



可立中學(齋色園主辦)
Ho Lap College (Sponsored by Sik Sik Yuen)
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二零二二至二零二三年度 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、新學年課堂安排

本校已符合教育局恢復於九月和十月份全校全日面授課堂的條件。由九月六日起至十月底，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
8:20-9:00	第一節
9:00-9:40	第二節
9:40-9:55	小息
9:55-10:35	第三節
10:35-11:15	第四節
11:15-11:30	小息
11:30-12:10	第五節
12:10-12:50	第六節
12:50-13:55	午膳
13:55-14:00	點名時間
14:00-14:40	第七節
14:40-15:20	第八節
15:20-16:00	第九節

請注意以下由教育局發出的防疫指引：

1. 學生回校上課前必須進行快速抗原測試，獲得陰性結果才能回校上課。家長須確保學生於回校前已量度體溫及進行快速抗原測試，並帶備已有家長簽署的《量度體溫及快速抗原測試紀錄表》(附件一)。中二至中六級舊生可經 eClass 呈交結果。同時，學生應為快速抗原測試結果拍照紀錄，供老師檢查。如測試結果為陽性，學生不得回校，家長應於上午九時前通知學校及留在家中。學生需於到達學校時向老師展示紀錄表，若未能及時完成檢測，有關學生不能上課，學校會通知家長，儘快安

排該學生回家。如學生屬 2019 冠狀病毒病康復者，可向學校提交有關證明（例如：隔離令、醫生證明書或康復紀錄二維碼等），有關學生可於康復日起的三個月內，毋須按上述要求進行快速抗原測試（有病徵者除外）。

2. 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。

此外，教育局已宣佈於 2022 年 11 月 1 日起，提高接種要求。接種三劑疫苗的學生必須達到全校或該個別級別可接種疫苗的學生人數的 90%或以上，才可安排全日面授課堂，否則學校必須於當日起進行半天面授課堂。（已接種兩劑疫苗而未到期接種第三劑疫苗的學生[#]或曾感染 2019 冠狀病毒病而無需接種第三劑疫苗的學生除外。）為保障個人健康及合力恢復健康安全的校園生活，我們再次呼籲各家長盡快讓學生接種疫苗。

[#]但這些學生須在間隔期完結後的一星期內接種第三劑疫苗，否則將不能計算在已完成接種所需劑量的學生人數內。

二、培養學生自律守規的品格

本校重視家校合作，共同培養學生成為品德良好、言行有禮、自律守規的學生，敬希 貴家長與子女一起細讀「學生手冊」內列明的學校規則，並督促 貴子弟嚴加遵守。

三、攜帶手提電話回校指引

同學如有實際需要，並得家長同意後，可攜帶手提電話回校。惟為讓同學投入校園生活，專注學習，所有同學在未獲老師批准下，均不可在校內使用手提電話。同學回校後至離校前必須關上手機，確保手機不會發出任何聲響，並妥善保管。如同學被發現違反上述要求，學校將依校規處理，記缺點一次。

四、參與學校陸運會須符合「疫苗通行證」實施的相關要求

本校將於 **2022 年 11 月 22 日(星期二)**及 **2022 年 12 月 13 日(星期二)**舉行陸運會。根據現行的防疫抗疫措施規定，所有進入或身處康文署轄下場地的人士，均必須符合疫苗通行證實施的相關要求。為確保學生持有有效的疫苗通行證（藍碼）以進入運動場地參與陸運會， 貴子弟須於 **2022 年 10 月 21 日(星期五)或之前**，將最新的疫苗接種紀錄副本交予班主任存檔記錄，符合場地要求的學生方可出席 2022 年 11 月 22 日及 2022 年 12 月 13 日舉行的陸運會。而未能符合疫苗通行證要求之同學須於該兩天回校參與其他學習活動。

五、雜項收費及各級簿費事宜

下列是 2022-2023 年度各級的校簿及雜項收費詳情，請 貴子弟將費用於 9月9日(星期五) 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。

雜項收費							
	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)	\$57.8	\$57.8	\$58.8	\$64.8	\$61.3	\$57.7
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
繳交總額：		\$309.8	\$309.8	\$310.8	\$656.8	\$653.3	\$649.7

