



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

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2025-2026
Circular September 2025

1st September 2025

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**

New school term starts on 1st September 2025. 2nd and 3rd September are special school days. School starts at 8:05 am and ends at 12:15 pm.

Starting from 4th September, the arrangement for lessons is as follows:

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

2. **Outstanding Achievements in the 2025 HKDSE**

Our students have achieved outstanding results in the 2025 Hong Kong Diploma of Secondary Education Examination (HKDSE), gaining admissions to undergraduate programmes at prestigious local universities, including the University of Hong Kong, the Chinese University of Hong Kong, the Hong Kong University of Science and Technology and the Hong Kong Polytechnic University, etc. Nearly 70% of students achieved "332A" in core subjects. Additionally, 10 subjects attaining Level 4 or above and 9 subjects attaining Level 5 or above surpassed the territory-wide standard. Among them, one student was admitted to the Faculty of Medicine at The University of Hong Kong. Teachers and students will continue to strive for excellence together.

3. **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 term Uniform Test	Continuous Assessment	First term Examination	Second term Uniform Test	Continuous Assessment	Final Examination
10%	6%	24%	10%	10%	40%

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

4. **Assisting students in developing self-discipline**

The school is committed to collaborating with parents to nurture students with good character, courtesy and self-discipline. Parents are strongly encouraged to advise their children to adhere to the school regulations. For detailed information on these regulations, please refer to the Student Handbook.

5. **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.

6. **Treatment concerning students' serious lateness**

From this academic year onwards, we will place an even greater emphasis on encouraging punctuality among our students. We hope that parents will emphasize the importance of the school rules to their children and encourage them to adhere to them strictly. A student who returns to school after **8:30 a.m.** without a reasonable explanation will be recorded as **"Serious lateness"**. Two instances will result in **one demerit**. Furthermore, if a student returns after **10:40 am** without a reasonable explanation, it will be treated as skipping class, and they will be marked as half a day absent.

7. **Annual General Meeting (AGM) cum 16th Executive Committee Election of Parent-Teacher Association (PTA) and S.1 and S.2 Parents' Meeting**

The AGM cum 16th Executive Committee Election of PTA and S.1 and S.2 Parents' Meeting has been scheduled on 3rd October 2025 (Friday) from 6 to 8 p.m. The rundown of the whole event is listed below:

1. AGM of PTA (Annual and financial report) cum 16th Executive Committee Election and 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.

8. ePayment – DirectPay

Our school has launched the ePayment system since last year. 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 the AlipayHK App and complete the procedures of registration if they do not have an account of AlipayHK. The school ePayment notices will be distributed to parents via eClass Parents App. Payments will be settled by the parents' AlipayHK accounts. For details, please refer to the app installation guide (Annex I) and ePayment user guide (Annex II).

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



9. 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 2025- 2026. 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 **3rd September 2025** (Wednesday).

	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)	\$81.1	\$81.1	\$80.6	\$67.7	\$67.7	\$58.5
4	Annual fee for Parent-Teacher Association ²	\$20	\$20	\$20	\$20	\$20	\$20
5	House fee	\$10	\$10	\$10	\$10	\$10	\$10
Total amount:		\$321.1	\$321.1	\$320.6	\$647.7	\$647.7	\$638.5

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 **5th 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 line paper (A4, single sheet, 100 pieces)	8	-	-	-	-	-	-	1	8	1	8	1	8
Short exercise book	2	15	30	15	30	16	32	8	16	8	16	7	14
Long exercise book (40 pages)	4	3	12	3	12	2	8	1	4	1	4	1	4
A4 Folder (green)	1.5	1	1.5	2	3	1	1.5	1	1.5	1	1.5	1	1.5
A4 Folder (yellow)	1.5	3	4.5	2	3	3	4.5	1	1.5	1	1.5	1	1.5
A4 Folder (blue)	1.5	1	1.5	1	1.5	2	3	1	1.5	1	1.5	1	1.5
F4 Folder (5 layers, Transparent)	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6

F4 Folder (5 layers, red)	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6
F4 Folder (5 layers, yellow)	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6
F4 Folder (5 layers, blue)	3.6	1	3.6	1	3.6	1	3.6	2	7.2	2	7.2	1	3.6
F4 Folder (5 layers, purple)	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6	-	-
F4 Folder (5 layers, green)	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6	1	3.6
Student handbook	10	1	10	1	10	1	10	1	10	1	10	1	10
Total (per student) / \$:		81.1		81.1		80.6		67.7		67.7		58.5	

10. **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 lockers if they fail to comply with the regulations.

11. **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.

12. **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 26th June or our school website. The deadline for submitting application forms and related documents is **5th September 2025** (Friday).

13. **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 **12th September 2025** (Friday). For details, parents and students should refer to the webpage of Student Finance Office (SFO).

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


14. **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 Programmes:

(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 programmes.

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: **1st September 2025 to 14th August 2026**

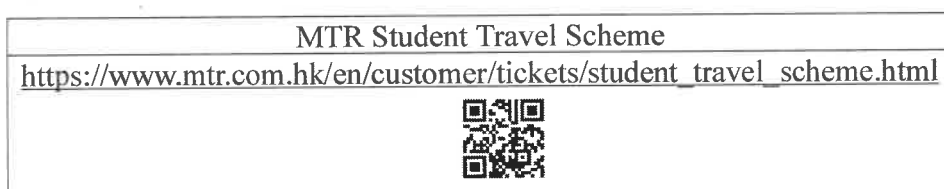
15. School Textbook Assistance, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges

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 5th September 2025 (Friday).** 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 2025/26 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.



16. MTR Student Travel Scheme (2025 - 2026)

MTR Cooperation Limited is going to further digitalize the Scheme's application process, including both new and renewal applications, starting from the 2025 - 2026 academic year to bring greater convenience for applicants. For details, please refer to the following website:





17. Student Health Service (2025 – 2026)

The Student Health Service of the Department of Health is now conducting enrolment exercise for the 2025/2026 school year via the E-enrolment platform (Annex V). Each enrolled student will be given an annual appointment within the period from November 2025 to October 2026.

The designated centre for our school is Tsz Wan Shan Wu York Yu Student Health Service Centre and its address is 2/F Wu York Yu Health Centre, 55 Sheung Fung Street, Tsz Wan Shan.

Students who are interested in participating in the Student Health Service can scan the QR code below to enter the webpage, complete the enrolment form and submit directly on the online portal. If parents encounter any issue while filling out the form, they can view the demonstration video with links below or contact the Department of Health at 2856 9133 for assistance.

Application period:	8 th – 21 st Sept, 2025		
QR code:		Demonstration video:	https://youtu.be/LdWd7KBTSfU 

18. 2025/26 Seasonal Influenza Vaccine School Outreach (Free of Charge) Programme

The Department of Health will provide influenza vaccine (injectable-quadrivalent inactivated seasonal influenza vaccine) to our school and arrange medical institution to administer seasonal influenza vaccine to S.1 to S.6 students on **13th November 2025 (Thursday)**. The participation form and consent form will be distributed to students by class teachers on **1st September 2025**. Students who wish to participate in the seasonal influenza vaccination must return the forms on or **before 5th September 2025 (Friday)**. When filling in the consent form, please refer to the Notes on Attachment (Annex VI). Please note that late submissions will be considered as opting out of vaccination. Students who do not wish to be vaccinated must also return the consent form for school records.

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

In order to provide a better understanding on our campus life to the public, parents and students, our school, Sik Sik Yuen or organizations specified by our school will photograph, video-tape and record students' actions during school lessons and activities. The media recorded may be published and displayed internally (on platforms including but not limited to our school website, Facebook, IG, 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. Parents please indicate on the reply slip if you consent to your child being photographed, video-taped or recorded.

