



可立中學(齋色園主辦)
Ho Lap College (Sponsored by the Sik Sik Yuen)

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二零二一至二零二二年度
九月份學校通告

敬啟者：

新學年已開始，期望同學們在新學年有豐盛的學習和健康的成長。現有以下重要事項，敬希 台端垂注，並加配合，以收學校與家庭雙軌教育之效。

一、新學年面授課堂安排

本校已於八月份收集學生及教職員接種疫苗的狀況，由於未能符合教育局恢復全日面授課堂的條件，故本校將安排同學於上午進行面授課堂，下午則在家出席網上實時教學課堂。九月一日為開學禮，九月二日及三日辦理開學班務。九月一日至三日的上學時間為上午八時零五分，放學時間為下午十二時十五分(下午不需要出席網課)。九月六日起上課時間安排如下：

時間	課節安排
8:05-8:20	早會/班主任時間
8:20-8:55	第一節
8:55-9:30	第二節
9:30-9:40	小息
9:40-10:15	第三節
10:15-10:50	第四節
10:50-11:00	小息
11:00-11:35	第五節
11:35-12:10	第六節
12:10-12:45	第七節
12:45-14:30	午膳
14:30-15:05	第八節
15:05-15:40	第九節

校曆表及時間表將會派發給學生，網上實時教學的課堂連結將發放至各班 Google Classroom。學生需利用學校 Google 帳號登入網課。為讓老師能更掌握學生的學習情況，懇請家長督促 貴子弟上網課時必須開啓視訊鏡頭、依時間表準時上網課、專心並積極參與課堂活動、依時繳交功課，以維持學習進度。此外，網課的出席情況、課堂表現及功課繳交情況等均會計算入操行評級及平時分內。如學生因病未能上課，請家長致電回校告假。

根據教育局發出的防疫指引：

1. 學生每天回校前須量度體溫，並帶備已有家長簽署的量度體溫紀錄表回校(附件一)。
2. 學生須注意個人衛生（尤其是手部清潔）及在校園內時刻佩戴口罩，保持適當的社交距離。
3. 學生如有發燒或出現呼吸道感染徵狀，均不應上學，並須儘早求診。
4. 若子女證實染上2019冠狀病毒或被衛生署界定為2019冠狀病毒病確診個案的「密切接觸者」，家長應即時通知學校，以便校方執行應變措施。

本校會持續留意教職員及學生接種疫苗的情況，以確定能否恢復全日面授課堂。如 貴子弟已接種疫苗，請把疫苗紀錄副本交回班主任。接種狀況如有任何更新，亦請與班主任聯絡。

二、發出每月綜合通告的安排及使用 eClass Parent App

校方將於每月初發出一一次全校性家長通告，內容包括該月家長須知事項及全校性活動。一般而言，通告定期於每月第一周內透過 eClass App 發放，並上載至本校網頁，敬請家長詳細閱覽，並簽妥電子回條供校方存檔。此外，本校已全面使 eClass Parent App 應用程式(家長版)。學校會透過 eClass App 以電子形式發放學校通告、緊急訊息(如惡劣天氣、緊急停課等突發狀況安排)、學生考勤等資訊給家長。在一般情況下不會派發紙本通告；若家長因個別理由而欲繼續接收紙本通告，請聯絡班主任。

有關 eClass Parent App 的安裝及使用方法，可參考本校網頁「eClass Parent App 家長使用手冊」。為保安理由，請妥善保管密碼，切勿將密碼交予子女。如家長忘記密碼，可致電本校校務處安排重設。

三、有關電子付款系統(e-payment)繳費事宜

下列是 2021-2022 年度各級的校簿及雜項收費詳情，請 貴子弟將所需繳交的「e-payment」費用於九月十三日(星期一)班務時段交予班主任。費用可以現金或支票繳付〔支票抬頭：可立中學(舊色園主辦)法團校董會〕，支票背面必須寫上學生姓名、班別及班號。

	項目	中一	中二	中三	中四	中五	中六
1	特定用途收費-改善學生設備及學校環境設施 ¹	\$210	\$210	\$210	\$210	\$210	\$210
2	堂費 ¹	-----	-----	-----	\$340	\$340	\$340
3	校簿及學生手冊(價目見下表)	\$62.8	\$55.8	\$62.2	\$80.7	\$77.2	\$74.4
4	學生會年費	\$12	\$12	\$12	\$12	\$12	\$12
5	家長教師會年費 ²	\$20	\$20	\$20	\$20	\$20	\$20
6	社費	\$10	\$10	\$10	\$10	\$10	\$10
7	地壺班 ³ (中一至中三體育課)	\$140	\$140	\$140	-----	-----	-----
	繳交總額：	\$454.8	\$447.8	\$314.2	\$672.7	\$669.2	\$666.4

註 1 家長如有經濟困難，可向校方申請減免，但必須遞交申請信及入息證明文件。惟已申請「綜合社會保障援助(綜援)」及「學校書簿全額津貼(全津)」的家長，如所獲津貼已包括上述費用，則毋須向校方申請減免。

註 2 家長教師會年費以家庭為一個單位。如有兄弟姊妹本學年就讀本校，只須由最高年級的子女繳交費用。

註 3 領取「綜合社會保障援助(綜援)」或「學校書簿全額津貼(全津)」的學生，可向校方申請「學生活動支援津貼」。詳情請參閱本通告第十一項。

校簿及學生手冊價目表

名稱	單價 / \$	中一		中二		中三		中四		中五		中六	
		數量	金額	數量	金額	數量	金額	數量	金額	數量	金額	數量	金額
單行紙 (A4, 雙頁, 100張)	23.0	---	---	---	---	---	---	2	46.0	2	46.0	2	46.0
短單行簿(本)	1.4	17	23.8	17	23.8	18	25.2	8	11.2	8	11.2	6	8.4
長單行簿(20頁)	2.0	1	2.0	1	2.0	---	---	---	---	---	---	---	---
長單行簿(40頁)	3.0	2	6.0	2	6.0	2	6.0	1	3.0	1	3.0	1	3.0
A4 膠文件夾 (個, 綠色)	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5
A4 膠文件夾 (個, 黑色)	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5
A4 膠文件夾 (個, 黃色)	3.5	1	3.5	1	3.5	2	7.0	---	---	---	---	---	---
A4 膠文件夾 (個, 藍色)	3.5	3	10.5	1	3.5	2	7.0	1	3.5	---	---	---	---
學生手冊連膠套 (本)	10.0	1	10.0	1	10.0	1	10.0	1	10.0	1	10.0	1	10.0
金額(以每位學生計) / \$:		\$62.8		\$55.8		\$62.2		\$80.7		\$77.2		\$74.4	

四、取消周年學校陸運會及翌日假期

由於新冠肺炎疫情仍未見穩定，為保障全體師生健康，經商議後，本校決定取消原定於二零二一年九月十四日及十五日舉辦的陸運會。陸運會翌日假期亦會取消。因此，九月十四日至十六日，學生須依照時間表上課(上午面授，下午網課)。

五、黃大仙師寶誕慶祝活動安排

九月二十九日(星期三)為黃大仙師寶誕，當天第一至第五節依時間表上課，第六及第七節進行慶祝活動。上學時間為 8:05，放學時間為 12:45。下午不需要出席網課。

六、學生借用個人貯物櫃須知

為方便同學學習，學校提供個人貯物櫃供學生借用，以存放參考書本。如欲借用個人貯物櫃的同學，必須仔細閱讀使用守則(附件二)，並承諾遵守有關之守則。若學生違反守則，校方可取消學生使用貯物櫃之權利。

七、體育課安排

本校現將體育課守則列於附件三，敬希 台端細閱，並著 貴子弟積極參與課堂活動及遵守有關規則。如學生因健康理由不適合上體育課，家長須向校方呈交醫生證明書申請豁免，待校方批准後，方可豁免上體育課。

八、借閱圖書館資料須知

本校圖書館提供借閱服務，旨在培養同學的閱讀興趣及增廣同學的識見。為使圖書館運作暢順，同學必須遵守「學生借還圖書館資料指引」(附件四)。

九、推行「準時交齊功課計劃」

為培養學生自律守規，努力學習，準時完成及交齊功課的習慣，本年度將於九月二十日開始推行全校性「準時交齊功課計劃」。茲將計劃詳情臚列如下：

獎勵	
準時完成及交齊功課 (每一學期)	優點一次

懲罰	
欠交功課次數	跟進
每 10 次	缺點一次

功課與課堂學習兩者相輔相成。功課既能鞏固及深化所學，亦能反映學生在學習過程中出現的問題。學生準時完成及提交功課，老師方能及早掌握學生的學習情況，給予適切及時的輔導，這對學生學習大有裨益。期望 貴家長督促子女養成良好的學習習慣，準時交齊功課，力學不倦。家長亦可利用 eClass Parent App 內的電子功課欄查閱子女功課遞交情況。

