



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>



**2023-2024**  
**Circular September 2023**

1<sup>st</sup> September 2023

Dear Parents / Guardians,

At the 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 lessons of the new academic year**

Starting from 6<sup>th</sup> September, the arrangement for lessons is as follows:

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

**2. The weightings of the continuous assessment, uniform tests and examinations**

Two uniform tests and two examinations (except S.6) are arranged every year. The passing percentage of all subjects in S.1-S.6 is 50%. The weightings of continuous assessment, uniform tests and examinations are as follows:

S.1-S.5					
First Term			Second Term		
First Uniform Test	Continuous Assessment	First Examination	Second Uniform Test	Continuous Assessment	Final Examination
10%	6%	24%	10%	10%	40%

S.6		
First Uniform Test	Continuous Assessment	Mock Examination
15%	15%	70%

### **3. Helping students become self-disciplined**

The school is committed to collaborating with parents in cultivating students with good character, courtesy and self-discipline. Parents are advised to urge their children to comply with the school regulations strictly. Please refer to the student handbook for the school regulations.

### **4. 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 to ensure that learning and school life are 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 will be issued a demerit.

### **5. Annual General Meeting (AGM) cum Inauguration Ceremony of Parent-Teacher Association (PTA) and S.1 and S.2 Parents' Meeting**

The AGM cum Inauguration Ceremony of PTA and S.1 and S.2 Parents' Meeting has been scheduled on 28<sup>th</sup> September 2023 (Thursday) from 6 to 8 p.m. The rundown of the whole event is listed below:

1. AGM of PTA (Annual and financial report) cum Inauguration Ceremony
2. Thematic Talk on Positive Education
3. Briefing on Healthy School Programme
4. Meeting S.1 and S.2 class teachers

We cordially invite you to attend the above-mentioned event. Due to limited seating capacity, we welcome at most two parents from each family to attend. Students are not required to attend the meeting.

### **6. ePayment – DirectPay**

Starting from last year, our school had launched the ePayment system. Parents are strongly encouraged to use the system for the convenient and safe settlement of various payments to the school. ePayment eliminates the need for cash transactions and the chance of cash loss. Parents are requested to download AlipayHK App and complete the procedures of registration if they do not have an account of AlipayHK. ePayment Notices of school will be distributed to parents by eClass Parents App. Payments will be settled by the AlipayHK accounts of parents. For details, please refer to Apps Installation guides (Annex I) and ePayment notice user guide (Annex II).

ePayment notice video <https://youtu.be/YeKZJbU8ehM>



### **7. Collecting fees for learning materials and other miscellaneous items**

Please note the details of learning materials and miscellaneous items that students from each form must purchase for 2023 - 2024. Either AlipayHK, 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 on the back of the cheque. If paid by cash or cheque, students are to settle the payment during the class period on **5<sup>th</sup> September 2023** (Tuesday).

	<b>Items</b>	<b>S.1</b>	<b>S.2</b>	<b>S.3</b>	<b>S.4</b>	<b>S.5</b>	<b>S.6</b>
1	Fees for special purposes – improving school facilities and equipment for students <sup>1</sup>	\$210	\$210	\$210	\$210	\$210	\$210
2	Tong Fai <sup>1</sup>	-----	-----	-----	\$340	\$340	\$340
3	Exercise books and student handbook (Refer to the table below)	\$88.30	\$88.30	89.60	\$74.60	\$74.60	\$58.40
4	Annual fee for Parents and Teachers Association <sup>2</sup>	\$20	\$20	\$20	\$20	\$20	\$20
5	House fee	\$10	\$10	\$10	\$10	\$10	\$10
Total amount:		\$328.3	\$328.3	\$329.6	\$654.6	\$654.6	\$638.4