20. 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. Students must comply with the “Acceptable Use Policy” (AUP) and return the borrowed equipment when they leave school for various reasons (including graduation, transfer to another school, etc.) Please return the slip with a copy of the certification (if applicable) **on or before 8th September 2025**.

21. 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:

Weather conditions	Corresponding measures
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.

22. 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.

23. About Opening of the Study Room

To provide a conducive learning environment for students to focus on their studies and complete assignments after classes, our school will open the study room starting from September 15 (Monday). Details are as follows:

Date: Every Monday to Friday (on school days)

Venue: Room 407 (on 11th October, it will be changed to Room 309)

Time: 4:00pm to 5:30pm

Should you have any enquiries regarding the Study Room, please do not hesitate to contact Mr. Chan Lap-hin and Ms. Wong Yim-ling.

24. Celebration of Wong Tai Sin's Birthday

The school is going to celebrate the birthday of Master Wong Tai Sin on **14th October 2025 (Tuesday)**. On that day, the school starts at **8:05 a.m.** and ends at **12:45 p.m.**

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 5th September 2025.)

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. Outstanding Achievements in the 2025 HKDSE
3. The weightings of the continuous assessment, uniform tests and examinations
4. Helping students become self-disciplined
5. Guidelines on bringing mobile phones to school
6. Treatment concerning students' serious lateness
7. Annual General Meeting (AGM) cum 16th Executive Committee Election 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.*

8. ePayment – DirectPay

9. 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: _____

10. 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.*

11. Rules and regulations in PE lessons

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

** Please tick the appropriate box.*

12. Sik Sik Yuen Bursary Grants

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

14. 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 2025/2026 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 2025/2026 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.*

15. School Textbook Assistance, Student Travel Subsidy and Subsidy Scheme for Internet Access

Charges

16. MTR Student Travel Scheme (2025 - 2026)

17. Student Health Service

18. 2025/26 Seasonal Influenza Vaccine School Outreach (Free of Charge) Programme

19. Statement on students' consent to being photographed, video-taped and recorded

- ☐ I **agree** my child to be photographed, video-taped and recorded by the school, Sik Sik Yuen or organizations specified by the school for the purposed mentioned.
- ☐ I **do not agree** my child to be photographed, video-taped and recorded by the school, Sik Sik Yuen or organizations specified by the school for the purposed mentioned. (A declaration form with the photo of your child will be given in this case for verification. Please sign the declaration form and return it to the school within one week.)

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

20. 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:

☐ have not received similar government assistance before, including the Community Care Fund Assistance Programme.

☐ have 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.*

21. 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.*

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

23. About Opening of the Study Room

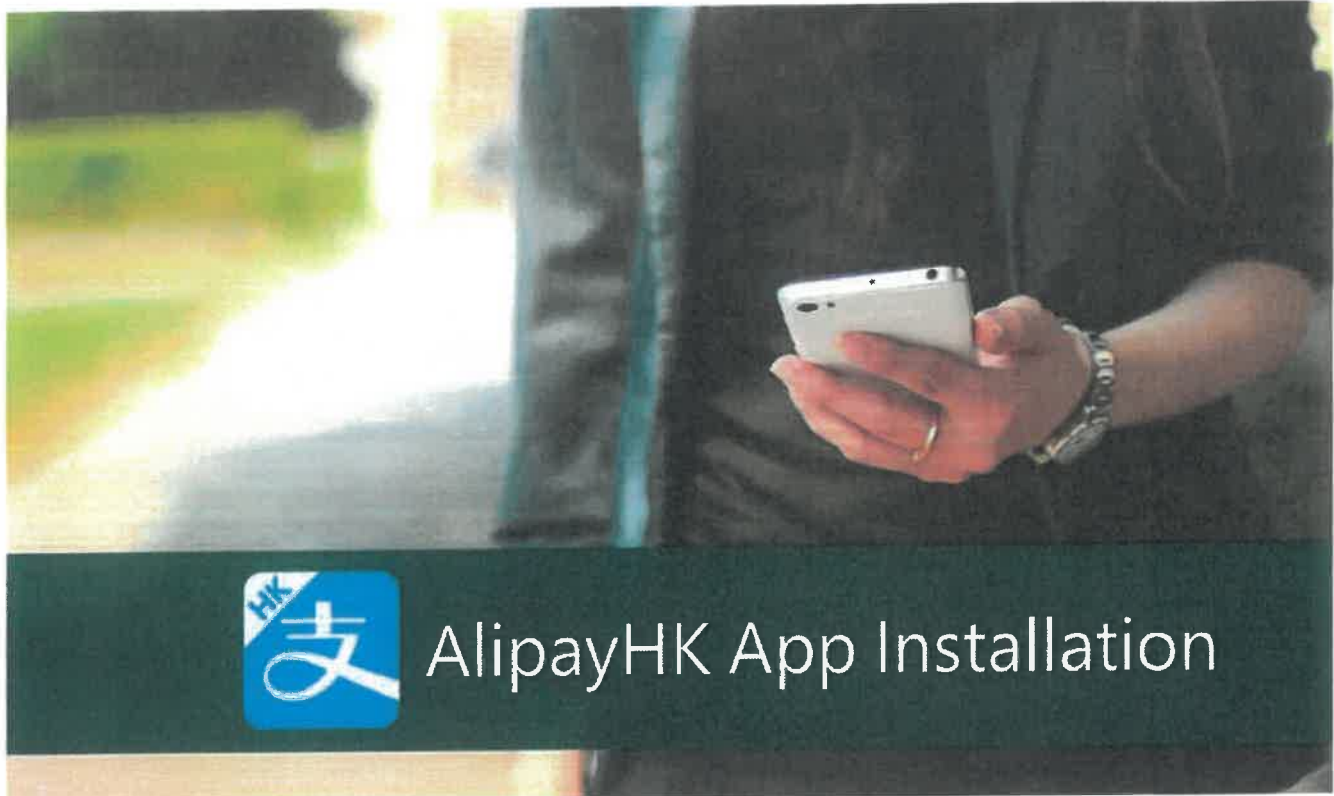
24. Celebration of Wong Tai Sin's Birthday

Parent's name: _____

Signature: _____

Student's name: _____

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



Functions related to eClass ePayment will be shown only
 For other functions, please refer to the following link:
<https://www.AlipayHK.com/zh/shoppers>