註 1 家長如有經濟困難，可向校方申請減免，但必須九月九日或之前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，煩請於回條註明。

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, 單頁, 100 張)	9.0	---		---		---		1	9.0	1	9.0	1	9.0
單行紙 (A4, 雙頁, 100 張)	16.0	---		---		---		1	16.0	1	16.0	1	16.0
短單行簿(本)	1.2	14	16.8	14	16.8	14	16.8	9	10.8	9	10.8	6	7.2
長單行簿(40 頁)	2.5	3	7.5	3	7.5	2	5.0	1	2.5	1	2.5	1	2.5
A4 膠文件夾 (個, 綠色)	3.5	1	3.5	1	3.5	2	7.0	1	3.5	1	3.5	1	3.5
A4 膠文件夾 (個, 黑色)	3.5	2	7.0	2	7.0	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	1	3.5	1	3.5	1	3.5
A4 膠文件夾 (個, 藍色)	3.5	3	10.5	3	10.5	3	10.5	2	7.0	1	3.5	1	3.5
學生手冊(本)	9.0	1	9	1	9	1	9.0	1	9.0	1	9.0	1	9.0
金額(以每位學生計)/\$:		57.8		57.8		58.8		64.8		61.3		57.7	

六、黃大仙師寶誕慶祝活動安排

9月16日(星期五)為黃大仙師寶誕慶祝活動日，當天上學時間為 8:05，放學時間為 12:45。

七、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。

八、體育課安排

本校之體育課守則詳列於附件三，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。

九、畚色園助學金

畚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「畚色園助學金」以資助家境清貧的學生。有關助學金資料及詳情請參閱早前 (8月17日)經 eClassParent App 發放之資訊。截止遞交申請表格及有關文件日期為 **2022年9月2日(星期五)**。

十、葛量洪獎學基金 - 葛量洪生活津貼 (只適用於中四至中六)

葛量洪獎學基金旨在向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 **2022年9月9日(星期五)或之前**將填妥表格連同有關文件交**班主任**處理。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>



十一、「校本課後學習及支援計劃」及「學生活動支援津貼」

「校本課後學習及支援計劃」以及「學生活動支援津貼」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。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)」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：**2022年9月1日至2023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

1. 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。
2. 收到學生資助處發出臨時結果的學生，須向學校遞交核實學生身份的「資格證明書」，經校方蓋章後代送回學生資助處。請於 **2022年9月9日(星期五)或之前**把由學資處發出的「資格證明書」交回班主任。
 - (a) 如申請學生在綜合社會保障援助(綜援)計劃下獲批 2022/23 學年有關的津貼，毋須將「資格證明書」交回學校。
 - (b) 請家長繳交「資格證明書」給學校前自行影印存檔。
3. 「學生車船津貼計劃」申請資格：居住地點與學校距離需超逾十分鐘步行時間及需要乘搭公共交通工具上學。
4. 「上網費津貼計劃」：為有經濟需要的家庭提供津貼，以支付子女家居上網學習的費用(例如由固定或流動電訊服務營辦商提供的寬頻上網服務或流動數據卡的費用)。津貼發放以家庭為單位。合資格的~~家庭~~不論子女人數多寡，將獲發以家庭為單位的定額現金津貼。
5. 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、港鐵學生乘車優惠計劃

香港鐵路有限公司將於新學年（2022/23）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，可瀏覽以下相關教學影片：



十四、學生健康服務 (只適用於中一至中三)

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 2022-2023》，於 **2022年9月9日(星期五)**或以前交回班主任。參加表格及同意書將於9月5日經班主任派發給學生。詳情可瀏覽衛生署網頁：

https://www.studenthealth.gov.hk/tc_chi/resources/resources_forms/resources_forms.html



十五、有關接受拍攝與錄影意願申明事宜

為了讓外界、家長及同學更了解本校的活動情況，本校或校方指定的機構將以拍照或攝錄等方式記錄本校學生進行活動之情況和校園生活片段，而所拍攝的影像及錄像有機會用作公開刊登及播放（包括：本校網頁、本校刊物、學校簡介、家教會會訊及由校方指定的教育網站），以便家長、同學了解學校的活動概況，並向同儕及其他社會人士分享本校的教育成果。為此，敬希 貴家長於回條申明讓子女接受拍攝與錄影之意願。如家長對以上所述有任何疑問，請致電與本校許譽傑老師聯絡。

