦需通知學校，著子女留在家中休息。

(十一) 2023 - 2024 學生資助審批流程

011 / 23 號

- (1) 「學生資助計劃綜合申請表格」是一份以家庭為單位的申請表格，方便有子女就讀中、小學或幼稚園／幼兒中心的家庭申請各項學生資助。
- (2) 有意在 2023 - 2024 學年申請中、小學生資助的申請人，應根據申請指引填妥學生資助計劃綜合申請表格並應該已於 2023 年 5 月 31 日前，將填妥的表格連同完整的證明文件直接寄回學生資助處。
- (3) 首次申請中、小學生資助的家庭，可向民政事務處或學校索取申請文件(見下文第(1)至(4)項)或從學生資助處的網頁，下載有關申請文件。申請人須將填妥的申請表連同相關證明文件副本，一併寄回學生資助處。
  - 「學生資助計劃綜合申請表格」(SFO7A)；
  - 「學生資助計劃綜合申請指引」(SFO75A(1))，及「填表須知」(SFO75A(2))；
  - 「證明文件封面頁」(SFO108)；及
  - 供申請人寄回申請表的回郵信封(SFO182C)。

一如以往，申請人需將填妥的「資格證明書」交回學校處理，經核實後，學資處便會最早於 10 月發放書簿津貼予合資格的申請人。申請詳情須參閱「在職家庭及學生資助事務處」網頁 <http://www.wfsfaa.gov.hk>，該處有清晰步驟及說明。學生或家長可致電 2802 2345 (24 小時熱線)，向學資處查詢。

家長可選擇在學生資助辦事處的網頁填寫網上表格，或下載索取。

(十二) 2023-2024 學年的「港鐵學生乘車優惠計劃」

012 / 23 號

有意申請「學生身分」個人八達通或延續現在持有的個人八達通上的「學生身分」的同學可在港鐵網頁進行網上申請，網址如下：

<https://studenteapplication.mtr.com.hk/ch>

(十三) 收集個人資料聲明

013 / 23 號

本校學生及家長在參與學校各項活動時，校方可能會拍攝照片或進行錄影以作活動記錄、製作刊物或上載學校網頁等用途。本校將採取所有合理的步驟，以確保不會同時上載學生的姓名和照片於網頁和社交媒體平台。此外，學生在校內的作品，包括習作、活動成果及比賽作品，可能會被引用作課堂學習及展示、教學交流、刊載或展覽等用途，以肯定學生的學習成果，並加強校內和與社區之溝通。為此，本校特函徵詢家長意願，期盼家長同意貴子弟的肖像和作品出現在上述各項教育活動及推廣上。如家長不同意有關安排，可以書面向學校提出，以便跟進。

本校亦會適時收集學生的個人資料，作為學生紀錄、提供輔導和申請服務，以及處理校友事務等用途。而家長或監護人的個人資料，則用作聯絡和溝通之用。根據《個人資料（私隱）條例》，家長有權查閱和修訂所提供的資料，詳情請參閱本通告附載之《收集個人資料聲明》。

此外，本校的公共地方裝有攝影系統並作保安用途，所有攝錄資料會按常規在 30 日內自動刪除，以確保學生的個人私隱得到最大的保障。如有任何疑問或查詢，歡迎聯絡李家樂副校長。

(十四) 電子通告

014 / 23 號

有關查閱電子通告，家長必須使用學校 eClass 平台之登入戶口及密碼，於已安裝 eClass 手機 App 的智能手機(或使用電腦 <http://eclass.henrietta.edu.hk>)來查閱及簽署通告。家長必須妥善保存密碼，及勿將簽通告的工作交予子女。如家長忘記了密碼，可透過手冊「家長通知學校」一欄，簡單書寫重設密碼的要求，著貴子弟交有關老師，學校會於 2 至 3 個工作天內，將重設密碼以 SMS 短訊傳到閣下的手機中。

以下列出電子通告的優點，供家長參閱：

- i. 家長直接從手機 App 收到通知，毋須透過子女轉交。
- ii. 回條亦可透過手機簽回，包括剔選回覆項目。
- iii. 如有繳費項目，可即時於手機透過「轉數快」或「支付寶(香港)」繳交。
- iv. 父母可同時在自己的手機收到訊息。(同一戶口可在 2 部手機登入查閱通告，惟只可其中一方簽署。)
- v. 通告以電子檔形式存於手機，方便隨時查閱。
- vi. 減少用紙。