**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 by **8<sup>th</sup> September**. Moreover, parents who have applied for the 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 / \$	S1		S2		S3		S4		S5		S6	
		Qty	Sub-total	Qty	Sub-total	Qty	Sub-total	Qty	Sub-total	Qty	Sub-total	Qty	Sub-total
Single-lined paper (A4, single sheet, 100 pieces)	\$ 9.00	--	--	--	--	--	--	1	\$ 9.00	1	\$ 9.00	1	\$ 9.00
Short exercise book	\$ 1.20	14	\$ 16.80	14	\$ 16.80	13	\$ 15.60	8	\$ 9.60	8	\$ 9.60	7	\$ 8.40
Long exercise book (20 pages)	\$ 1.50	--	--	--	--	1	\$ 1.50	--	--	--	--	--	--
Long exercise book (40 pages)	\$ 2.50	3	\$ 7.50	3	\$ 7.50	2	\$ 5.00	1	\$ 2.50	1	\$ 2.50	1	\$ 2.50
A4 Folder (green)	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50
A4 Folder (black)	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50
A4 Folder (yellow))	\$ 3.50	2	\$ 7.00	2	\$ 7.00	3	\$ 10.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50
A4 Folder (blue)	\$ 3.50	3	\$ 10.50	3	\$ 10.50	3	\$ 10.50	1	\$ 3.50	1	\$ 3.50	1	\$ 3.50
Student handbook	\$ 9.50	1	\$ 9.50	1	\$ 9.50	1	\$ 9.50	1	\$ 9.50	1	\$ 9.50	1	\$ 9.50
F4 Folder (5 compartments, transparent)	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00
F4 Folder (5 compartments, red)	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00
F4 Folder (5 compartments, yellow)	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00
F4 Folder (5 compartments, blue)	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	--	--
F4 Folder (5 compartments, purple)	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	--	--
F4 Folder (5 compartments, green)	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	1	\$ 5.00	--	--
Total (per student) / \$:		\$ 88.30		\$ 88.30		\$ 89.60		\$ 74.60		\$ 74.60		\$ 58.40	

### **8. 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 III) 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.

### **9. Rules and regulations in PE lessons**

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

### **10. 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 27<sup>th</sup> June or our school website. The deadline for submitting application forms and related documents is **5<sup>th</sup> September 2023** (Tuesday).

### **11. 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 be in receipt of the Comprehensive Social Security Assistance (CSSA) in his/ her name or as a member of 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 **12<sup>th</sup> September 2023** (Tuesday). 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>



### **12. 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:

##### (a) 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 the Speech and Music Festival, fees for outings or entrance fees of visits.

##### (b) 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 are in receipt of the 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 the Comprehensive Social Security Assistance (CSSA) should hand in a copy of the certification issued by the 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<sup>st</sup> September 2023 to 15<sup>th</sup> August 2024**

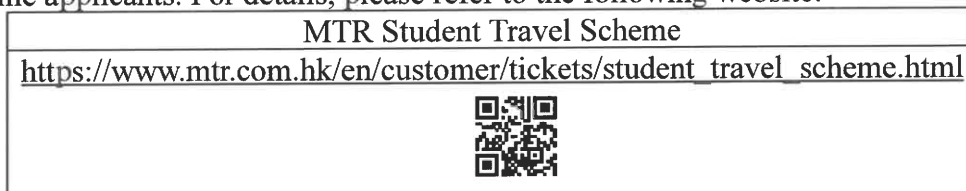
### **13. School textbook assistance, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges**

1. For students who have not applied for these subsidies before, please obtain the application form from the General Office or download one from the webpage of the Student Finance Office (SFO).
2. Upon receiving the temporary notification issued by the SFO, students should submit the Eligibility Certificate (EC) issued by the SFO to class teacher(s) **on or before 5<sup>th</sup> September 2023 (Tuesday)**. The document will be stamped with the school chop and sent to the SFO by school.
  - (a) If the student's family is in receipt of the Comprehensive Social Security Assistance (CSSA) and the application for the subsidies in 2023/24 has been approved, the submission of the EC is not required.
  - (b) Parents are advised to make a photocopy of the EC before submitting it 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) is for needy families to meet the Internet access charges for e-learning at home for their children (e.g. 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.



### **14. MTR Student Travel Scheme (2023 - 2024)**

MTR Cooperation Limited is going to further digitalize the Scheme's application process covering both new and renewal applications starting from the 2023- 2024 academic year, to bring greater convenience to the Scheme applicants. For details, please refer to the following website:



### **15. 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 2023 - 2024" and submit the document with the parent's signature **on or before 5<sup>th</sup> September 2023 (Tuesday)** to class teachers. Class teachers will distribute the documents to students on 4<sup>th</sup> September. For details, please refer to the homepage of the Department of Health:

Department of Health
<a href="https://www.studenthealth.gov.hk/english/resources/resources_forms/resources_forms.html">https://www.studenthealth.gov.hk/english/resources/resources_forms/resources_forms.html</a>


#### **16. 2023/24 Seasonal Influenza Vaccine School Outreach (Free) Programme – Secondary School Outreach**

The Department of Health will provide influenza vaccine (injectable-quadrivalent inactivated seasonal influenza vaccine) (brand name: Abbott, origin: Netherlands, number: HK-66197) to our school and arrange medical institution to administer seasonal influenza vaccine to S.1 to S.6 students on **6<sup>th</sup> November 2023 (Monday)**. The participation form and consent form will be distributed to students by class teachers on **4<sup>th</sup> September 2023**. Students who wish to participate in the seasonal influenza vaccination must return the forms on or **before 8 September 2023 (Friday)**. When filling in the consent form, please refer to the Notes on Attachment (Annex 5). Please note that late submissions will be regarded as not requiring vaccination. Students who do not wish to be vaccinated are also required to return the consent form for school filing.