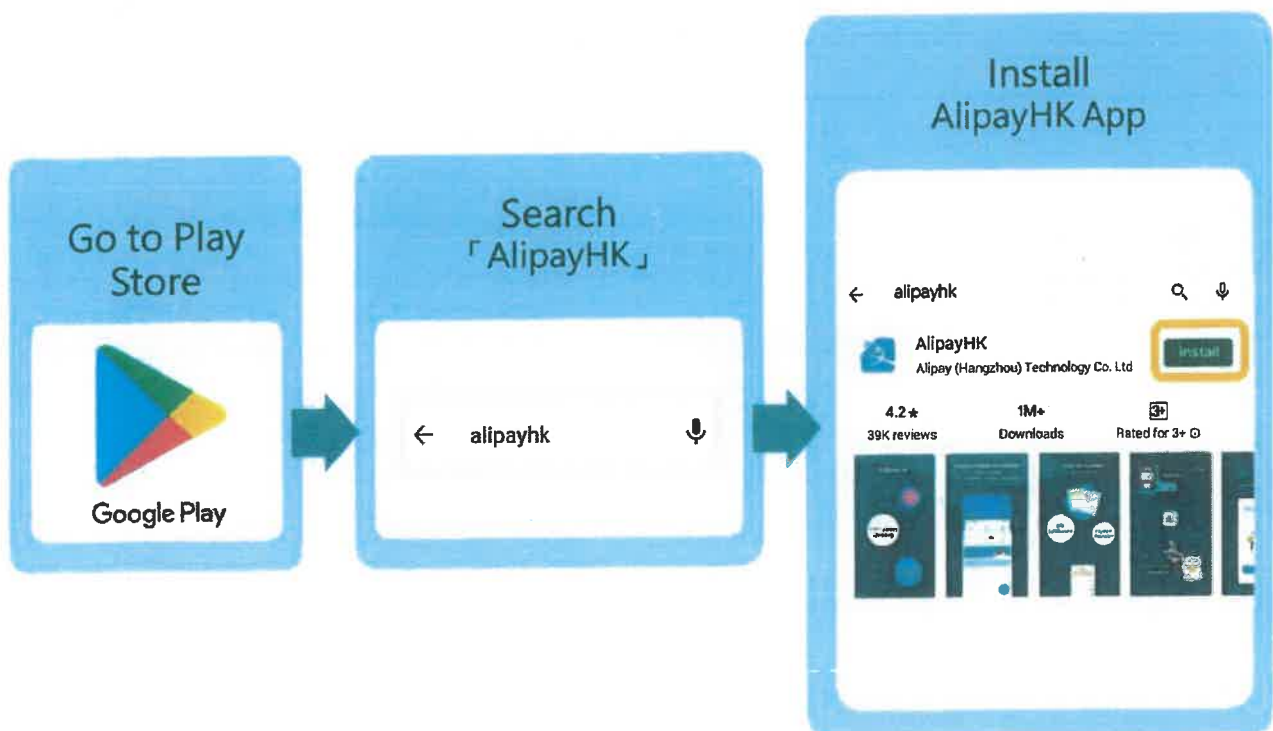
eClass



Installation (Android)

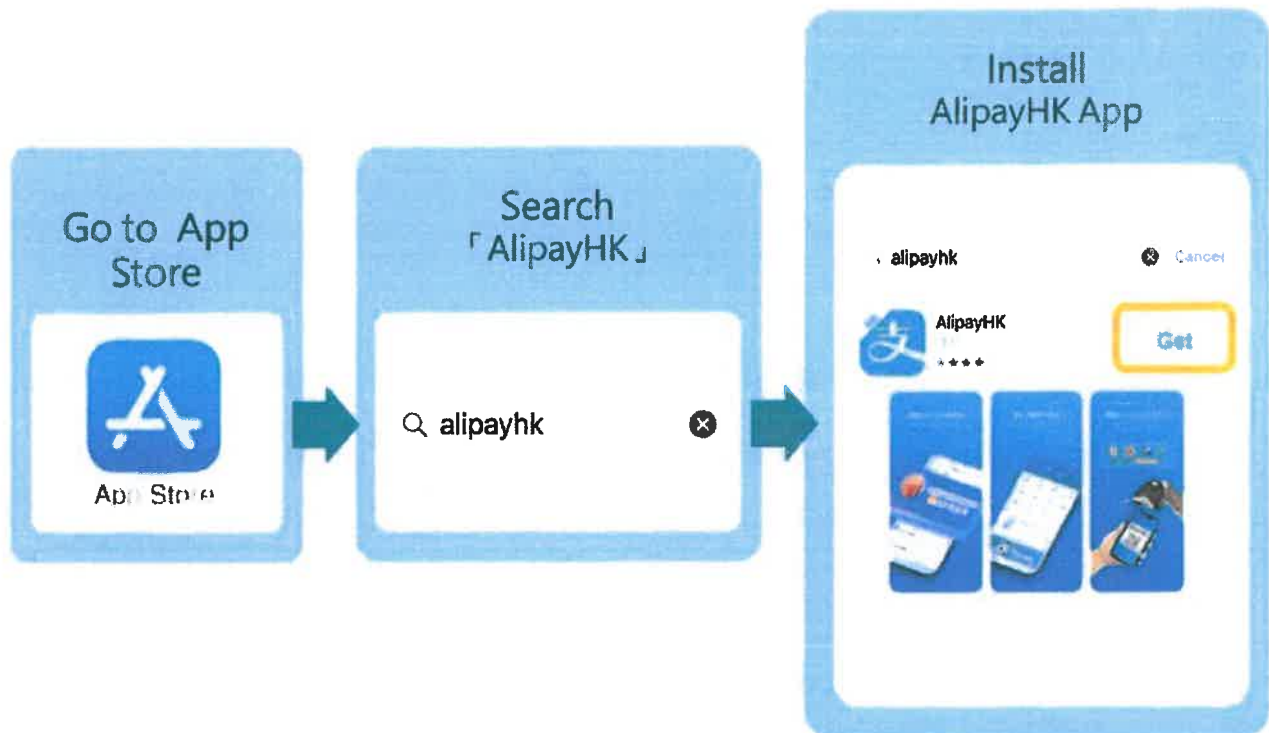


eClass



Installation (iOS)

eClass



Installation (Android / iOS)

eClass



> Alipay HK APP– Create Account

The screenshot shows the AlipayHK app creation process, divided into three main steps:

- Create account:** The user enters their region (Hong Kong, China) and a phone number (+852 12345678). A "Create account" button is visible.
- Enter verification code:** The user receives an SMS verification code (852-12345678) and enters it into a text box. A "Receiving SMS in 49s" timer is shown.
- Create login password:** The user creates a login password (8-20 characters).

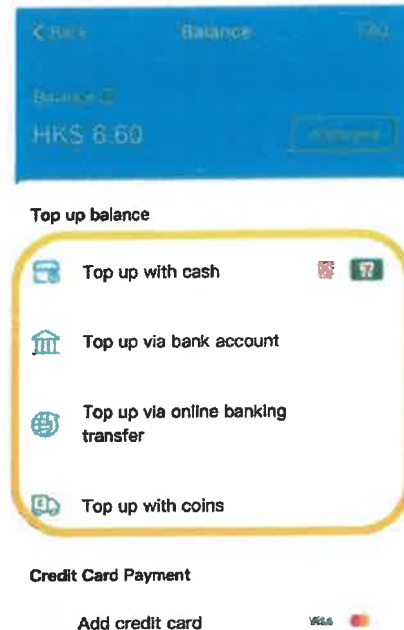
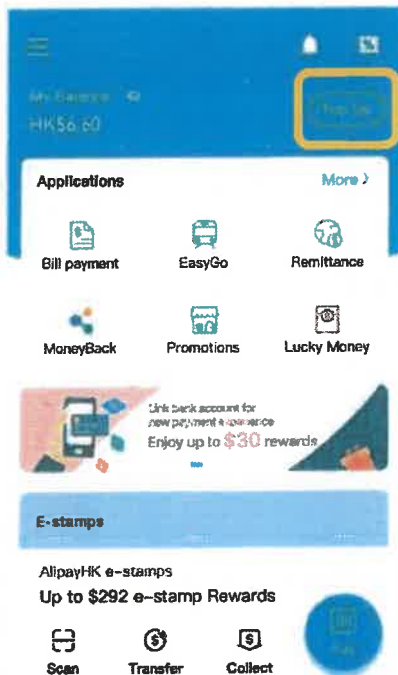


ePayment related (Android / iOS)



eClass

> Alipay HK APP – Top up

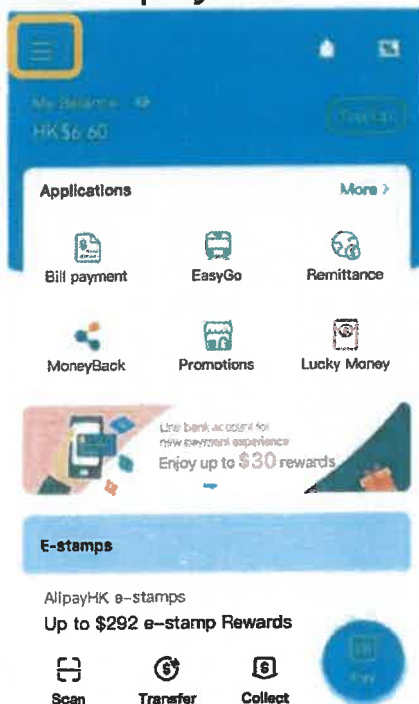


ePayment related (Android / iOS)



eClass

> Alipay HK APP – Transaction History



< Back Transaction History		
	BroadLearning Educ... 29/07	-HK\$30.00
	BroadLearning Educ... 29/07	-HK\$30.00
	BroadLearning Educ... 29/07	-HK\$1.00
	BroadLearning Educ... 29/07	-HK\$30.00
	BroadLearning Educ... 29/07	-HK\$1.00



email support@broadlearning.com

Parents Hotline 3913 3211

Thank you
Goodbye !