十、齋色園助學金

齋色園一向本著「普濟勸善」之宗旨，致力為轄下學校學生提供良好的教育機會，特設立「齋色園助學金」以資助家境清貧的學生。有關助學金資料，詳情如下：

- 1.目標：向家境清貧及品學良好之學生提供經濟援助。
- 2.申請資格：申請人須為學生之家長或監護人，而該名學生須：
 - (a) 獲**全額**政府書簿津貼／車船津貼（如暫未知結果者，可先行申請）；及
 - (b) 沒有以個人或家庭名義獲得政府綜合援助；及
 - (c) 於上學年學業成績及操行均表現良好；及
 - (d) 經家訪/視像訪談/電話訪談後獲班主任推薦。
- 3.申請方法：
 - (a) 填寫申請表格 (附件五) (校務處亦備有申請表格可供家長索取)。
 - (b) 將以下文件交回班主任：
 - (i) 填妥之申請表格；
 - (ii) 該學生之2020-21年度期終考試成績表副本；
 - (iii) 學生資助處書簿津貼資助證明影印本(即**資格評估申請結果通知書影印本**)
- 4.助學金金額：中四至中六級上限4,000元，中一至中三級上限2,000元。
- 5.截止遞交申請表格及有關文件日期：**2021年9月9日（星期四）**。

註：如多於一名子女就讀本校，仍以一個家庭單位作申請。

十一、「校本課後學習及支援計劃」及「學生活動支援津貼」

為配合政府的扶貧政策，本校已向教育局「校本課後學習及支援計劃」以及「學生活動支援津貼」申請撥款，主要為本校清貧學生提供學習支援，資助他們參加校方安排的學習活動，以擴闊他們的視野，深化學習體驗，提升學習效能，並增強他們對社會的認識和歸屬感。資助計劃細節如下：

1.項目內容

(a)「校本課後學習及支援計劃」：

由學校舉辦之學科學習活動，如課後輔導班、學科測驗/考試/比賽報名費、朗誦節/音樂節比賽參賽費、戶外考察費用及參觀活動入場費等。

(b)「學生活動支援津貼」：

由學校舉辦之課外活動，如活動報名費及交通費、興趣班/訓練班導師費、制服費用、樂器費用、演藝門票費用、學生輔導及訓導培育計劃費用及境內、境外交流活動費用等。

2.申請資格：中一至中六正在接受「綜合社會保障援助(綜援)」或「學校書簿全額津貼(全津)」的同學。

3.申請方法：請於回條顯示申請意向。領取「綜援」的家長須呈交社會福利署簽發的證明文件副本。資格一經核實，以後每次活動無須再遞交申請信及證明文件。團體活動將由負責老師為合資格學生申請資助，資助金額視乎申請人數及活動性質而定，詳情請留意各項活動的通告。至於個人項目或經濟有困難的家庭，可前往校務處索取表格申請資助。

4.申請日期：2021年9月1日至2022年8月15日。

十二、學校書簿津貼、學生車船津貼及上網費津貼

- 從未申請各項政府津貼的學生，可向校務處索取申請表格或於學生資助處網頁下載，按指示填妥寄回學生資助處。
- 收到學生資助辦事處發出申請結果通知書，須向學校遞交核實學生身份證明「資格證明書」，經校方蓋章後代送回學生資助處。請於 2021年9月6日(星期一)或之前把由學資處發出的「資格證明書」交回班主任。請家長繳交「資格證明書」給學校前自行影印存檔。正領取綜合社會保障援助(綜援)的家庭應直接向社署申領其子女2021/2022年度與就學有關的津貼，而毋須向學生資助遞交申請。
- 有關申請其他獎學金、助學金及貸款計劃，可瀏覽「學生資助處」網頁。



十三、學生健康服務

有意參加學生健康服務的同學須填妥《學生健康服務參加表格及同意書 2021-2022》，並由家長簽署後，於 2021年9月6日(星期一) 或以前交回班主任。

十四、港鐵學生乘車優惠計劃

香港鐵路有限公司於新學年(2021/22)起將港鐵學生乘車優惠計劃的申請程序進一步電子化，為申請人士提供更便捷的方式，至今服務已涵蓋新申請及延續申請。有關申請，可瀏覽學校網頁的「最新消息」及以下相關教學影片：

香港鐵路有限公司港鐵學生乘車優惠計劃
https://www.youtube.com/watch?v=p5QUYhD7XdE


十五、2019 冠狀病毒病疫苗接種計劃安排

政府已宣布，2019冠狀病毒病疫苗接種計劃下24間社區疫苗接種中心向12歲或以上學生派發即日籌，供他們在取籌當日指定時段到場接種疫苗。每名學生可由最多兩人陪同接種疫苗，陪同人士也可一同接種。即日籌每日上午7時45分開始派發，先到先得，派完即止。合資格者可攜香港身份證親身到社區疫苗接種中心取籌，其家人或照顧者也可持學生或長者的香港身份證副本和學生的在學證明文件代為取籌。**12至17歲人士須攜回家長同意書到接種中心，方可接種疫苗。**

此外，家長/同學有意經由本校安排前往社區疫苗接種中心接種疫苗，請於回條顯示，本校會另發通告通知有關安排。如對2019冠狀病毒病疫苗接種計劃有任何疑問，可以瀏覽相關網站 (<https://www.covidvaccine.gov.hk/>) 以獲得更多相關資訊。

十六、惡劣天氣及緊急情況下學校上課之安排

若有熱帶氣旋逼近本港、持續大雨或雷暴影響而引致水浸或公共交通服務中斷，教育局會按情況需要，在各電台及電視台發出適當公佈，通知家長應否安排子女上學。此外，在緊急情況下需要停課，校方將依照家長意願，安排學生離校。敬請 貴家長留意以下安排：

天氣情況	上課安排
黃色暴雨、三號熱帶氣旋警告訊號發出時	所有學生均應照常上課。
在上午 6 時至 8 時前發出紅色、黑色暴雨警告訊號	(a) 全日制學校會全日停課，學生不用上課。 (b) 校內測驗和考試會延期舉行。 (c) 校內會有教職員照顧不知情而返抵學校的學生，並於適當時候妥善地安排學生返家。
八號預警、八號或以上熱帶氣旋警告訊號發出時	(a) 全日制學校會全日停課，學生不用上課。 (b) 校內測驗和考試會延期舉行。
在上課時間內發出相關惡劣天氣訊號	學生會繼續上課，直至正常下課時間而學生可安全返家為止。

當學校因惡劣天氣或緊急情況下需要停課，校方將依照家長意願，安排學生離校。請於回條回覆。

十七、急症室收費及學生意外保險事宜

本校一向關注學生健康及安全，如有學生於上課或參與校內活動期間遇有身體不適或意外受傷，校方將安排具急救資格的老師作初步診視；如有需要，校方會即時報警或電召救護車服務，並同時通知學生家長及安排學校職工陪同學生往急症室，上述措施主要為確保當出現緊急事故時能讓學生得到適時的急症室服務。由於政府已實施「急症室收費」，所有使用公立醫院急

症室服務者，均須繳付費用港幣一百八十元(符合資格人士，即持有根據人事登記條例所發香港身份證的人士)，故上述費用最終由家長負責。現將醫院管理局向學生收取急症室服務費用安排，詳列如下：

1. 學生到達公立醫院急症室，急症室醫護人員會一如以往提供專業治療。
2. 學生會獲發一張「繳費通知書」，如未能即時繳費，學生或其家長可以選擇在日後繳費。
3. 任何病人如果有經濟困難繳付急症室費用，可利用現行的減免機制，向公立醫院社工申請減免醫療費用。
4. 本校已為全校學生購買意外醫療保險，如學生於進行認可之學校活動期間發生意外須接受醫療診治(必須為註冊中、西醫)，便可申請醫療開支，惟申請成功與否以保險公司最終審批結果為準，詳情可向本校查詢。