#### **17. Statement on students' consent to being photographed and recorded**

To provide a better understanding of our campus life for the public, parents and students, our school or organizations specified by our school will photograph and record our students during school lessons and activities. The photographs or videos may be published and displayed internally (on platforms including but not limited to our school website, school publications, Parent-Teacher Association newsletters and educational websites specified by our school) so as to share our goodwill and effort in education with others. **If parents do not agree with the use of the photograph and videos of your child for the above purposes, please indicate in the reply slip.**

#### **18. Matters relating to the handling of the Mainland Travel Permit for Hong Kong and Macao Residents (commonly known as the Home Return Permit)**

With a view to providing students with different learning experiences in line with the school curriculum, deepening their understanding of the Mainland's history, culture, technology and economic development, and enhancing their national identity, the school intends to arrange teachers and students to participate in the "Mainland Exchange Programme for Secondary School Students" relaunched by the Education Bureau this school year, students participating in the "Mainland Exchange Programme for Secondary School Students" are required to present valid identity cards (including Hong Kong Identity Card and Home Return Permit). Parents are advised to arrange for your child to renew or apply for a Home Return Permit as soon as possible if your child have never applied for a Home Return Permit or the Home Return Permit will expire **before 30<sup>th</sup> September 2024**. For details, please refer to the homepage of the Hong Kong CTS Document Services Limited:

Hong Kong CTS Document Services Limited
<a href="https://www.ctshk.com/pass/bookterms.jsp">https://www.ctshk.com/pass/bookterms.jsp</a>


#### **19. The Quality Education Fund – Provision of Subsidy to Needy Students for Purchasing Mobile Computer Devices**

This year, the Quality Education Fund continues to subsidize secondary schools to purchase mobile computer devices for loan to needy students.

Eligible Beneficiaries include students who receive the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department or a full grant/half grant of the School Textbook Assistance Scheme (STAS). Also, student beneficiaries should not have received similar government assistance before, including the Community Care Fund Assistance Programme, unless the assistance was received at least 3 years ago and the computer device can no longer match the school's education needs. If your family faces financial difficulties but is not receiving CSSA or STAS due to special circumstances, you may provide the school with a parent's letter and supplementary information. We will try to identify the needs according to school-based criteria.

According to the Disbursement Arrangements, the subsidy will be disbursed to schools for purchasing the devices for students. Please note that the ownership of the computer devices belongs to the school under this funding. In light of the design of respective e-learning programmes and the needs of students, the school will determine device specifications and make a bulk purchase. Our school would like to collect the information of beneficiary students and set out procurement procedures (including conducting quotation/tender exercises, signing agreements with suppliers, etc.). As the procedures take time, parents are kindly reminded to wait patiently. The school will announce the progress in due course. Please return the slip with a copy of the certification (if applicable) **on or before 5<sup>th</sup> September 2023**.

## **20. Arrangements for school classes in case of bad weather and emergencies**

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

<b>Weather conditions</b>	<b>Corresponding measures</b>
1. When the Amber Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 3 or below is issued	Students should attend school as usual.
2. When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3 or 1 by 5:30 am	Unless a previous announcement has been made by EDB to the effect that classes will be suspended for the entire day, classes will continue as usual.
3. When the Red or Black Rainstorm Warning Signal is issued from 5:30 am onwards and before 6:00 am	(a) Classes are to be suspended all day. Test or examination on that day (if any) will be postponed to the first school day after the examination. (b) Students who have not left for school should stay home. (c) The school will implement contingency measures and arrange staff to look after the students who might arrive at school and ensure that conditions are safe before allowing students to return home.
4. When the Red or Black Rainstorm Warning Signal is issued from 6:00 am onwards and before 8:00 am	(a) Classes are to be suspended all day. Test or examination on that day (if any) will be postponed to the first school day after the examination. (b) Students who have not left for school should stay home. (c) The school will keep the premises open and implement contingency measures to look after students who have arrived at school.