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
1. 黃色暴雨、三號熱帶氣旋警告訊號發出時	所有學生均照常上課。
2. 在 <u>上午六時至八時前</u> 發出紅色、黑色暴雨警告訊號	(a) 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) 若學生於上學途中，可因應路面情況決定是否繼續前往學校或折返回家。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。

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、新學年課堂安排
- 二、培養學生自律守規的品格
- 三、攜帶手提電話回校指引
- 四、參與學校陸運會須符合「疫苗通行證」實施的相關要求
- 五、雜項收費及各級簿費事宜

◆家長教師會年費：

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：_____

- 六、黃大仙師寶誕慶祝活動安排

- 七、學生借用個人貯物櫃須知

☐ 本人子女須要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

- 八、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：_____

- 九、舊色園助學金

- 十、葛量洪獎學基金 - 葛量洪生活津貼 (只適用於中四至中六)

- 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 2022/2023 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、學生車船津貼及上網費津貼

- 十三、港鐵學生乘車優惠計劃 (2022-2023 學年)

十四、學生健康服務 (只適用於中一至中三)

十五、有關接受拍攝與錄影意願申明事宜

☐ 本人同意子女透過校方或校方指定的機構所拍攝的影像及錄像在有需要時作公開刊登及播放。

☐ 本人不同意子女透過校方或校方指定的機構所拍攝的影像及錄像在有需要時作公開刊登及播放。

* 請在適當方格內加“✓”號

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

此覆

嗇色園主辦可立中學校長

家長姓名：_____ 簽署：_____

學生姓名：_____ 班別：_____ 班號：_____



可立中學(嗇色園主辦)
Ho Lap College (Sponsored by 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>



2022-2023
Circular September 2022

1st September 2022

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 whole school has met the current requirements of resuming face-to-face classes on a full-day basis for September and October. Starting from 6th September till the end of October, the arrangement for lessons is as follows:

Time	Lesson
8:05-8:20	Assembly/Class Period
8:20-9:00	1st period
9:00-9:40	2nd period
9:40-9:55	Recess
9:55-10:35	3rd period
10:35-11:15	4th period
11:15-11:30	Recess
11:30-12:10	5th period
12:10-12:50	6th period
12:50-13:55	Lunch
13:55-14:00	Roll call
14:00-14:40	7th period
14:40-15:20	8th period
15:20-16:00	9th period

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

1. Every student must complete a rapid antigen test (RAT) each day before returning to school campus. Students obtaining negative results are allowed to return to school for lessons. **Parents have to ensure that your child has taken the temperature and completed a RAT before returning to school, and bring along the signed and completed "Temperature and Rapid Antigen Test Record Sheet" (Annex I) to school for inspection.** Current students may submit their records via eClass. Besides, all students should keep photos of the RAT results for the teachers' inspection. **If tested positive, students must not go to school but should inform the school of their positive**

results as soon as possible (before 9 a.m.) and stay at home. Students **failing to take a RAT accordingly cannot attend lessons,** the school will inform their parents and **arrange them to return home immediately.** If students are recovered from COVID-19, they are not required to undergo RAT (excluding those with symptoms) within three months from the date of the recovery. Parents are requested to submit relevant proof (for example, isolation order, medical certificates, recovery record or QR code, etc.) to the school.

2. 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.

In addition, the EDB has decided to step up the vaccination requirements starting from 1 November 2022. If individual schools plan to resume face-to-face classes for the whole school or individual class levels on or after 1 November 2022, students who have received three doses of vaccine must reach 90% or above of the whole school or an individual class level. (Excluding those who have received two doses of vaccine but are still within the time interval waiting for the third dose[#] or those students who had prior COVID-19 infection and are not required to receive the third dose of vaccine.) We appeal once again to parents and students to receive vaccination proactively as soon as practicable to sustain a healthy and safe school life.

These students should take the third dose of vaccine within 1 week after they are eligible to do so. Otherwise they cannot be counted into the total number of students having completed vaccination.