(十五) 更新家庭狀況

015 / 23 號

為能更準確了解各家庭情況，以致不同撥款能適當運用，幫助有需要學生，學校於 9 月初會發出一份電子通告，收集有關資料，屆時請家長填寫及著貴子弟交回。

(十六) 學生活動支援津貼

016 / 23 號

教育局於 2019 年初成立「學生活動支援基金」，由 2019 / 20 學年起運用基金的投資回報提供學生活動支援津貼，讓公營學校（包括特殊學校）及直資學校申請，以支援有經濟需要(領取綜合社會保障援助、學校書簿津貼計劃全額津貼或有經濟困難)的學生參與學校舉辦或認可的全方位學習活動。

若同學參與由校方舉辦或認可的全方位學習活動，均可申請支援津貼，惟若該年度津貼用畢，則會即時停止有關津助，請各家長及同學留意。

申請津貼方法：申請以每項活動計算，各家長可於活動的電子通告回條中依指示填妥有關經濟狀況 (或有需要向校方提供證明)，校方經審核後，將會以現金方式發回有關津貼予合資格的申請者。

(十七) 個人意外保險

017 / 23 號

除教育局為所有資助學校購買綜合保險外，由 2023 年 9 月 1 日至 2024 年 8 月 31 日 (每年檢討)，本校已為全體學生向聯誠保險管理顧問有限公司購買「個人意外保險」。有關保障範圍及項目如下：

保障項目	保障額 (港幣)
1. 死亡	120,000 元
2. 永久完全殘損 (例如喪失四肢、失聰、失明等)	120,000 元
3. 意外事故之醫療費用，包括： i. 每宗每天跌打及針灸費用最高港幣 200 元(每單據)，每宗意外全年跌打及針灸醫療費用最高港幣 1,000 元 ii. 每宗每天物理治療及椎脊治療費用最高港幣 200 元(每單據)，每宗意外全年跌打及針灸醫療費用最高港幣 1,000 元	6,000 元
4. 燒傷 (達第二級及第三級程度燒傷之醫療費用)	30,000 元 (全年)
5. 殮葬費用	5,000 元

保單條款要點：

- 1. 適用於就讀在校內及學校開放時間，包括活動及上課時間
- 2. 香港範圍內，由學校所舉辦或安排之所有課外活動
- 3. 凡乘搭學校所擁有、安排或租用之車輛而遭遇交通意外者
- 4. 進食學校所有提供或安排之食物或飲品而導致食物中毒者
- 5. 吸入不明氣體 (只適用於以上 1 及 2 項)
- 6. 學生自行直接往返學校途中，或於往返學校舉辦活動之集合地點所發生之意外
- 7. 學生必須於意外發生後兩星期內，將有關文件交回校務處辦理索償手續

備註：一切保險條款及保障內容以保險公司之保單為準。

投保人必須於意外發生日起，計**兩星期內**填報「意外索償表格」通知保險公司備案 (以郵戳為準)，**逾時者決不接受申請索償**。至於有關意外的一切醫療費用收據，可定期交給校務處蘇姑娘代為處理，直至所有醫療費用完結為止。

有關索償事宜，請將下列文件一併交回校務處 (蘇姑娘) 代辦：

- (1) 填妥「意外索償表格」**正本**
- (2) 學生証副本
- (3) 醫療收據正本，收據上必須註明患者姓名及意外傷患性質
- (4) 如收據上沒有註明意外傷患性質，則須附上醫生證明書副本

**Henrietta Secondary School**  
**顯理中學**  
**Personal Information Collection Statement**  
**收集個人資料聲明**

**1. Personal Data Privacy 個人資料私隱**

This Personal Information Collection Statement (PICS) is made in accordance with the guidelines issued by the Privacy Commissioner for Personal Data. The PICS sets out the purpose for which your Personal Data<sup>1</sup> will be used for the following collection, what you are agreeing to with respect to the use of your Personal Data by Henrietta Secondary School (the School) and your rights under the Personal Data (Privacy) Ordinance (Cap. 486). This PICS may be revised from time to time, or otherwise changed as and when deemed necessary. If there is any inconsistency between the English and Chinese version of this PICS, the English version shall prevail.

本收集個人資料聲明（「聲明」）是根據個人資料私隱專員發出的指引編制。本聲明申明閣下的個人資料<sup>1</sup>被收集後會被用於甚麼目的、閣下同意顯理中學（本校）如何使用相關個人資料以及根據《個人資料（私隱）條例》（第486章）閣下享有的權利。本聲明可能不時予以修訂或以其他方式予以更改。本聲明的英文與中文版本如有任何抵觸，一概以英文版本為準。

**2. Purpose of Collection of Personal Data 收集個人資料的目的**

Throughout the course of your study with the School, the School may collect personal data from you and your parents/guardian(s) in relation to your study. The purposes of collection include, but are not limited to, handling matters relating to your health and safety, maintaining ongoing communication with you, attending to day-to-day administrative matters as evidence of your academic and non-academic performance, providing you with services or guidance for your personal growth, facilitating your applications for scholarships and awards, providing you with references in relation to your future study and employment, and recognising academic and non-academic achievements and sharing such information within the School community and with the public. You must ensure that all personal data provided to the School are accurate, complete and up-to-date. If the personal data provided are inaccurate or incomplete, the School may not be able to proceed with the purpose for which such data were requested.