十八、葛量洪獎學基金 - 葛量洪生活津貼(中四至中六級適用)

葛量洪獎學基金旨在為經家庭入息審查評為有經濟上需要的學生提供生活津貼。申請學生須沒有以個人名義或作為家庭成員的情況下領取綜合社會保障援助。如非特殊情況，重讀生的申請將不獲考慮。有意申請的同學，可向班主任索取申請表格，於 **2021年9月9日(星期四)**或之前將填妥表格連同有關文件交班主任處理。

最終結果將於 2022 年 7 月通知學校，有關津貼將經學校發放給成功申請學生。詳情可瀏覽「學生資助處」網頁。

學生資助處葛量洪獎學基金 - 葛量洪生活津貼
https://www.wfsfaa.gov.hk/sfo/tc/other/grantsloans/grantham/9.1.10.htm


十九、高中課後測驗或補課(中四至中六級適用)

為充分掌握 貴子弟的學習情況及進度，以便提升教與學的質素，本學年中四至中六級將舉行各科課後測驗或補課，詳情請參閱附件六。

學生在上述課後測驗的成績將計算本學年各科持續評估的分數內，懇請 貴家長督促子女勤加溫習及不得無故缺席。因病請假須提交醫生發出的病假證明文件，科任老師會另行安排補考。無故缺席者，該次測驗分數將作零分處理。

二十、大學聯招學術表現評分方法(中五級適用)

按大學聯招中心規定，新高中學生報讀本地大學時，學校須提供該生的校內學術表現，而學術表現評分方法由學校自行釐定。本年度中五學生將根據二零二一至二零二三兩學年的「校本學術表現之評分」作為評核的準則，中五級學業成績佔六成，而中六級則佔四成。

有關上述各項通告，台端如有疑問，歡迎致電本校校務處查詢。

此致

貴家長 / 監護人

嗇色園主辦可立中學校長


謹啟
(彭惠蘭校長)

二零二一年九月一日



九月份 學校通告

[請於九月七日或之前簽妥回條]

【回 條】

敬覆者：

頃閱來函，已知悉下列各項通告事宜，本人定當予以配合：

- 一、新學年面授課堂安排
- 二、發出每月綜合通告的安排及使用 eClass Parent App
- 三、有關電子付款系統(e-payment)繳費事宜

如有兄弟姊妹本學年就讀本校，只須由最高年級的子女繳交家長教師會年費。

請填寫兄弟姊妹的姓名：_____ 班級：_____

- 四、取消周年學校陸運會及翌日假期
- 五、黃大仙師寶誕慶祝活動安排
- 六、學生借用個人貯物櫃須知

本人子女現向校方申請個人貯物櫃，並承諾遵守「借用個人貯物櫃使用守則」。

本人子女不須要申請個人貯物櫃。

* 請在適當方格內加“✓”號

- 七、體育課安排

本人子女之健康狀況 適宜 / 不適宜 (請註明原因) 上體育課。

* 請在適當方格內加“✓”號

不適宜上體育課之原因：_____

註：學生因健康理由不適合上體育課，家長須向校方呈交醫生證明書申請豁免，待校方批准後，方可免上體育課。

- 八、借閱圖書館資料須知
- 九、推行「準時交齊功課計劃」
- 十、嗇色園助學金

十一、「校本課後學習及支援計劃」及「學生活動支援津貼」

- 本人子女須要申請有關計劃/津貼。
- 現領取「綜合社會保障援助(綜援)」(附社會福利署證明文件副本)。
- 本人子女獲學生資助辦事處批核2021/2022學年全額資助(全津)。
- 本人子女不須申請有關計劃/津貼。

* 請在適當方格內加“✓”號

十二、學校書簿津貼

十三、學生健康服務

十四、港鐵學生乘車優惠計劃

十五、2019 冠狀病毒病疫苗接種計劃安排

- 本人子女希望透過學校安排進行接種。
- 本人同時希望透過學校安排進行接種。(家長/監護人人數：_____)
- 本人及本人子女不需要透過學校安排接種疫苗。

十六、惡劣天氣及緊急情況下學校上課之安排

選擇離校安排如下：學生自行返家 學生在校等候家人接送回家

* 請在適當方格內加“✓”號

十七、急症室收費及學生意外保險事宜

十八、葛量洪獎學基金 - 葛量洪生活津貼 (中四至中六級適用)

十九、高中課後測驗或補課 (中四至中六級適用)

二十、大學聯招學術表現評分方法 (中五級適用)

此覆

喬色園主辦可立中學校長

學生姓名：_____ 班別：_____ 班號：_____

家長姓名：_____ 簽署：_____

個人貯物櫃使用守則

1. 學生須仔細閱讀本守則及得到家長同意，方可申請使用個人貯物櫃。
2. 貯物櫃為校方所有，借用期為一學年。〔使用期限：一般為九月中旬至五月下旬(中六級學生至2月下旬)〕所有貯物櫃需於指定日期前清理及交還。
3. 貯物櫃只供存放一般學習材料及個人物品。學生有責任妥善保管個人財物。不可存放貴重財物、危險物品、動植物等。
4. 學生應使用老師編配的貯物櫃，不可私自互換貯物櫃，更不可擅自更改貯物櫃上的編碼。
5. 學生應於指定時間取用或放置物品。上課、集會、集隊期間不可使用貯物櫃。
6. 學生應小心使用及保護貯物櫃，如惡意破壞或因疏忽導致貯物櫃有損壞，須負責賠償有關費用。若發覺貯物櫃出現有塗污、損壞等不正常狀況，學生應立即通知學校。
7. 如遺失鑰匙，學生應立即通知學校。學生亦需要申請剪鎖服務，切勿自行剪去門鎖。
8. 假期及考試前，同學應將課本及學習材料帶回家溫習。
9. 學校會不定期檢查個別學生的貯物櫃，以確保學生遵守使用規則。
10. 若學生未能遵守上述守則，校方可取消學生使用貯物櫃之權利及按違規情況進行處分。

體育課守則

(一) 體育服裝

學生必須穿著校方指定之體育服裝上體育課。

- (1) 夏天服裝：社顏色T恤上衣、深藍色短褲，有【HLC】或【可立】字樣。
冬天服裝：黑底社顏色條紋運動套裝，印有【Ho Lap】字樣。
詳情參看校方展示之樣辦。
- (2) 襪：白色。(不可穿著船襪)
- (3) 鞋：以白色為主的運動鞋。(於禮堂上課必須穿著室內運動鞋)
- (4) 注意事項：
 - (a) 夏天體育服裝及鞋只可於上體育課時更換，不應於其他課堂穿著。
 - (b) 冬天體育上衣不可作外褸用。全套體育服裝(包括運動鞋)只可於上體育課當天作校服穿著回校。
- (5) 游泳課服裝：
 - (a) 男生：深色泳褲，任何質地之深藍色泳帽。
女生：一件頭泳衣，低胸及高叉者不合，深藍色泳帽。
 - (b) 必須戴泳帽及穿夏季體育上衣。
 - (c) 可配戴泳鏡。
 - (d) 泳池範圍可穿拖鞋。

(二) 儀容

為確保安全及方便進行體育活動，學生於體育課堂須遵守下列規則：

- (1) 頭髮：長髮者須束髮或用髮夾，額前頭髮以不低於眼眉者為合。
- (2) 指甲：不可過長，以免於運動時傷害自己或他人。
- (3) 飾物：不應配戴任何飾物(如：手錶、鍊、指環等)上體育課。

(三) 更衣時間及地點：

- (1) 若該班於小息後上體育課，學生應盡量利用小息時間及早更換運動服裝。
- (2) 其餘時段之體育課，教師會於轉堂時給予合適時間更衣，學生不得故意延遲，妨礙上課時間。
- (3) 學生必須利用男、女更衣室或洗手間更換服裝。

(四) 體育課堂時財物之處理

- (1) 學生應將所有貴重物品(包括錢包、手錶及手提電話等)存放於個人儲物櫃內，並須自備鎖頭鎖上。
- (2) 更換後的衣物可放置於地下有蓋操場之更衣室內，並以環保袋裝載，以資識別。

(五) 體育課堂告假

- (1) 學生因身體不適告假，須向老師遞交由家長或監護人簽署之請假信。信內請註明學生姓名、班別、請假日期及原因
- (2) 如因健康關係告假超過兩星期，學生須於請假信內附上醫生證明書。
- (3) 如因健康關係，不宜上體育課，學生須於學期開始時向體育老師遞交由家長或監護人簽署之申請信，並附上醫生證明書。