2. Helping students become self-disciplined

The school is committed to collaborate with parents in cultivating students with good character, courtesy and self-discipline. To achieve this, it is hoped that you could go over the school regulations with your child and urge him/her to comply with them strictly.

3. Guidelines on bringing mobile phones to school

Students are allowed to bring mobile phones to school provided that they have actual needs and are approved by their parents. However, students are **not allowed to use mobile phones at school** without teachers' permission so as to ensure learning and school life not affected. Upon arrival at school, students have to make sure **the phones are switched off** and will not emit sounds until they leave school. They should also be responsible for keeping their mobile phones properly. If students are found to have violated the regulations, they risk penalty.

4. Arrangement of School Sports Days in compliance to the implementation of the “Vaccine Pass” policy at government premises

This year, the school sports days will be held on 22nd November and 13th December 2022. Vaccine Pass requirements are applicable to venues managed by the Leisure and Cultural Services Department. All persons entering the sports ground must present their vaccination record for the purpose of the Vaccine Pass.

In order to ensure the validity of the Vaccine Pass to enter the venue, students are required to submit a copy of their latest vaccine records to their class teachers **on or before 21st October 2022**. For those who cannot meet the requirement of the Vaccine Pass, they need to attend school on these 2 days for other learning activities.

5. Collecting fees for learning materials and other miscellaneous items

The following are the details of learning materials and miscellaneous items that students from each form needs to purchase for the year 2022 - 2023. Students are to settle the payment during the class period on 9th September 2022 (Friday). 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	S.1	S.2	S.3	S.4	S.5	S.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)	\$57.8	\$57.8	\$58.8	\$64.8	\$61.3	\$57.7
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
Total amount:		\$309.8	\$309.8	\$310.8	\$656.8	\$653.3	\$649.7

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 by 9th September. 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.

Price list for exercise books and student handbook

Items	Unit price / \$	S.1		S.2		S.3		S.4		S.5		S.6	
		Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total	Quantity	Sub-total
Single-lined paper (A4, single sheet, 100 pieces)	9.0	---		---		---		1	9.0	1	9.0	1	9.0
Single-lined paper (A4, double sheets, 100 pieces)	16.0	---		---		---		1	16.0	1	16.0	1	16.0
Short exercise book	1.2	14	16.8	14	16.8	14	16.8	9	10.8	9	10.8	6	7.2
Long exercise book (40 pages)	2.5	3	7.5	3	7.5	2	5.0	1	2.5	1	2.5	1	2.5
A4 Folder (green)	3.5	1	3.5	1	3.5	2	7.0	1	3.5	1	3.5	1	3.5
A4 Folder (black)	3.5	2	7.0	2	7.0	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	1	3.5	1	3.5	1	3.5
A4 Folder (blue)	3.5	3	10.5	3	10.5	3	10.5	2	7.0	1	3.5	1	3.5
Student handbook	9	1	9	1	9	1	9.0	1	9.0	1	9.0	1	9.0
Total (per student) / \$:		57.8		57.8		58.8		64.8		61.3		57.7	

6. Arrangement of the celebration of Wong Tai Sin's Birthday

The school is going to celebrate the birthday of Master Wong Tai Sin on 16th September (Friday). On that day, the school starts at 8:05 am and ends at 12:45 pm.

7. 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.

8. 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.

9. Sik Sik Yuen Bursary Grants

"To act benevolently and to teach benevolence" is the motto of Sik Sik Yuen, and hence Sik Sik Yuen Bursary Grants were established to help students with financial needs. For details of the grants, please refer to the circular released via eClass on 17th August. The deadline for submitting application forms and related documents is **2nd September, 2022 (Friday)**.