本校可能於閣下就讀期間，向閣下及閣下之父母／監護人收集與閣下學習相關的個人資料。收集該等資料的目的包括但不限於處理有關閣下的保健及安全事宜、與閣下保持持續的溝通、於處理日常行政事務時證明閣下學術及非學術層面的表現、向閣下提供個人成長的服務或指導、協助閣下申請獎學金計劃及獎項、就閣下將來升學就業事宜提供評介以及表揚閣下學術及非學術層面的成就，並與本校社群及公眾人士分享有關資料。閣下須確保向本校提供準確、完整及最新的個人資料。如閣下所提供的個人資料不準確或不完整，本校可能無法繼續處理有關資料以達到收集該等資料的目的。

**3. Disclosure and Security of Personal Data 個人資料的披露及保安**

The School will take all practicable steps to keep your personal data confidential but the School may transfer your personal data to the Education Bureau, Centre for Health Protection of the Department of Health, Alumni Association, Parent Teacher Association or other organisations (e.g. the Hong Kong School Sports Federation etc.) providing services in relation to your study or competitions for the above-mentioned purposes for which the personal data are to be used. The School may also transfer such data to any person to whom the School is under obligation to make disclosure under the requirements of any law binding on it. The School may include a student's awards, image, work, and/or his/her name in photos/videos in the School's publications or on the School's website and social media platforms. The School will take all reasonable steps to ensure that a student's full name and photo are not put together online and on social media platforms. Except as mentioned in the above

---

<sup>1</sup> Personal data means 'personal data' as defined in the Personal Data (Privacy) Ordinance (Cap. 486). 個人資料是根據《個人資料（私隱）條例》所界定的「個人資料」。

paragraph, your personal data will be accessible only to designated staff members who are authorised to handle the personal data of students. Any person designated to handle the personal data will be instructed to do so only in accordance with this PICS.

本校將採取所有切實可行的步驟，以確保閣下的個人資料保密，但本校可能會移轉閣下的個人資料予教育局、衛生署衛生防護中心、家長教師會、校友會等，或其他為閣下提供教育服務或舉辦比賽的機構（如香港學界體育聯會等），以達到上述提及使用閣下個人資料的目的。此外，本校可能於刊物、網站或社交媒體平台，刊登學生的獎項、影像、作品及／或在照片／短片展示其姓名。本校將採取所有合理的步驟，以確保不會同時上載學生的姓名和照片於網頁和社交媒體平台。除上述情況外，閣下的個人資料將只供校方授權處理學生個人資料的員工審閱。任何被指派處理個人資料的人士將按指示遵照本聲明的規定行事。

#### **4. Access to and Correction of Personal Data 個人資料的查閱及更正**

You have a right under the Personal Data (Privacy) Ordinance to make a data access or correction request concerning your personal data in relation to your study. You may make such request by completing the 'Data Access Request Form' (OPS003) ([https://www.pcpd.org.hk/english/resources\\_centre/publications/forms/files/Dforme.pdf](https://www.pcpd.org.hk/english/resources_centre/publications/forms/files/Dforme.pdf)) and submitting the completed form directly to the office of the School (2 City Garden Road, North Point). The School has the right to charge a reasonable fee for processing any data access request.

根據《個人資料（私隱）條例》，閣下有權要求查閱或更正與閣下學習相關的個人資料。如閣下希望提出有關要求，請填妥「查閱資料要求表格」（OPS003）（<https://www.pcpd.org.hk/chinese/publications/files/Dformc.pdf>），然後送交本校（北角城市花園道2號）。本校有權就處理任何查閱資料的要求收取合理費用。

#### **5. Retention of Personal Data 個人資料的保留**

It is the School's policy to continue to retain certain personal data of students upon your withdrawal of studies or graduation. Such data are required for the purposes of promotions, communications, invitation to school events and provision of references to the concerned universities/employers upon request of the students. If you do not wish the School to retain your personal data, please notify the School by sending a letter (2 City Garden Road, North Point).

根據本校的政策，本校將於閣下退學或畢業後繼續保留部分個人資料。該等資料將被用以宣傳、通訊、邀請閣下參與本校的活動以及因應學生的要求向有關大學／僱主提供評價。如閣下不希望本校繼續保留有關資料，請以書面方式通知本校（北角城市花園道2號）。