- (4) 凡在體育課堂感到不適者，應立即通知老師。情況嚴重者可在醫療室休息，否則仍須隨大隊在指定之上課場地，旁聽老師之教學，不得擅自離開。
- (5) 學生若因健康問題不能上游泳課，亦須隨老師到游泳課地點，並須更換體育服裝到池邊旁聽。
- (6) 遇下雨天，學生仍須帶備體育服裝或游泳服裝。

(六) 活動參與

中一至中五同學必須參與最少一項陸運會的比賽或擔任陸運會的工作人員(包括制服隊伍及領袖生)。

(七) 評核

中一至中六評分標準：

- (1) 出席及紀律：30% (出席率達80% 可全取此分數，缺席 / 上課態度欠佳 / 不守紀律 / 違規者會被記名，每次記名會被扣3分)
- (2) 體能測驗：20%
- (3) 技術考核：50%

(八) 紀律

- (1) 上課及下課前須按老師指示集隊。
- (2) 學生須留心聽講，盡力學習，遵守一切安全規則及服從老師之指示。
- (3) 如學生有出席，但因忘記攜帶體育服裝而未能上課者，老師會斟酌情況要求學生：
 - 繳交課堂筆記，詳述該課堂熱身運動、技術要點及分組練習之情況；
 - 其他處分方法；
 - 未經老師許可，不得作任何體育活動。
- (4) 未經老師許可，不得離開上課場地及飲食。

(九) 罰則

學生若違反上述任何規則，將先被口頭警告，並記錄在案。三次警告後記缺點一次，三次缺點後記小過一次，如此類推。惟老師可按個別情況處分。

學生借還圖書館資料指引

- 1.借還時間：小息、午膳及放學後。
- 2.借閱數目：同學只可使用個人的學生証外借圖書館資料(包括圖書、雜誌、多媒體資料)。每位同學可外借圖書館資料數目上限為十項。
- 3.借閱期限：外借圖書館資料期限為十四天，同學最多可以續借兩次。
- 4.逾期罰款：每項資料每日罰款為港幣壹元正(以學校上課日計算)。
- 5.遺失圖書館資料：
 - (a) 若同學拖欠歸還圖書館資料多於兩星期，可被視作遺失圖書館資料處理。經確認為遺失圖書館資料後，同學須賠償書籍當時的購入價。
 - (b) 若失書為贈書或非賣品，同學需要購買另一本同類書籍作賠償。
- 6.損壞圖書館資料：視乎有關項目的破損程度，同學可能需要作出適當的賠償及接受處罰。
- 7.違規處理：若同學拖欠歸還圖書館資料或逾期繳交罰款，圖書館有權暫停該同學借閱館內資料之權利。



可立中學(嗇色園主辦)
Ho Lap College (Sponsored by the Sik Sik Yuen)

九龍新蒲崗爵祿街 15 號 15 Tseuk Luk Street, San Po Kong, Kowloon
電話/Tel : (852) 2322 2229 傳真/Fax : (852) 2320 2414
網址/Website : http://www.holap.edu.hk



嗇色園助學金申請表 2021-2022 (以家庭為申請單位)

申請人姓名(家長)：_____

學生姓名：_____ 班別及學號：_____ () (2021- 2022)

(如多於一名就讀可立中學請先填高年級學生)

學生姓名 2：_____ 班別：_____ (如多於一名就讀可立中學)

學生姓名 3：_____ 班別：_____ (如多於兩名就讀可立中學)

居住地址(正楷)：

日間聯絡電話：_____ 夜間聯絡電話：_____

(一) 請在適當地方加上“✓”號 (A 及 B 兩項均須填寫)：

A. 本人 有 沒有 獲得政府綜合援助。

B. 本人 已申請書簿津貼，並獲全額津貼。
已申請書簿津貼，並獲半額津貼。
沒有申請書簿津貼。

(二) 如有特殊困難，請具體說明。

申請人簽署：_____ 簽署日期：_____

2021-2022 Arrangement of Revision Test/Supplementary Lesson (F.4 to F.6)
課後測驗及補課安排（中四至中六）

1. Revision Tests/Supplementary Lessons will be arranged afterschool at 4:00pm (Blended Mode Timetable) or 4:15pm (Normal Timetable).

課後測驗及補課時間由下午 4:00（混合上課模式）或下午 4:15（正常時間表）開始。

2. Schedule (by subjects) of Revision Tests/Supplementary Lessons is listed below.

課後測驗及補課安排如下：

Revision Test/Supplementary Schedule					
F6_CHI		F5_CHI		F4_CHI	
20/9/2021	MON	24/11/2021	WED	13/12/2021	MON
12/10/2021	TUE	15/3/2022	TUE	24/5/2022	TUE
16/11/2021	TUE	17/5/2022	TUE		
7/12/2021	TUE				
F6_ENG		F5_ENG		F4_ENG	
28/9/2021	TUE	8/12/2021	WED	29/11/2021	MON
19/10/2021	TUE	29/3/2022	TUE	16/5/2022	MON
23/11/2021	TUE	10/5/2022	TUE		
14/12/2021	TUE				
F6_MAT		F5_MAT		F4_MAT	
23/9/2021	THU	1/12/2021	WED	6/12/2021	MON
7/10/2021	THU	17/3/2022	THU	26/5/2022	THU
18/11/2021	THU	19/5/2022	THU		
9/12/2021	THU				
F6_LS		F5_LS		F4_CS	
30/9/2021	THU	15/12/2021	WED	22/11/2021	MON
21/10/2021	THU	31/3/2022	THU	18/5/2022	WED
25/11/2021	THU	12/5/2022	THU		
16/12/2021	THU				
F6_BIO		F5_BIO		F4_BIO	
27/9/2021	MON	29/11/2021	MON	16/12/2021	THU
18/10/2021	MON	7/3/2022	MON	12/5/2022	THU
22/11/2021	MON	16/5/2022	MON		
6/12/2021	MON				
F6_CHEM		F5_CHEM		F4_CHEM	
6/10/2021	WED	6/12/2021	MON	2/12/2021	THU
20/10/2021	WED	4/4/2022	MON	5/5/2022	THU

Revision Test/Supplementary Schedule					
24/11/2021	WED	23/5/2022	MON		
8/12/2021	WED				
F6_GEOG		F5_GEOG		F4_GEOG	
4/10/2021	MON	22/11/2021	MON	9/12/2021	THU
15/11/2021	MON	6/4/2022	WED	10/5/2022	TUE
29/11/2021	MON	25/5/2022	WED		
13/12/2021	MON				
F6_X3		F5_X3		F4_ECON	
13/9/2021	MON	13/12/2021	MON	25/11/2021	THU
5/10/2021	TUE	9/3/2022	WED	28/3/2022	MON
17/11/2021	WED	5/5/2022	THU		
1/12/2021	WED				
F6_PHY/HIST		F5_PHY		F4_CLIT/PED/VAD	
11/10/2021	MON	2/12/2021	THU	7/12/2021	TUE
11/11/2021	THU	14/3/2022	MON	30/3/2022	WED
30/11/2021	TUE	11/5/2022	WED		
15/12/2021	WED				
F6_CLIT/BAFS		F5_X2		F4_PHY/BAFS/HIST	
17/9/2021	FRI	9/12/2021	THU	23/11/2021	TUE
13/10/2021	WED	28/3/2022	MON	7/4/2022	THU
10/11/2021	WED	4/5/2022	WED		
2/12/2021	THU				
				F4_CHIS/ICT	
				30/11/2021	TUE
				4/4/2022	MON



可立中學(齋色園主辦)
Ho Lap College (Sponsored by the Sik Sik Yuen)

九龍新蒲崗爵祿街 15 號 15 Tseuk Luk Street, San Po Kong, Kowloon

電話/Tel : (852) 2322 2229 傳真/Fax : (852) 2320 2414

網址/Website : <http://www.holap.edu.hk>



2021-2022
Circular September 2021

1st September 2021

Dear Parents / Guardians,

At this beginning of the new school year, I would like to wish all students a fruitful learning journey. Please note the following arrangements for the new academic year.

1. Arrangement for the commencement of the new academic year

The school collected the information about the vaccination status of all students and staff in August. The requirements of resuming face-to-face classes on a full-day basis are not met. Hence, face-to-face classes and online lessons will be arranged in the morning and afternoon respectively.