10. Grantham Scholarships Fund - Grantham Maintenance Grants

(Applicable to S. 4 - S. 6 students only)

The Fund provides maintenance grants to students who are in financial need as assessed under a means test. The student-applicant must not in receipt of 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 9/9/2022 (Fri). 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
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11. Application for 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. 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: 1st September 2022 to 15th August 2023

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 Student Finance Office (SFO) to class teachers **on or before 9th September 2022 (Friday)**. The document will be stamped with the school chop and sent to the SFO.
 - (a) If student's family is in receipt of the Comprehensive Social Security Assistance (CSSA) and application for the subsidies in 2022/23 have been approved, the submission of the EC is not required.
 - (b) Parents are advised to make a photocopy of the EC before submitting to the school.
3. The Student Travel Subsidy (STS) Scheme provides travel subsidy to students residing beyond 10 minutes walking distance from school and travelling to school by public transport.
4. The Subsidy Scheme for Internet Access Charges (SIA) are for needy families to meet the Internet access charges for e-learning at home for their children, for example, the charges on broadband Internet service or SIM cards provided by operators of fixed or mobile telecommunications services. The SIA is granted on a household basis. Eligible families will receive a flat-rate cash grant, regardless of the number of children in the family.
5. Please refer to the webpage of the SFO for details of other kinds of financial assistance.



13. MTR Student Travel Scheme (2022 - 2023)

MTR Cooperation Limited is going to further digitalize the Scheme's application process covering both new and renewal applications starting from the 2022 - 2023 academic year, to bring greater convenience to the Scheme applicants. For details, please refer to the following tutorial video:



14. Student Health Service (only applicable to S.1 – S.3 students)

Students who are interested in participating in the student health service must complete the “Application and Consent Form for Student Health Service 2022 - 2023” and submit the document with the parent’s signature **on or before 9th September 2022 (Friday)** to class teachers. Class teachers will distribute the documents to students on 5th September. For details, please refer to the homepage of the Health Department:

https://www.studenthealth.gov.hk/english/resources/resources_forms/resources_forms.html



15. Statement on Students’ Consent to Being Photographed, Video-taped and Recorded

In order to provide a better understanding on our campus life for the public, parents and students, our school or organizations specified by our school will photograph, video-tape and record our students’ actions in school lessons and activities. The media recorded may be published and displayed publicly (on platforms including but not limited to our school website, school publications, Parent-Teacher Association newsletters and educational websites specified by our school) for the purpose of sharing our goodwill and effort in education with members of the public. Should the above statement be agreed, please fill out the reply slip. For inquiry, please contact our teacher-in-charge Mr. Hui Hung-kit for details.

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
1. When the Amber Rainstorm Warning Signal or Tropical Cyclone Warning Signal No.3 is issued	Students should attend school as usual.
2. When the Red or Black Rainstorm Warning Signal is issued from 6:00am onwards and before 8:00am	a) Students 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.
3. When Tropical Cyclone Warning Signals Pre-No. 8 / No. 8 or above is issued	a) students do not have to attend school that day. b) school tests or examinations will be postponed.
4. 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.

Should you have any enquiries, please do not hesitate to contact the school office.

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 2022.)

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. **Helping students become self-disciplined**
3. **Guidelines on bringing mobile phones to school**
4. **Arrangement of School Sports Days in compliance to the implementation of the “Vaccine Pass” policy at government premises**
5. **Collecting fees for learning materials and other miscellaneous items**

❖ Annual fee for PTA:

Students with siblings studying in our school will be counted as one unit. The fee will be paid by the elder brother or sister. (if applicable)

Name of sibling: _____ Class: _____

6. **Arrangement of the celebration of Wong Tai Sin’s Birthday**
7. **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.*

8. **Rules and regulations in PE lessons**

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

** Please tick the appropriate box.*

9. **Sik Sik Yuen Bursary Grants**

10. **Grantham Scholarships Fund - Grantham Maintenance Grants**
(only applicable to S.4 – S.6 students)

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. MTR Student Travel Scheme (2022 - 2023)

14. Student Health Service (only applicable to S.1 – S.3 students)

15. Statement on Students' Consent to Being Photographed, Video-taped and Recorded

I ☐ agree / ☐ do not agree my child to be photographed, video-taped and recorded by the school or organizations specified by the school for the purposed mentioned.

** Please tick the appropriate box.*

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

Parent's signature: _____

Student's name: _____

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

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可立中學（舊色園主辦）

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：一般為九月中至二月尾（中六級學生）或至五月尾（其他級學生）〕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. 如有遺失鎖匙，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. 假期及考試前後，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。

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 S.1-S.5: Mid of September to May; S.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.

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襖用。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。

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 S.1 to S.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 S.1 to S. 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.