User Guide for Parents

[IP Secondary School]

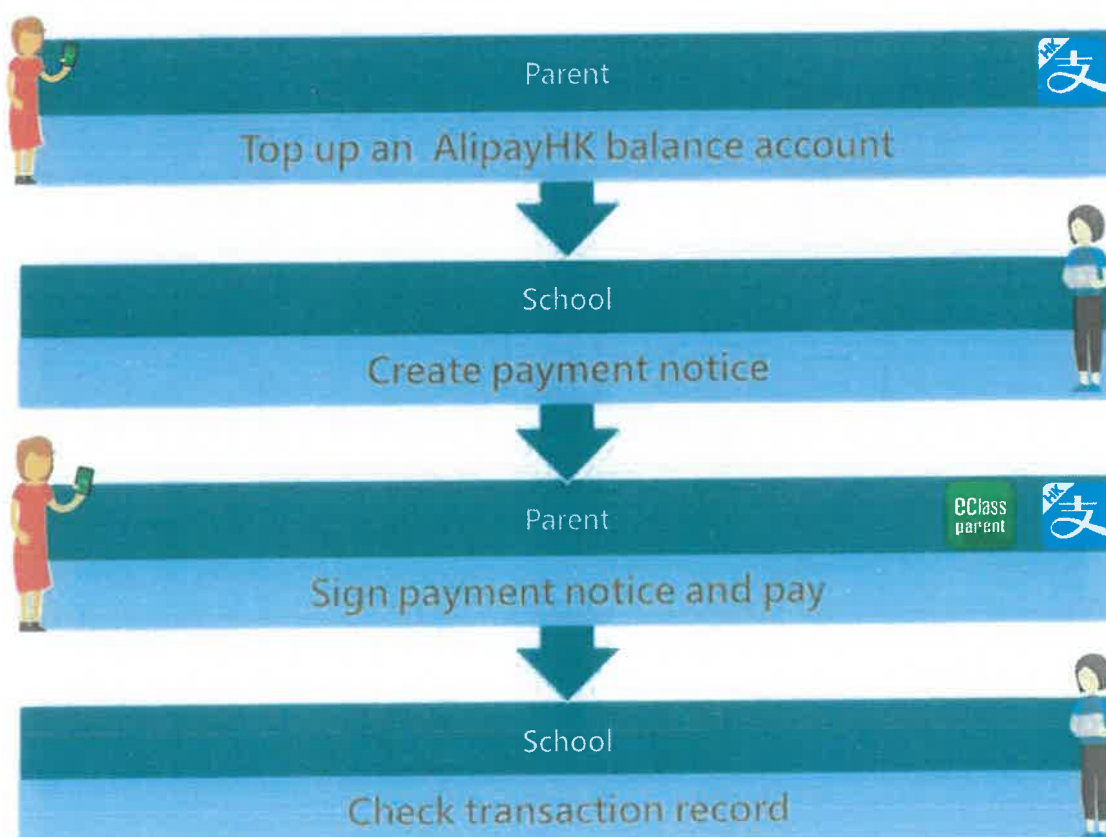
Update Date: 03/2019

eClass



ePayment Flow

eClass





System Design

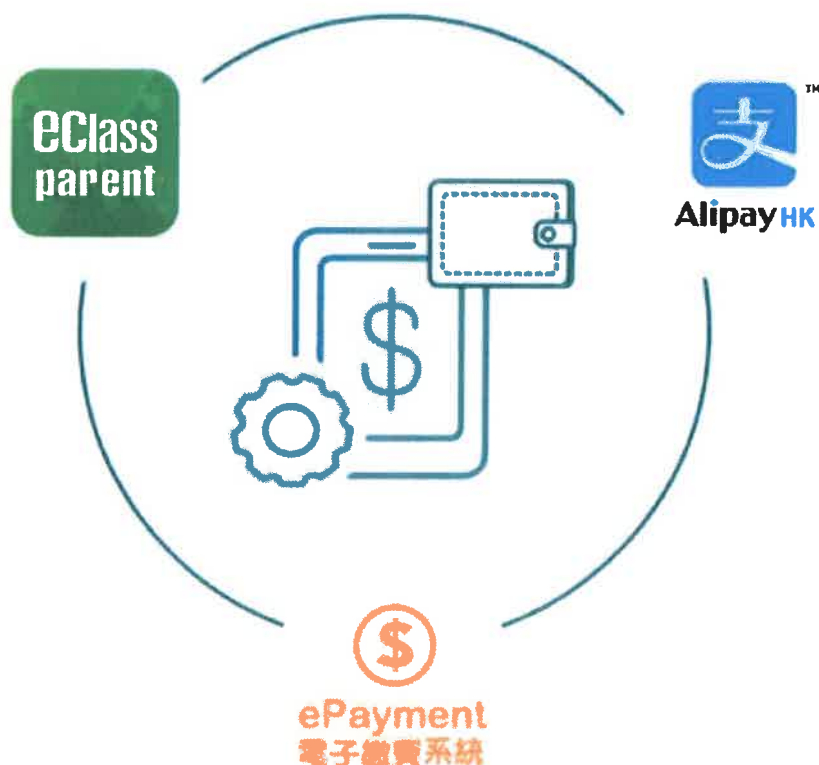
eClass

- A positive balance in your AlipayHK App account for making payments
- NO partial payment
- Payment Notice can only be signed with eClass Parent App
- Payment Notice can only be signed ONCE
- Signed Payment Notice cannot be changed