The Opening Ceremony is scheduled on 1st September and the following two days (2nd and 3rd September) will be reserved for school/class affairs. Students should attend school from 8:05am to 12:15pm and no afternoon online lessons will be arranged on these three days. Starting from 6th September, the arrangement for lessons is as follows:

Time	Lesson
8:05-8:20	Assembly/Class Period
8:20-8:55	1st period
8:55-9:30	2nd period
9:30-9:40	Recess
9:40-10:15	3rd period
10:15-10:50	4th period
10:50-11:00	Recess
11:00-11:35	5th period
11:35-12:10	6th period
12:10-12:45	7th period
12:45-14:30	Lunch
14:30-15:05	8th period
15:05-15:40	9th period

School calendar and class timetable will be distributed to students and lesson links will be released via Google Classroom. For online lessons, students need to log in using their school's Google accounts. To facilitate effective teaching and learning, please remind your child to turn on the video camera, attend live-lessons on time, be attentive, actively participate in class activities, and submit homework on time. In addition, attendance of online lessons, lesson performance and quality of homework will be recorded for rating conduct grade and continuous assessment. If your child is unable to attend lesson due to illness, you should call the school office to take leave for the student.

According to the guidelines issued by the EDB, the following measures concerning class resumption are to be adopted:

1. Parents are to check the body temperature of their children every day before returning to school campus. Students should submit the temperature record forms with parents' signatures to schools for checking (*Annex I*).
2. Students should pay attention to personal hygiene (especially hand hygiene), and that of wearing of masks. Proper social distances should be maintained.
3. If students have fever or have respiratory symptoms, they should not go to school and should seek medical advice promptly.
4. If students are confirmed cases of COVID-19 or have been classified as a "close contact of an infected person", parents should inform the school immediately so that the school can implement necessary measures.

Please be reminded that vaccinated students should submit a copy of the COVID-19 vaccination proof to their class teachers. Please kindly update your child's vaccination status whenever necessary so that the school can make proper arrangements for lessons according to the latest situation.

2. Arrangement for issuing circulars to parents and the use of eClass Parent App

Circulars will be issued on a monthly basis. They include notes for parents and school activities which will be organized in that particular month. Generally speaking, circulars will be issued regularly in the first week of every month via eClass App. They will also be uploaded to the school webpage. Please study the relevant information and sign the reply slips. In addition, the system of eClass Parent App has been fully implemented. School circulars, news about emergency situations such as severe weather warnings, temporary class suspension and relevant arrangements as well as students' attendance, etc, are issued in the form of e-circulars. Please contact class teachers if you request the printed version of circulars.

About the installation and application of eClass Parent App, please refer to the "Guide for Parents about using eClass Parent App" in our school website. For the sake of security, the passwords should be kept carefully and should not be disclosed to your children. You are required to contact the school's General Office if you forget the password.

3. Information concerning e-payment

The following are the details of learning materials and miscellaneous items each form needs to purchase for the year 2021 – 2022. Students are to settle the payment during the class period on 13th September 2021 (Monday). Either cash or cheque is acceptable. The cheque should be made payable to "**The IMC of Ho Lap College (Sponsored by the Sik Sik Yuen)**". The name, class and class number of the student should be written at the back of the cheque.

	Items	F. 1	F. 2	F. 3	F. 4	F. 5	F. 6
1	Fees for special purposes – improving school facilities and equipment for students ¹	\$210	\$210	\$210	\$210	\$210	\$210
2	Tong Fai ¹	-----	-----	-----	\$340	\$340	\$340
3	Exercise books and student handbook (Refer to the table below)	\$62.8	\$55.8	\$62.2	\$80.7	\$77.2	\$74.4
4	Annual fee for Students' Union	\$12	\$12	\$12	\$12	\$12	\$12
5	Annual fee for Parents and Teachers Association ²	\$20	\$20	\$20	\$20	\$20	\$20
6	House fee	\$10	\$10	\$10	\$10	\$10	\$10
7	Curling class ³ (F. 1-F. 3 P. E. lessons)	\$140	\$140	\$140	-----	-----	-----
	Fee for e-payment :	\$454.8	\$447.8	\$314.2	\$672.7	\$669.2	\$666.4

Note 1 If parents have financial difficulties, they can apply to the school for exemption but they must submit an application letter with income proof documents. Moreover, parents who have applied for Comprehensive Social Security Assistance (CSSA) and Full Subsidy for School textbook assistance (Full Subsidy) are not required to apply if the allowance includes the above fees.

Note 2 The PTA fee will be collected on a family basis. Students with siblings studying in our school will be counted as one unit. The fee will be paid by the elder brother or sister.

Note 3 Those who have been granted Comprehensive Social Security Assistance (CSSA) and Full Subsidy for School textbook assistance (Full Subsidy) can apply for learning support fund. Please refer to item 11 of this Circular.

Price list for exercise books and student handbook

Items	Unit price / \$	Form 1		Form 2		Form 3		Form 4		Form 5		Form 6	
		Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total
Single-lined paper (A4, double sheets, 100 pieces)	23.0	---	---	---	---	---	---	2	46.0	2	46.0	2	46.0
Short exercise book	1.4	17	23.8	17	23.8	18	25.2	8	11.2	8	11.2	6	8.4
Long exercise book (20 pages)	2.0	1	2.0	1	2.0	---	---	---	---	---	---	---	---
Long exercise book (40 pages)	3.0	2	6.0	2	6.0	2	6.0	1	3.0	1	3.0	1	3.0
A4 Folder (green)	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5
A4 Folder (black)	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5	1	3.5
A4 Folder (yellow)	3.5	1	3.5	1	3.5	2	7.0	---	---	---	---	---	---
A4 Folder (blue)	3.5	3	10.5	1	3.5	2	7.0	1	3.5	---	---	---	---
Student handbook with cover	10.0	1	10.0	1	10.0	1	10.0	1	10.0	1	10.0	1	10.0
Total (per student) / \$:		\$62.8		\$55.8		\$62.2		\$80.7		\$77.2		\$74.4	

5. Cancellation of annual Sports Days and the subsequent school holiday

In view of the unstable situation of COVID-19, the school has decided to cancel the Sports Days which are scheduled on 14th September and 15th September 2021 as well as the subsequent school holiday. Therefore, students are to attend school from 14th September to 16th September 2021 (face-to-face lessons in the morning and online lessons in the afternoon).

5. Arrangement of the celebration of Wong Tai Sin Birthday

As Wong Tai Sin Birthday falls on Wednesday, 29th September, students will be celebrating this great occasion from periods 6 to 7 on that day. Before the commencement of the celebration, students have to attend lessons scheduled for the first five periods. Students are reminded to return school as normal (8.05 a.m.) and the school ends at 12.45 p.m. No online lessons are scheduled in the afternoon.

6. Borrowing of personal lockers

To facilitate students' learning, the school provides personal lockers for students to keep their books and learning materials. Students who want to apply for the use of personal lockers should read the attached regulations (*Annex II*) carefully and agree to abide by the related regulations. Students will forfeit the right to use the locker if they fail to comply with the regulations.

7. Rules and regulations in PE lessons

For reasons of security and hygiene, please refer to the attached rules and regulations (*Annex III*) applicable to Physical Education lessons. Any application for exemption from PE lessons should be made by handing a parent's letter with a medical certificate to the PE teacher for the school's consideration and approval.

8. Rules about borrowing library materials

With the aim of cultivating students' interest in reading and widening their horizons, the school library provides students with lending library materials services. To facilitate the smooth running of the school library, students are to abide by the related regulations (*Annex IV*).

9. Punctuality Programme on Homework Submission

To cultivate students' self-discipline, promote self-directed learning and enhance the punctual submission of homework, a Punctuality Programme on Homework Submission will be implemented starting from 20th Sept 2021. The details are as follows:

Award	
With all homework submitted on time (ONE term)	1 Credit

Penalty	
Fail to submit homework after due date	Follow up work
Every 10 times	1 Demerit

Homework and classroom learning complement each other. The former strengthens and consolidates learning while the latter reflects the problems students face in the learning process. Only when students complete and submit homework on time can teachers grasp their learning situation as soon as possible and give appropriate and timely guidance to individual students. This is beneficial to students' learning. With your help, we hope your child will develop good learning habits, submit all homework punctually and study diligently. Parents can also check the e-homework from eClass Parent App to get the latest information of homework.