	(d) Students who have already arrived at school should remain in school until it is safe for them to return home.
5. When Tropical Cyclone Warning Signal Pre-No. 8/ No. 8 above is issued	(a) Students do not have to attend school that day. (b) School tests or examinations will be postponed.
6. 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 emergencies, students will be properly arranged to leave school based on parents' preference. Please indicate your preference in the reply slip.

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

If any student falls sick or has minor accidents during lessons or activities held at school, teachers who have the first-aid certification will give immediate care to students. If prompt treatment is needed, the school will immediately call the police 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 the Hospital Authority are effective as of 18 June 2017. The charge of using accident and emergency services is \$180 per eligible person (holder of a Hong Kong Identity Card issued under the Registration of Persons Ordinance). Therefore, the student's parent is to pay such a fee. Please note the following guidelines:

1. Upon arriving at the Accident & Emergency Department of a public hospital, the student will be given treatment by the medical staff.
2. The student will receive the 'payment advice'. If the payment cannot be settled immediately, it can be settled later.
3. Any patient who cannot afford medical expenses in the public sector can apply for a medical fee waiver at the Medical Social Services Units of public hospitals.
4. The school has purchased 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 inquiries, please do not hesitate to contact the school office.

Thank you very much for your kind attention.

Yours faithfully,



Ms. LAI Lok-ki  
Principal





**Reply Slip**  
*(Please return the slip on or before 7<sup>th</sup> September 2023.)*

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

Dear Principal,

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

1. Arrangement for lessons of the new academic year
2. The weightings of the continuous assessment, uniform tests and examinations
3. Helping students become self-disciplined
4. Guidelines on bringing mobile phones to school
5. Annual General Meeting (AGM) cum Inauguration Ceremony of Parent-Teacher Association (PTA) and S.1 and S.2 Parents' Meeting

I **would attend** the event. (Number of parents: \_\_\_\_\_)

*I would like to know more about and/or discuss the following item(s) with the class teachers (if any):*

\_\_\_\_\_  
 I **would not attend** the event.

*\*Please tick the appropriate box.*

6. ePayment – DirectPay
7. 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: \_\_\_\_\_

8. 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.*

9. Rules and regulations in PE lessons

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

*\* Please tick the appropriate box.*

10. Sik Sik Yuen Bursary Grants

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

12. 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 in receipt of the Comprehensive Social Security Assistance (CSSA) Scheme (please submit a copy of the relevant document.)

My child has been approved by the Student Financial Assistance Office for full funding for the 2023/2024 academic year.

I have special financial needs in my family, please indicate:

My child has been approved by the Student Financial Assistance Office for half funding (half subsidy) for the 2023/2024 academic year.

Other needs: An application letter detailing the family's financial situations such as family income, need to support family members or special financial difficulties, etc., must be submitted to the class teachers.

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

*\* Please tick the appropriate box.*

**13. School textbook assistance, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges**

**14. MTR Student Travel Scheme (2023 - 2024)**

**15. Student Health Service**

**16. 2023/24 Seasonal Influenza Vaccine School Outreach (Free) Programme – Secondary School Outreach**

**17. Statement on students' consent to being photographed and recorded**

I do not agree that the images and videos taken by my child through the school or an organization designated by the school may be published and broadcast in the school when necessary.

*\* Please tick the box if necessary, leaving blank means agreeing.*

The reasons are stated as follow: \_\_\_\_\_

**18. Matters relating to the handling of the Mainland Travel Permit for Hong Kong and Macao Residents (commonly known as the Home Return Permit)**

**19. The Quality Education Fund – Provision of Subsidy to Needy Students for Purchasing Mobile Computer Devices**

My child is *eligible* for application and *needs* to apply for financial assistance. My child:

is currently receiving the Comprehensive Social Security Assistance (CSSA).

*(Please attach a copy of the certification.)*

is currently receiving the School Textbook Assistance (Full Grant).

is currently receiving the School Textbook Assistance (Half Grant).

Also, my child:

did not receive similar government assistance before, including the Community Care Fund Assistance Programme

received similar government assistance before. However, the assistance was received at least 3 years ago, and the computer device can no longer match the school's education needs. (The computer device involved will be checked by our staff in this case)

My child is *eligible* but *does not need* to apply for financial assistance.

My child is *not eligible* for application.

*\* Please tick the appropriate box.*

**20. Arrangements for school classes in case of bad weather and emergencies**

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.*

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

Parent's name: \_\_\_\_\_ signature: \_\_\_\_\_

Student's name: \_\_\_\_\_

Student's class & class no.: \_\_\_\_\_ ( )