Prerequisite of using eWallet

eClass

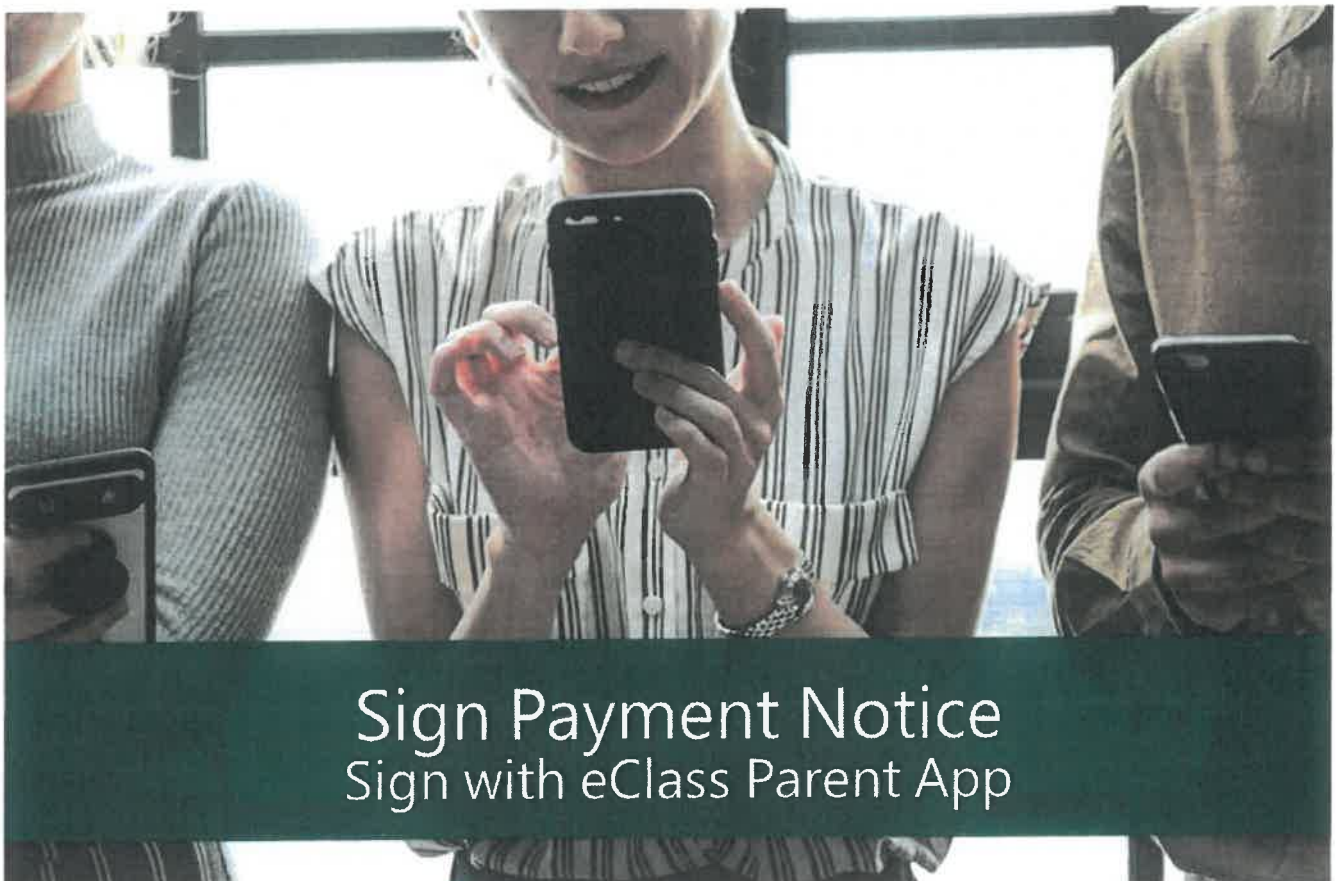




System Integration



1. eClass Integrated Platform
2. eClass Parent App
3. AlipayHK App



Sign Payment Notice
Sign with eClass Parent App



eNotice

Sign eNotice

eClass



android



iOS

Push Message

eClass To: Hui Pak Nam 30/7/20
請於2020-08-29 23:59:59或之前簽署電子通告

ECLASS (PARENT) now
最新電子通告提示 [BL2020072901]
Latest eNotice alert [BL2020072901]
請於 2020-08-12 23:59:59或之前簽署電子通告
BL2020072901 "[ENG][Whether to Pay]
Newspaper Subscription"
Please sign the eNotice BL2020072901 titled "

Push Message (Users may check back previous messages)

Click "View Details"
to check the notice.

Push Message

Hui Pak Nam
6A

**最新電子通告提示 [BL2020072901]
Latest eNotice alert [BL2020072901]**

請於2020-08-12 23:59:59或之前簽署電子通告
BL2020072901 "[ENG][Must Pay] English Class
Reader"
Please sign the eNotice BL2020072901 titled
"[ENG][Must Pay] English Class Reader" on or before
2020-08-12 23:59:59.

Today 12:52:41 PM

[View Details](#)

Push Message

Hui Pak Nam

**最新電子通告提示
[BL2020072901]
Latest eNotice alert
[BL2020072901]**

請於 2020-08-12 23:59:59或之前簽署電子
通告 BL2020072901 "[ENG][Whether to
Pay] Newspaper Subscription"
Please sign the eNotice BL2020072901
titled "[ENG][Whether to Pay] Newspaper
Subscription" on or before 2020-08-12
23:59:59.

2020-07-29 11:47:30

[View Details](#)



eNotice

Sign eNotice

eClass



android



iOS

1. Select "eNotice."

Hui Pak Nam
6A

- Home
- Push Message
- School News
- eNotice**
- School Calendar
- eHomework

training 3-s.eclassic.com

Hui Pak Nam
6A

Push Message More

**最新電子通告提示 [20200731]
Latest eNotice alert [20200731]**

**最新電子通告提示 [20200727A]
Latest eNotice alert [20200727A]**

Home Push School News **eNotice** More



eNotice
Sign eNotice

eClass



android



iOS

2. Check Payment Notice.

eNotice

BL2020072801
[ENG][Must Pay] English Class Reader
Today

BL2020072901
[ENG][Whether to Pay] Newspaper Subscription
Today

BL2020072903
[ENG][All-in-One] VOLUNTEER RECRUITMENT
Today

Sign

Sign

Sign

ePayment Notice

eNotice

All

Search

BL2020072801
[ENG][Must Pay] English Class Reader
2020-07-29

BL2020072901
[ENG][Whether to Pay] Newspaper Subscription
2020-07-29

BL2020072903
[ENG][All-in-One] VOLUNTEER RECRUITMENT
2020-07-29

Sign

Sign

Sign

ePayment Notice



eNotice
Sign eNotice

eClass



android



iOS

3. Sign Payment Notice

Reply and click
"Sign"

eNotice

Misc

Reply Slip

Newspaper subscription (\$30.00)

Subscribe Young Post

NOT to subscribe Young Post

Total Amount : \$30.00

Please fill in the above reply slip and click Sign button to sign this notice.

Payment method

AlipayHK

Sign

eNotice

Misc

Reply Slip

1. Newspaper subscription (\$30.00)

Subscribe Young Post

NOT to subscribe Young Post

Total Amount : \$0.00

Please fill in the above reply slip and click Sign button to sign this notice.

Payment method

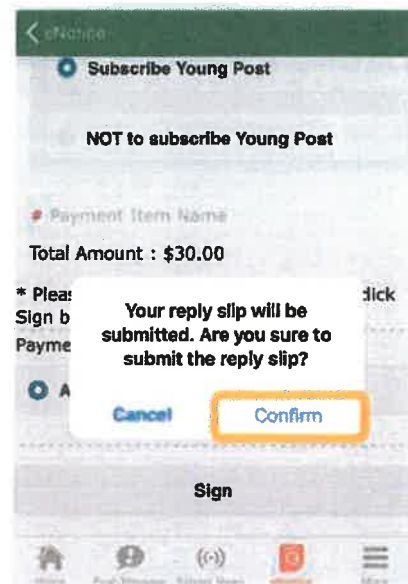
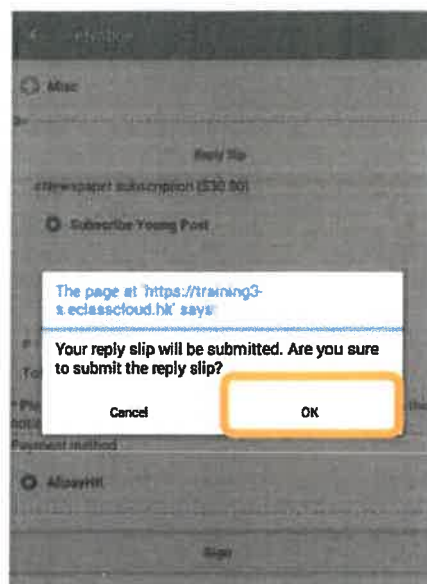
AlipayHK

Sign



4. Confirm

Click "OK" or "Confirm" to submit reply slip.



5. Pay with AlipayHK App

eClass Parent App will open AlipayHK App. Click "Pay Now" to make a payment.

(AlipayHK App will show the total amount of the payment.)

< Payment Details

Payment Method	Balance
Amount	HK\$ 30.00
Transaction Fee	No fee
Total	HK\$ 30.00



Close

Payment Details

Payment Method	Balance
Amount	HK\$ 30.00
Transaction Fee	No fee
Total	HK\$ 30.00





eNotice
Sign eNotice

eClass



android



iOS

6. Enter payment password

AlipayHK App requires user to enter a 6-digit payment password.