10. Sik Sik Yuen Bursary Grants

The Sik Sik Yuen Bursary Grants are open for application. The details are listed below:

1. Objective: Provide financial assistance to underprivileged students with good academic performance and conduct.
2. Eligible applicants
Parents whose children are students of SSY sponsored secondary schools and the student
 - (a) receives **full** subsidies from Textbook Assistance Scheme or Fee Remission Scheme of Student Financial Assistance Agency (SFAA); and
 - (b) receives **no** subsidies from Comprehensive Social Security Assistance (CSSA) Scheme; and
 - (c) has **good** conduct and academic performance; and
 - (d) is **recommended** by his/her Form Teachers after a home visit, on-line conference or telephone communication.
3. Application Procedures
 - (a) Fill in the attached Application Form (*Annex V*). (Hardcopies are available at School General Office)
 - (b) Submit the following documents to class teachers:
 - completed Application Form;
 - a photocopy of the student's report card of the 2020-2021 academic year; &
 - a photocopy of the proof on the subsidies of Textbook Assistance Scheme of Student Financial Assistance Agency (SFAA)
4. Upper Limits of the SSY Bursary Grants: \$2000 for a junior form student and \$4000 for a senior form student

5. Application deadline: **9-9-2021 (Thursday)**

Note: Application should be made on a family basis regardless of the number of children studying in our school.

11. Application for School-based After-school Learning and Support Programmes and Student Activities Support Grant

In line with the policies concerning poverty alleviation, the school has applied funds from School-based After-school Learning and Support Programmes and Student Activities Support Grant. The funds aim to offer more support and chances to underprivileged students. It is also hoped that their learning efficiency would be enhanced. The funds can be used to help students in joining learning activities held by school. These experiences would be great for broadening their horizons, understanding society and developing a sense of belonging. The details are as follows:

1. Subsidized Programs:

(b) School-based After-school Learning and Support Programmes: school-based learning activities such as remedial courses, application fees for academic tests or examinations, application fees for entering Speech and Music Festival, fees for outings or entrance fees of visits

(c) Student Activities Support Grant: extra-curricular activities organized by the school such as application fees, tuition fees of interest classes or miscellaneous fees related to the approved training programs

2. Eligibility Criteria: students who have received Comprehensive Social Security Assistance (CSSA) Scheme or School Textbook Assistance (Full Grant)

3. Application Method :

Please indicate your application in the reply slip. Those who receive Comprehensive Social Security Assistance (CSSA) should hand in a copy of certification by Social Welfare Department. Once you are confirmed qualified for the subsidies, application is not required throughout the school year. The teacher-in-charge of each activity will apply the subsidy for your child but the amount differs case by case. For information, please pay attention to related circulars. For those who have other difficulties, please apply via a separate form which can be obtained from the school office.

4 Application Period: 1 September 2021 to 15 August 2022

12. School textbook assistance, student travel subsidy and subsidy scheme for Internet access charges

1. For students who have not applied for these subsidies before, please obtain the application form from the school General Office or download one from the webpage of the Student Finance Office.

2. Upon receiving the temporary notification issued by the SFO, students should submit the Eligibility Certificate (EC) issued by the SFO to class teachers on or before 6/9/2021 (Mon). The document will be stamped with the school chop and sent to the SFO. Parents are advised to make a photocopy of the EC before submitting it to the school.

3. If student's family is in receipt of the Comprehensive Social Security Assistance (CSSA) and application for the subsidies in 2021-2022 have been approved, they should apply direct to the Social Welfare Department for school-related assistance. They do not need to submit applications to the SFO.

4 .Please refer to the webpage of the SFO for details of other kinds of financial assistance.



13. Student Health Service

Students who are interested in participating in the student health service must complete the “Application and Consent Form for Student Health Service” and submit the document with the parent’s signature on or before 6/9/2021 (Mon) to class teachers.

14.MTR Student Travel Scheme

MTR Cooperation Limited is going to further digitalize the Scheme’s application process covering both new and renewal applications starting from the 2021/2022 academic year, to bring greater convenience to the Scheme applicants. For details, parents and students should refer to the <Latest News> in School webpage and the following tutorial video.



15. COVID-19 Vaccination Programme

The Government today announced that its same-day ticket arrangement for COVID-19 vaccination will be expanded to cover students aged 12 or above. Each student can be accompanied by a maximum of two people to receive vaccination. The companions can also get vaccinated together. The same-day tickets will be distributed daily from 7.45am on a first-come, first-served basis. Eligible people can present their Hong Kong identity card to get a same-day ticket at the CVCs. They can also authorise their family members or carers to collect a ticket on their behalf by presenting a copy of the authoriser's identity card or school attendance documents for registration. **Those aged 12 to 17 are also required to bring along a consent form signed by their parents for getting vaccinated.**

In addition, if your child would like to receive vaccination through the arrangements made by the school, please indicate clearly in the reply slip and we will notify the relevant arrangement in due course. Should you have any enquiries about the programme, please visit the website of COVID-19 Vaccination Programme (<https://www.covidvaccine.gov.hk/>) for more information.

16. Arrangements under inclement weather conditions

When Hong Kong is affected by tropical cyclones, persistent heavy rain or thunderstorms, flooding or traffic disruptions may be resulted. The EDB will make appropriate public announcements informing parents whether they should arrange their children to attend school or not. Besides, in case of suspension of classes under emergency situations, students will be properly arranged to leave school based on parents' preference. Please note the following arrangements:

Weather conditions	Arrangement
When the Amber Rainstorm Warning Signal or Tropical Cyclone Warning Signal No.3 is issued	Students should attend school as usual.
When the Red or Black Rainstorm Warning Signal is issued from 6:00am onwards and before 8:00am	a) Students of whole-day schools do not have to attend school that day. b) School tests or examinations will be postponed. c) Staff members will be arranged to look after students who have arrived at school, until proper arrangements are made for such students to return home at an appropriate time under safe conditions.
When Tropical Cyclone Warning Signals Pre-No. 8 / No. 8 or above is issued	a) students of whole-day schools do not have to attend school that day. b) school tests or examinations will be postponed.
If warning signals related to inclement weather conditions are issued during lessons	The school will continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.

If class suspension is required owing to inclement weather conditions or emergency situations, students will be properly arranged to leave school based on parents' preference. Please indicate your preference in the reply slip.

17. Fees / charges for Accident and Emergency (A&E) services and insurance for students

During lessons or activities held at school, if any student falls sick or has minor accidents resulting in injury that immediate treatment can be given in school, the school will arrange teachers who have undergone first-aid training to give proper care to students. If necessary, the school will immediately call for emergency assistance or ambulance service. The student's parent will be informed and a staff member will be arranged to accompany the student to the hospital. New fees and charges of public hospital services provided by Hospital Authority are effective as of 18 June 2017. The charge of using accident and emergency service is \$180 per eligible person (holder of Hong Kong Identity Card issued under the Registration of Persons Ordinance). Therefore, the student's parent is to pay such fee. The charge of using A&E service is listed as follows:

1. Upon arriving at the Accident & Emergency department of public hospital, the student will be given treatment by the medical staff.
2. The student will receive a payment advice. If the payment cannot be settled immediately, it can be settled later.
3. Any patient who could not afford medical expense at the public sector can apply for a medical fee waiver at the Medical Social Services Units of public hospitals.

The school has taken out accident insurance for all students. If any student is injured during school activities and needs to seek medical treatment, he/she can claim medical expenses if relevant medical certificates are provided by registered Chinese medicine practitioners or doctors. Whether the application for compensation is successful or not is subject to the final approval of the insurance company.

18. Grantham Scholarships Fund - Grantham Maintenance Grants (Only for F.4-F.6 students)

The Fund provides maintenance grants to students who are in financial need as assessed under a means test. The student-applicant must not be receiving the Comprehensive Social Security Assistance in his / her own name or as a member under the applicant's family. Applications from repeaters will not be considered except under very special circumstances. Students who wish to apply for the Scheme may obtain application forms from class teachers. Students should return the completed application forms with the required documents to class teachers on or before 9/9/2021 (Thu). For details, parents and students should refer to the webpage of SFO.