< Safety Verification

Enter payment password

1	2 ABC	3 DEF	✖
4 GHI	5 JKL	6 MNO	Go
7 PQRS	8 TUV	9 WXYZ	Sym
*	0 +	#	-

III O V

Close

Safety Verification

Enter payment password

Forgot password?

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	✖

Done



eNotice
Sign eNotice

eClass



android



iOS

7. Payment Successful

Payment successful, users may check the paid amount.

Users will be directed back to eClass Parent App after the count down.

< Payment Successful



Payment Successful

HK\$ 30.00

Payment method

Balance

Completed 12

Close

Payment Successful



Payment Successful

HK\$ 30.00

Payment method



Balance

Completed 12

III

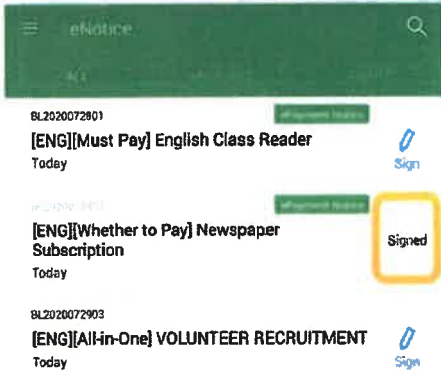
O

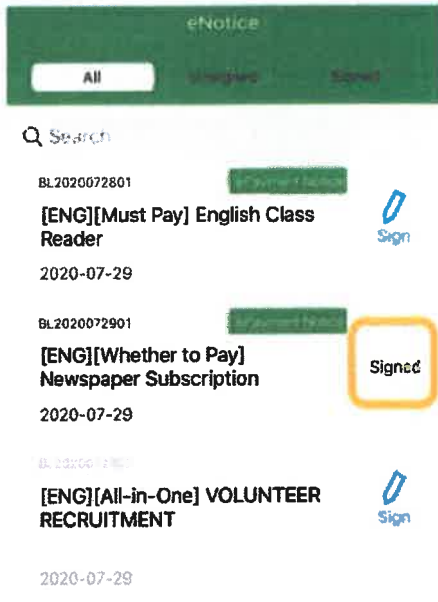
<



 android
 ios

8. Check signed payment notice

Users can check the signed payment notice on eClass Parent App.

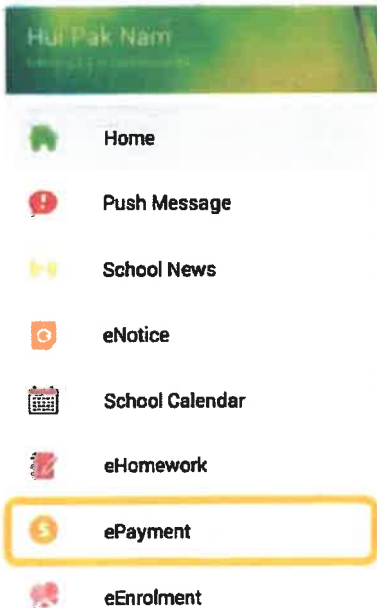


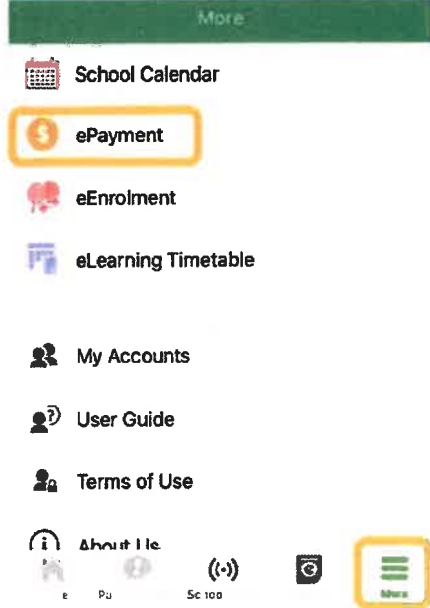


 android
 ios

9. Check paid item

Users may check all the payment items in "ePayment".







eNotice
Sign eNotice

eClass



android



iOS

10. Check transactions



2020-07-29 Newspaper subscription

payment

\$30.00



2020-07-29 Newspaper subscription

Payment

\$30.00



Pay directly in ePayment
on eClass Parent App
(Not by Payment Notice)

eClass



Pay directly in ePayment on eClass Parent App (Not by Payment Notice)

eClass

- Parents will pay in ePayment on eClass Parent App
- eClass Parent App and AlipayHK App

2020 First Term Exercise Book
Fee

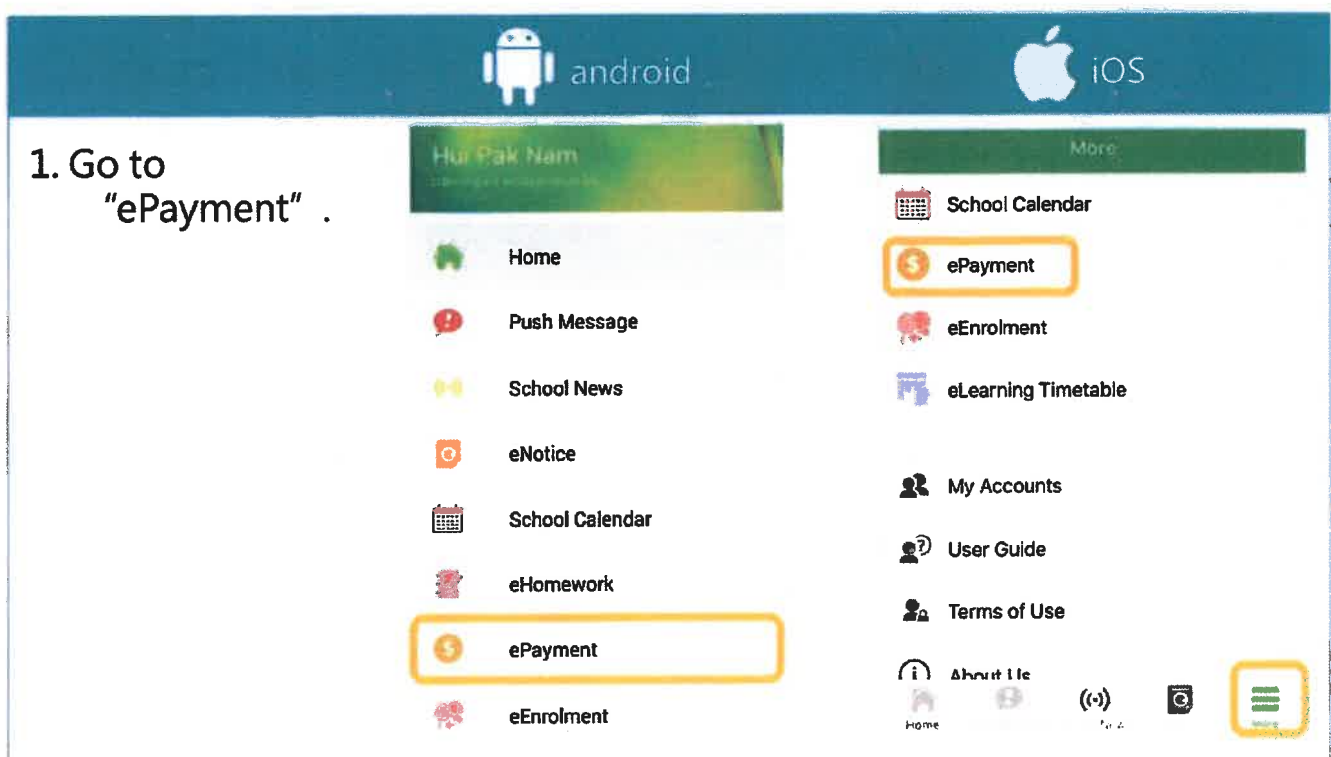
2020-08-31

\$30.00



Pay directly in ePayment on eClass Parent App (Not by Payment Notice)


eClass






Pay directly in ePayment on eClass Parent App (Not by Payment Notice)

eClass


 android

 iOS


2. Make a payment.

Step One:
Select payment item.