SFO: Grantham Scholarships Fund - Grantham Maintenance Grants
https://www.wfsfaa.gov.hk/sfo/en/other/grantsloans/grantham/9.1.10.htm


19. Arrangement for Revision Tests and supplementary classes (only for F. 4 to F.6 students)

The school is committed to enhancing teaching and learning quality by keeping track of the students' learning progress. Therefore, revision tests and supplementary classes will be conducted after school for every subject. Please refer to *Annex VI* for details.

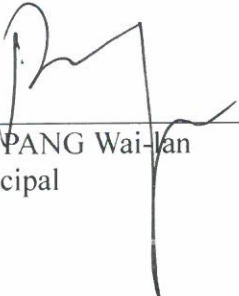
Please be informed that the performance in the revision tests will be counted in the continuous assessment of each subject. Students are strongly advised to study hard for that. Students who need to apply for a sick leave are to submit the sick leave certificate issued by a doctor and subject teachers will arrange a supplementary test thereafter. Zero mark will be given to students who are absent without permission from the school.

20. Assessment method of academic performance of Joint University Programmes Admissions System (JUPAS) (only for F.5 students)

According to the Joint University Programmes Admissions System (JUPAS), when NSS students apply for local universities, schools are required to provide the student's academic performance in school, in which the assessment method is determined by the school. It is decided that for the current F.5 students, the assessment criteria will be based on their school-based academic performance in two academic years (2021-2023), with a ratio of 60% and 40% of the F.5 and F.6 results respectively.

Should you have any enquiries, please do not hesitate to contact the school.
Thank you very much for your kind attention.

Yours faithfully,


Ms. PANG Wai-lan
Principal



Reply Slip
(Please return the slip on or before 7th September 2021.)

Date: _____

Dear Principal,

I fully understand the following circulars and the contents of which are noted.

- 1. Arrangement for the commencement of the new academic year**
- 2. Arrangement for issuing circulars to parents and the use of eClass Parent App**
- 3. Information concerning e-payment**

The PTA fee will be collected as a family unit. Students with siblings studying in our school will be counted as one unit. The fee will be paid by the elder brother or sister.

Name of sibling: _____ Class: _____

- 4. Cancellation of annual Sports Day and the subsequent school holiday**
- 5. Arrangement of the celebration of Wong Tai Sin Birthday**
- 6. Borrowing of personal lockers**

My child needs to apply for the use of personal locker. I hereby confirm that my child has read the attached regulations carefully and agree to abide by the related regulations.

My child does not need to apply for the use of personal locker.

**Please tick the appropriate box.*

- 7. Rules and regulations in PE lessons**

My child is physically fit / unfit (Reason: _____) for attending PE lessons.

** Please tick the appropriate box.*

- 8. Rules about borrowing library materials**
- 9. Punctuality Programme on Homework Submission**

- 10. Sik Sik Yuen Bursary Grants**

- 11. Application for School-based After-school Learning and Support Programmes and Student Activities Support Grant**

My child will apply for the programmes/Grant.

My child is currently receiving subsidy from Comprehensive Social Security Assistance (CSSA) Scheme (please submit a copy of relevant document.)

My child is currently receiving The School Textbook Assistance Scheme (Full Grant).

My child do not need to apply for the programmes/Grant.

** Please tick the appropriate box.*

- 12. School textbook assistance, student travel subsidy and subsidy scheme for Internet access charges**

- 13. Student Health Service**

- 14. MTR Student Travel Scheme**

- 15. COVID-19 Vaccination Programme – Vaccination at Community Vaccination Centre (CVC)**

my child intends to receive vaccination through the arrangements made by the school.

I also intend to receive vaccination through the arrangements made by the school.

(Number of parents/guardians: _____)

my child and I do not need the vaccination arrangement by the school.

16. Arrangements Under Inclement Weather Conditions

Arrangement for leaving school:

My child will go home on his/ her own.

My child will wait for parents / guardians to pick him / her up at school.

** Please tick the appropriate box.*

17. Fees / charges for Accident and Emergency (A&E) services and insurance for students

18. Grantham Scholarships Fund - Grantham Maintenance Grants (Only for F.4 to F.6 students)

19. Arrangement for Revision Tests and supplementary classes (only for F. 4 to F.6 students)

20. Assessment method of academic performance of Joint University Programmes Admissions System (JUPAS) (only for F.5 students)

Parent's signature: _____

Student's name: _____

Student's class & class no.: _____ ()

Ho Lap College (Sponsored by Sik Sik Yuen)**Monthly Temperature Record**

1. Parents are to check the body temperature of their children every day before returning to school campus. If your child has a fever (for the normal temperature reading range, please refer to the guidelines for the temperature measurement), you should seek medical attention immediately, ask for leave from the school, and stay at home.
2. Students should submit the temperature record form with parents' signature to school for checking.
3. During non-school days, parents/guardians should also fill in the "Temperature Record Form".

Name : _____ Class : _____ Class no. : _____ Month : _____

Date	Time of measurement	Temperature	Signature of Parent/Guardian
1.	AM/PM	°F / °C	
2.	AM/PM	°F / °C	
3.	AM/PM	°F / °C	
4.	AM/PM	°F / °C	
5.	AM/PM	°F / °C	
6.	AM/PM	°F / °C	
7.	AM/PM	°F / °C	
8.	AM/PM	°F / °C	
9.	AM/PM	°F / °C	
10.	AM/PM	°F / °C	
11.	AM/PM	°F / °C	
12.	AM/PM	°F / °C	
13.	AM/PM	°F / °C	
14.	AM/PM	°F / °C	
15.	AM/PM	°F / °C	
16.	AM/PM	°F / °C	
17.	AM/PM	°F / °C	
18.	AM/PM	°F / °C	
19.	AM/PM	°F / °C	
20.	AM/PM	°F / °C	
21.	AM/PM	°F / °C	
22.	AM/PM	°F / °C	
23.	AM/PM	°F / °C	
24.	AM/PM	°F / °C	
25.	AM/PM	°F / °C	
26.	AM/PM	°F / °C	
27.	AM/PM	°F / °C	
28.	AM/PM	°F / °C	
29.	AM/PM	°F / °C	
30.	AM/PM	°F / °C	
31.	AM/PM	°F / °C	

Ho Lap College (Sponsored by Sik Sik Yuen)
Regulations of Using Personal Lockers

1. Students should read this document carefully and obtain consent from parents before applying for the use of the personal lockers.
2. The lockers are the property of the school. The loan period lasts for one academic year (For Forms 1-5: Mid of September to May; Form 6: mid of September to February). All lockers should be cleared and returned before the specified date.
3. Only learning materials and personal belongings should be kept in the lockers. Student should not keep valuables, dangerous goods, animals or plants in the lockers.
4. Students are only allowed to use the assigned lockers and must not alter the code number of the lockers. Swapping of lockers is prohibited.
5. Students should use the lockers at the specified time. They should not use the lockers during lessons' time or assemblies.
6. Students should properly use the lockers and keep them in good condition. They have to compensate for the lockers if they are found to be maliciously damaged. Students should report to the school immediately in case of irregularities like stain, malfunction and damage.
7. In case of loss of keys, students should report to the school immediately. Students are to apply for the service of cutting off locks instead of handling it themselves.
8. Books and learning materials should be taken home before examinations and holidays.
9. To make sure students comply with the regulations, the school will carry out checks irregularly.
10. If students fail to comply with the regulations, the school has the right to terminate such usage and impose a penalty based on the seriousness of the offences.

Rules and Regulations in PE Lessons

- (I) PE Uniform
- All students must wear the school PE uniform to attend PE lessons.
- (1) Summer uniform : House T-shirts, dark blue pants with either a 'H L C' or '可立' logo.
Winter uniform : PE track suit with a 'Ho Lap' logo.
Students are advised to refer to the uniform sample.
- (2) Socks : White socks
- (3) Shoes : White sports shoes. (Sports shoes used for indoor areas should be worn in the school hall)
- (4) Remarks :
- (a) Summer wear is only allowed during PE lessons.
(b) Full set of winter wear could be worn as proper uniform .
- (5) Swimming wear :
- (a) Boys : Dark swimming trunks with dark blue swimming caps.
Girls : Traditional one-piece swimming costumes with dark blue swimming caps.
(b) Swimming caps and House T-shirts must be worn.
(c) Swimming goggles are allowed.
(d) Slippers are allowed in the pool area.
- (II) Appearance
- (1) Hair : Tied properly with rubber bands or hair clips.
(2) Nails : Trimmed properly to avoid injuries.
(3) Accessories : All sorts of accessories are not allowed.
- (III) Changing time and place :
- (1) Students should get changed during recess if they will attend PE lessons after recess.
(2) For other PE lessons, the PE teacher will allow appropriate time for students to get changed. Students are expected to finish within the time limit so as to attend the lessons punctually.
(3) All students should get changed in either the Boys' Changing Room or the Girls' Changing Room.
- (IV) Notes on handling personal belongings
- (1) Students should put all their personal belongings including wallets, watches and mobile phones in a secured locker.
(2) They should put their clothes in the Changing Room at the Covered Playground.
- (V) Sick leave
- (1) Students who do not feel well could apply for a sick leave with a parent's letter, which states the student's name, class, date of leave and reason of leave.