Step Two:
Click
"AlipayHK" icon.



Total \$30.00




Outstanding total \$30.00






Pay directly in ePayment on eClass Parent App (Not by Payment Notice)


eClass

 android


 iOS

3. Confirm payment


eClass Parent App will open AlipayHK App.
Click "Pay Now" to make a payment.



Total HK\$ 30.00



Total HK\$ 30.00





Pay directly in ePaymenton eClass Parent App (Not by Payment Notice)

eClass



android



iOS

4. Enter payment password

AlipayHK App requires user to enter a 6-digit payment password.

< Safety Verification

Enter payment password

[Forgot password?](#)

1	2 ABC	3 DEF	✖
4 GHI	5 JKL	6 MNO	Go
7 PQRS	8 TUV	9 WXYZ	Sym
* 0 +	#	-	

Close

Safety Verification

Enter payment password

[Forgot password?](#)

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
0		✖

Done

5. Payment Successful

Payment successful, users may check the paid amount.

Users will be directed back to eClass Parent App after the count down.

< Payment Successful



Payment Successful

HK\$ 30.00

Payment method

Balance

Completed 12

Close

Payment Successful



Payment Successful

HK\$ 30.00

Payment method

Balance

Completed 12



Pay directly in ePaymenton eClass Parent App (Not by Payment Notice)

eClass

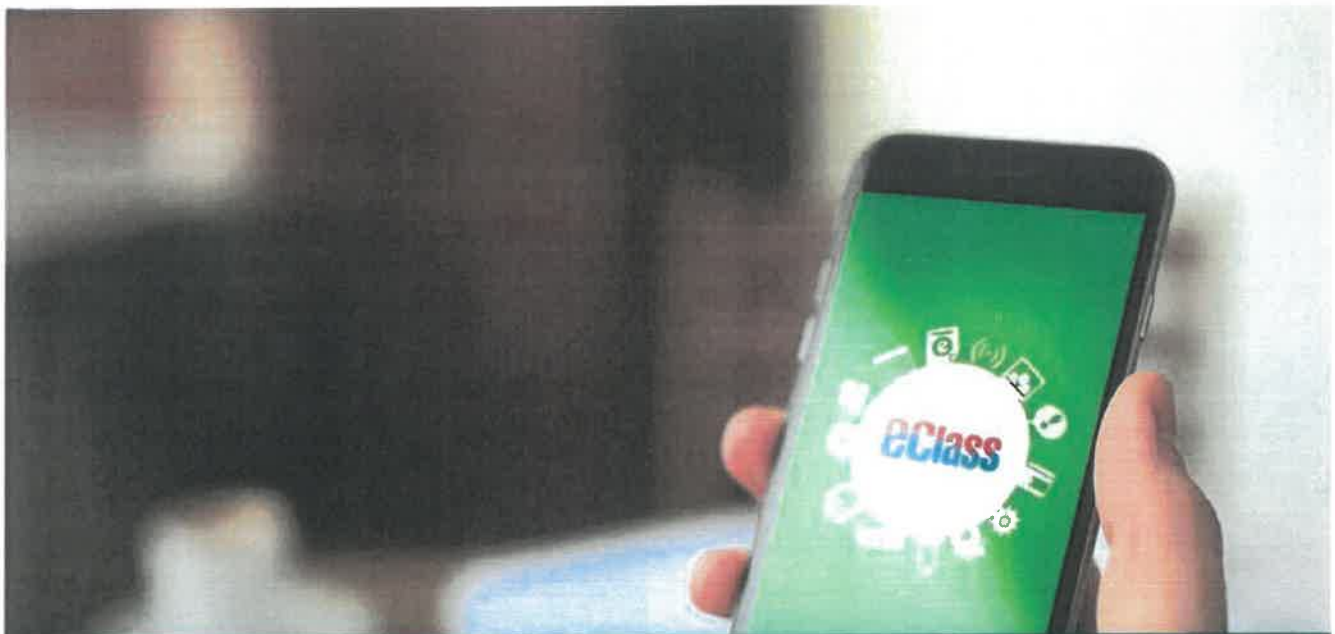
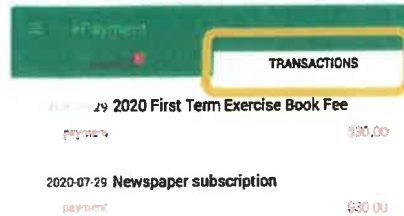


android



iOS

6. Check transactions



eClass
parent

eClass App Installation

eClass

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: Early 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.

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 or black pants with a 'Ho Lap' logo. Winter uniform : PE track suit with a 'Ho Lap' logo.

(2) Socks : White socks (without any logo)

(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 on days when there are PE lessons.

(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) 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.

(2) 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.

香港特別行政區政府

衛生署

學生健康服務總部

九龍觀塘啓田道 99 號
藍田分科診所 4 樓
電話：3163 4600



The Government of the Hong Kong
Special Administrative Region
Department of Health
Student Health Service
Head Office
4/F Lam Tin Polyclinic, 99 Kai Tin Road,
Kwun Tong, Kowloon.
Tel. No.: 3163 4600

8 September 2025

Dear Parents/Guardians,

Student Health Service “Online Enrolment Programme 2025/2026”

The objectives of the Student Health Service are to safeguard both physical and psychological health of students through health promotion and disease prevention services. Our scope of service covers health assessment which includes physical examination, growth and puberty assessment when necessary, individual health counselling and health education. Student Health Service is free of charge to students who are “eligible persons” (Please refer to “Notes for Parents/Guardians” for eligibility). You may refer to our webpage (www.shs.gov.hk/healthprog.pdf) for details of our health programmes.

We are now conducting enrolment exercise for the 2025/2026 school year. Annual health assessment is provided for all primary and secondary day school students. The service period spans from November 2025 to October 2026. We would like to invite your child to participate in our service.

Your school will distribute the following documents to you:

1. Designated access link / QR code,
2. “Notes for Parents/Guardians” (Appendix A2) and
3. Registration Guide (For Parent and Secondary School Students)

Please online submit the completed form from 8 September to 21 September 2025 and refer to the Registration Guide (For Parent and Secondary School Students) (<https://youtu.be/LdWd7KBTSfU>) for details of the online enrolment procedures.

Enrolled students will be given an annual appointment at a designated Student Health Service Centre. The Centre designated for your child is Tsz Wan Shan Wu York Yu Student Health Service Centre at 2/F Wu York Yu Health Centre, 55 Sheung Fung Street, Tsz Wan Shan. An appointment slip will be sent to you through the school approximately one month before the appointment date.

Please bring along your child’s identity document for checking while attending our centre. Service may not be provided if there is no identity document on the date of appointment and rescheduling of appointment is required. If free bus service is provided by us, please let your child bring the identity document on the date of appointment.

For further details of the Student Health Service, you may browse the Student Health Service website (www.studenthealth.gov.hk).

For enquiries, please call Tsz Wan Shan Wu York Yu Student Health Service Centre at 2320 6790 / 2322 5931.

Yours faithfully,

Dr. CHUANG Shuk-kwan
Consultant Community Medicine
Family and Student Health Branch
Department of Health

Notes for Parents/Guardians

Please take note of the followings:

1. The Student Health Service provides services for all primary and secondary day school students. Services provided include health assessment and health education. Please refer to “Student Health Service” webpage (www.shs.gov.hk/healthprog.pdf) for details of the health programmes categorised by grade.
2. The Student Health Service is a health promotion and disease prevention programme. Students who need therapeutic service may consult the General Out-Patient Clinics of the Hospital Authority or private practitioners. **For students with academic problems, they or their parents should seek advice from teachers or student guidance officers.**
3. **Please bring along students’ identity document for checking while attending our centre. Service may not be provided if there is no identity document on the date of appointment and rescheduling of appointment is required. If free bus service is provided by us, please let your child bring the identity document on the date of appointment.**
4. Student Health Service is provided free to students who are “eligible persons” and may obtain relevant documentation relating to the students from the students and their parents/guardians for the verification of their eligibility status for fee-determination purpose. Students with one of the following valid identity documents belong to “eligible persons”:
 - i) Hong Kong Permanent Identity Card / Hong Kong Identity Card (subject to further checking)
 - ii) Hong Kong Birth Certificate with permanent resident status of Hong Kong Special Administrative Region (HKSAR) indicated as “ESTABLISHED”
 - iii) Hong Kong Birth Certificate with permanent resident status of HKSAR indicated as “NOT ESTABLISHED”, but the Permit to Remain in the HKSAR shows that:
 - a. unconditional stay in HKSAR has been granted
 - b. the holder is permitted to remain until (date) and provided that the holder **is not a visitor** and **has not overstayed in Hong Kong**
 - iv) HKSAR Passport
 - v) HKSAR Re-entry Permit
 - vi) HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong
 - vii) Travel documents with one of the following labels /stamps issued by the Immigration Department:
 - a. “The right to land in Hong Kong”
 - b. “The holder was permitted to land”
 - c. “Previous conditions of stay are hereby cancelled”
 - d. “Eligibility for Hong Kong permanent identity card verified”
 - e. “Certificate of Entitlement to the right of abode in HKSAR”
 - f. “Unconditional stay” (subject to further checking)
 - g. “Permitted to remain until (date)” / “permission to remain extended until (date)” provided that the holder **is not a visitor** and **has not overstayed in Hong Kong** (subject to further checking).
 - viii) Certificate of Exemption
 - ix) Consular Corps Identity Card

Students who are “non-eligible persons”, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, have to pay on the appointment day the gazetted annual fee (the prevailing rate is HK\$615). Students have to provide relevant identity documents for checking of their eligibility for free service. For eligibility of the rates of charges applicable to “eligible persons”, please refer to the Gazette Notice 5114.

5. Students will be given an annual appointment of approximately 90 minutes for health assessment and health education at a designated Student Health Service Centre. The health assessment will be conducted in either English or Chinese as appropriate but not in any other languages. The service hours of the centre are 9 am to 1 pm and 2 pm to 6 pm from Monday to Friday (except public holidays) (**Tai Po Student Health Service Centre is closed on Wednesday**).
6. You are invited to accompany your child on the appointed date. Student Health Service Centre may contact you at the given phone number during or after the appointment if you cannot accompany your child. In exceptional circumstances where we could not reach you. We may seek support from school to contact you.
7. Parents and children are most welcome to make use of the Health Education Infoline 2833 0111 provided by the Department of Health or browse the Student Health Service website www.studenthealth.gov.hk for information on Student Health Service.
8. If you have any enquiries, please feel free to contact the designated Student Health Service Centre during service hours.



Consent Form Sample

不論參加與否也須填寫

All are required to fill in the form regardless of participation or not

Warm Reminder:

1. HKID number and Issue date are necessary
必須提供香港身份證號碼及簽發日期

2. Copy of Other ID document are necessary (if applicable)
其他身份證件，必須提交副本(如適用)

3. Signature, contact no. and date are necessary
必須簽署及填寫聯絡電話及日期

2024/25 季節性流感疫苗學校外展(免費)計劃- 中學 注射式疫苗			
填寫注意事項: <ul style="list-style-type: none">● 請仔細閱讀第一至第三部分的資料。請用黑色或藍色原子筆以正楷填寫適當的部分，並在合適的 <input type="checkbox"/> 內加上「✓」號。● 如同意接種，請只填寫第四部分(同意書)。● 如不同意接種，請只填寫第五部分(不同意書)，請勿同時填寫第四部分及第五部分。			
(如同意接種) 第四部分 同意書 - 注射式疫苗 (請家長填妥後交回學校)			
(一) 學生資料 學校名稱: _____		(三) 疫苗接種記錄 貴子女是否曾經接種流感疫苗? <input checked="" type="checkbox"/> 是，最近一次接種日期: 06 月 / 2024 年 <input type="checkbox"/> 否	
班別: 2A 班號: 35 性別: <input checked="" type="checkbox"/> 男 <input type="checkbox"/> 女		(四) 接種同意書 <ul style="list-style-type: none">● 本人已閱讀及明白附頁第一至第三部分流感疫苗接種資料的內容，包括禁忌症和收集個人資料的用途聲明，及「同意」小兒/小女(左附資料)接種衛生署安排之 2024/25 年度流感疫苗，並同意學校提供相關資料予衛生署安排的疫苗接種運作核對之用(如有需要)。<input checked="" type="checkbox"/> 本人聲明小兒/小女(左附資料)並沒有附頁第二部分所述的任何禁忌症。	
學生姓名[中文](請依照身份證明文件填寫) 姓: 陳 名: 大文			
學生姓名[英文](姓氏先行，名字隨後) 姓: CHAN 名: TAI MAN			
出生日期: 15 日 / 02 月 / 2012 年			
(二) 身份證明文件 請填寫以下 (i) 或 (ii)			
(i) 香港身份證號碼: S 123456 (7) 及 簽發日期: 04 日 / 03 月 / 23 年		家長/監護人簽署: Ming 家長個人資料 家長/監護人姓名: WONG SIU MING 家長/監護人身份證明文件及號碼: <input checked="" type="checkbox"/> 香港身份證號碼: D 234567 8 <input type="checkbox"/> 其他身份證明文件，請註明 類別: _____ 號碼: _____ 與學生關係: <input type="checkbox"/> 父 <input checked="" type="checkbox"/> 母 <input type="checkbox"/> 監護人 家長/監護人聯絡電話: 9123 4567 簽署日期: 07 日 / 09 月 / 2023 年	
(ii) 其他身份證明文件，請註明 類別: 通行證 號碼: Q1234567890 並必須隨同意書附上該身份證明文件的副本			
請注意: (i) 如 貴子女(適用於已簽署同意書的學生)在針苗接種外展隊接種日前已接種 2024/25 年度流感疫苗，請立即通知學校。 (ii) 如 貴子女錯過了在學校的接種日，請至衛生署認可的私家診所接種疫苗。			
(如不同意接種) 第五部分 不同意書 - 注射式疫苗 (請家長填妥後交回學校)			
學生姓名[英文](姓氏先行，名字隨後): 姓: _____ 名: _____		本人已閱讀及明白附頁第一至第三部分流感疫苗接種資料的內容，包括禁忌症和收集個人資料的用途聲明，及「不同意」小兒/小女(左附資料)接種衛生署安排之 2024/25 年度流感疫苗。	
班別: _____ 班號: _____ 性別: <input type="checkbox"/> 男 <input type="checkbox"/> 女		家長/監護人簽署: 家長/監護人姓名: _____ 與學生關係: <input type="checkbox"/> 父 <input type="checkbox"/> 母 <input type="checkbox"/> 監護人 簽署日期: ____ 日 / ____ 月 / ____ 年	
第六部分 以下資料只由提供疫苗接種的醫護人員填寫			
<input type="checkbox"/> 有為學生接種流感疫苗 <input type="checkbox"/> 沒有為學生接種流感疫苗，原因是學生: <input type="checkbox"/> 缺課 <input type="checkbox"/> 拒絕接種 <input type="checkbox"/> 身體不適 <input type="checkbox"/> 其他(請註明: _____)			
接種職員簽署: _____		醫生	
已配對醫生姓名: _____			
外展日期: _____			

請填妥所有資料
Please fill in ALL information

請勿剪走
Don't cut away