- (2) Students who fail to attend PE lessons for more than two weeks due to health reasons should attach a doctor's certificate in the parent's letter.
- (3) Students who are unfit to attend PE lessons due to health reasons should attach a doctor's certificate in the parent's letter at the beginning of the school term.
- (4) Students who feel sick in the middle of PE lessons should inform the PE teacher immediately. They may either stay in the Medical Room to rest in serious cases or stay with the whole class to listen to the teacher. They are not allowed to leave on their own.
- (5) Students who are unfit to attend swimming lessons due to health conditions should still be present in the swimming venues with the PE teacher. They should wear PE uniform.
- (6) On rainy days, students are still required to bring their PE uniform or swimming wear to get ready for PE lessons.

(VI) Participation in sports activities

All F.1 to F.5 students must join at least one event or serve as officials (including uniform groups or prefects) on Sports Days.

(VII) Assessments

Assessment criteria for F. 1 to F. 6 students:

- (1) Attendance and discipline : 30% (Full marks would be awarded to students whose attendance reaches 80%, those who are absent or not following class rules would receive a mark penalty of 3 marks.)
- (2) Assessment of skills and techniques : 50%
- (3) Fitness test : 20%

(VIII) Discipline

- (1) Students should line up before and after class as instructed by the PE teacher.
- (2) Students should be attentive and abide by the rules and instructions set by the PE teacher.
- (3) In case students could not attend PE lessons if they are sick or forget to bring their PE uniform, the PE teacher would instruct students at his/ her discretion, :
 - to submit lessons notes, summarizing warm-up exercise, main skills and techniques and group practices ;
 - not to do any sports activities without teacher's permission. ;
 - to do any other deem appropriate.
- (4) Students are not allowed to eat and drink or leave the lesson area without teacher's permission.

(IX) Punishment

A verbal warning will be given to students and it will be filed if they break any rules listed above. A demerit will be recorded if three times of verbal warning are given; a minor offence will be recorded if three times of demerit are recorded. Teachers may give special consideration to cases with exceptional circumstances.

Borrowing and returning library materials

1. Time: Recess, lunchtime and after school (8:00am-5:00pm)
2. A student should only use his/her student card for borrowing library materials (including books, magazines and multi-media materials). Each students' borrowing limit for library materials is 10.
3. All library materials borrowed from the library shall be returned within 14 days. However, each loan item may be renewed for 2 times.
4. Overdue fine: An overdue fine is imposed on each loan item. The charge is \$1 per school day.
5. Lost library materials:
 - i. If any library material borrowed is not returned to the library for more than 14 days, it may be treated as lost material. The student should be liable to pay to the library the sum of money that the item was purchased if it is finally confirmed lost.
 - ii. If the loan item is a complimentary or a not-for-sale item, the borrower needs to purchase a similar item as compensation.
6. Damaged materials:

The student is responsible for the damaged material borrowed and may need to pay a fine or face a punishment, depending on the seriousness of the damage.
7. If the situation of returning library materials or paying overdue fines is serious, the student may be entitled to the termination of borrowing library materials. The library reserves the right to take necessary action.



可立中學(嗇色園主辦)
Ho Lap College (Sponsored by the Sik Sik Yuen)

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Sik Sik Yuen Bursary Grants Application Form 2021-22
(Family as an application unit)

Name of Applicant (Parent) : _____

Name of Student : _____ Class & Class No. : _____ (2021-2022)

(elder first if more than one child in Ho Lap College)

Name of Student 2 : _____ Class : _____ *(if more than one in Ho Lap College)*

Name of Student 3 : _____ Class : _____ *(if more than two in Ho Lap College)*

Residential Address (Block Letter) :

Telephone (day time) : _____ Telephone (night time) : _____

(1) Please put a tick "✓" in the appropriate box. You MUST answer BOTH items A and B.

A. I receive subsidies no subsidy
 from Comprehensive Social Security Assistance (CSSA) Scheme.

B. I receive full subsidies half subsidies no subsidy
 from Textbook Assistance Scheme / Fee Remission Scheme of Student.

(2) Please specify if you have financial difficulties. *(Optional)*

Signature of Applicant : _____ Date : _____

2021-2022 Arrangement of Revision Test/Supplementary Lesson (F.4 to F.6)

課後測驗及補課安排（中四至中六）

1. Revision Tests/Supplementary Lessons will be arranged afterschool at 4:00pm (Blended Mode Timetable) or 4:15pm (Normal Timetable).

課後測驗及補課時間由下午 4:00（混合上課模式）或下午 4:15（正常時間表）開始。

2. Schedule (by subjects) of Revision Tests/Supplementary Lessons is listed below.

課後測驗及補課安排如下：

Revision Test/Supplementary Schedule					
F6_CHI		F5_CHI		F4_CHI	
20/9/2021	MON	24/11/2021	WED	13/12/2021	MON
12/10/2021	TUE	15/3/2022	TUE	24/5/2022	TUE
16/11/2021	TUE	17/5/2022	TUE		
7/12/2021	TUE				
F6_ENG		F5_ENG		F4_ENG	
28/9/2021	TUE	8/12/2021	WED	29/11/2021	MON
19/10/2021	TUE	29/3/2022	TUE	16/5/2022	MON
23/11/2021	TUE	10/5/2022	TUE		
14/12/2021	TUE				
F6_MAT		F5_MAT		F4_MAT	
23/9/2021	THU	1/12/2021	WED	6/12/2021	MON
7/10/2021	THU	17/3/2022	THU	26/5/2022	THU
18/11/2021	THU	19/5/2022	THU		
9/12/2021	THU				
F6_LS		F5_LS		F4_CS	
30/9/2021	THU	15/12/2021	WED	22/11/2021	MON
21/10/2021	THU	31/3/2022	THU	18/5/2022	WED
25/11/2021	THU	12/5/2022	THU		
16/12/2021	THU				
F6_BIO		F5_BIO		F4_BIO	
27/9/2021	MON	29/11/2021	MON	16/12/2021	THU
18/10/2021	MON	7/3/2022	MON	12/5/2022	THU
22/11/2021	MON	16/5/2022	MON		
6/12/2021	MON				
F6_CHEM		F5_CHEM		F4_CHEM	
6/10/2021	WED	6/12/2021	MON	2/12/2021	THU
20/10/2021	WED	4/4/2022	MON	5/5/2022	THU
24/11/2021	WED	23/5/2022	MON		
8/12/2021	WED				
F6_GEOG		F5_GEOG		F4_GEOG	
4/10/2021	MON	22/11/2021	MON	9/12/2021	THU
15/11/2021	MON	6/4/2022	WED	10/5/2022	TUE
29/11/2021	MON	25/5/2022	WED		
13/12/2021	MON				

Revision Test/Supplementary Schedule					
F6_X3		F5_X3		F4_ECON	
13/9/2021	MON	13/12/2021	MON	25/11/2021	THU
5/10/2021	TUE	9/3/2022	WED	28/3/2022	MON
17/11/2021	WED	5/5/2022	THU		
1/12/2021	WED				
F6_PHY/HIST		F5_PHY		F4_CLIT/PED/VAD	
11/10/2021	MON	2/12/2021	THU	7/12/2021	TUE
11/11/2021	THU	14/3/2022	MON	30/3/2022	WED
30/11/2021	TUE	11/5/2022	WED		
15/12/2021	WED				
F6_CLIT/BAFS		F5_X2		F4_PHY/BAFS/HIST	
17/9/2021	FRI	9/12/2021	THU	23/11/2021	TUE
13/10/2021	WED	28/3/2022	MON	7/4/2022	THU
10/11/2021	WED	4/5/2022	WED		
2/12/2021	THU				
				F4_CHIS/ICT	
				30/11/2021	TUE
				4/4/2022	MON