

Tuen Mun Catholic Secondary School
2022-2023 School Circular No. 1
(Suitable for F.2 students)

1st September, 2022

Dear parents and guardians,

Issues related to the beginning of the school term

Welcome to TMCSS. The new school term starts and please refer to the following issues:

1. The arrangement of face-to-face lessons in the new school term

- a) A half-day schedule is adopted in the first two cycles (2nd Sept, Day 1 Thursday to 23rd Sept, Day 7 Friday). The school time starts at 8:00 a.m. and ends at 1:35 p.m. Each lesson lasts for 35 minutes and no lunchtime is included. Parents are advised to refer to the distributed lesson schedule.

- b) Full-day lesson schedule:

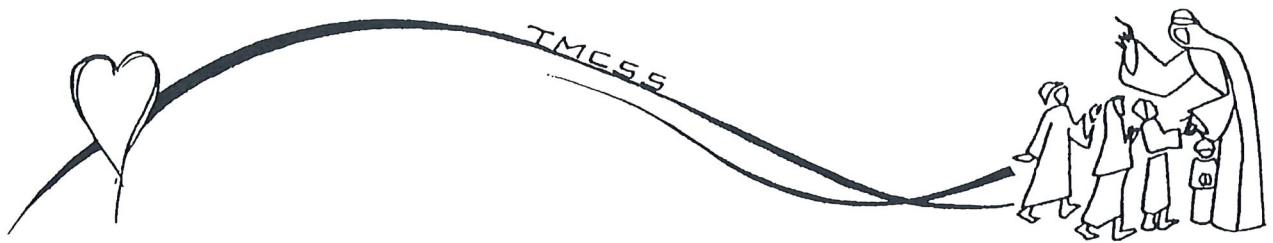
All our colleagues (including teachers and supporting staff) have fulfilled the requirements with the Vaccine Pass. With the requirements launched by the government currently, our school is eligible to adopt a full-time schedule. Therefore, a full-time schedule will be adopted from 26th Sept to 26th Oct. Based on the Health Protection Measures for Schools announced on 30th August by EDB, if 90% of the students have received 3 doses of vaccination for more than 14 days, our full time schedule can be continuously adopted. Parents are advised to arrange the third dose of vaccination for their children as soon as possible if necessary. The record should be submitted to school through eClass App. Please fill in the information in the reply slip and our school would like to make use of the information for planning ahead.

2. Measures for fighting against COVID

Rapid Antigen testing should be continued. All staff and students should complete the test before coming back to school. The test should be done in the morning. Only staff and students who are tested negative could return to school. If their test result is positive, they should not return to school and they should inform the school immediately and stay at home. They should also report their health status to the government by the Declaration System for Individuals Tested Positive for COVID-19 Using Rapid Antigen Test (<https://www.chp.gov.hk/ratp/>). Students who have not completed RAT and come back to school will have to take RAT at a designated area at school. If students or parents do not accept the arrangement, students should be escorted back home by parents. A sample of students will be selected to complete RAT for rechecking. For declaring health, parents should write down the student number, the date and sign on the testing kid or a piece of paper for confirmation.

3. eClass account

School circulars are released regularly so as to inform parents the updated information of school. Circulars are regularly released at the beginning of the month or in the middle of the month. eClass App for parents should be green in colour while eClass App for students should be orange in colour respectively. Users should click 'Tuen Mun Catholic Secondary School' and enter the platform with their own passwords. Parents should read all circulars and complete the reply slip. Parents and students are all advised to download the apps for better communication with our school.



Besides the school circulars, school teachers will also contact parents through phone calls and some instant messages. Parents will also receive messages if your son or daughter is absent or late through eClass App. The annual fee for eClass App is \$20. Students should pay for it on or before 13th September by Octopus Card.

Our school uses eClass App as a platform for handling student attendance, homework record, school circulars, emails and other particulars. Parents are advised to get familiar with the learning progress of your son or daughter via eClass App. The password for parent's and student's account are not changed. Parents and students are advised to keep their passwords cautiously. If the passwords are missed, please give us a call on or before 2nd Sept for the application of getting back the password.

A Gmail account has been created for each student. Students can use the account for sending emails and contacting teachers. If the password is missed, students should approach the staff at the general office for help. If parents change their mobile phone numbers, they are advised to update our school as soon as possible. If parents have any enquiries, please approach our staff at the general office at 24632082.

4. Building up a good learning attitude

Our school has long been putting emphasis on student discipline and build up positive learning attitude with our students. I sincerely hope that parents work cooperatively with us. Parents are advised to refer to the following items:

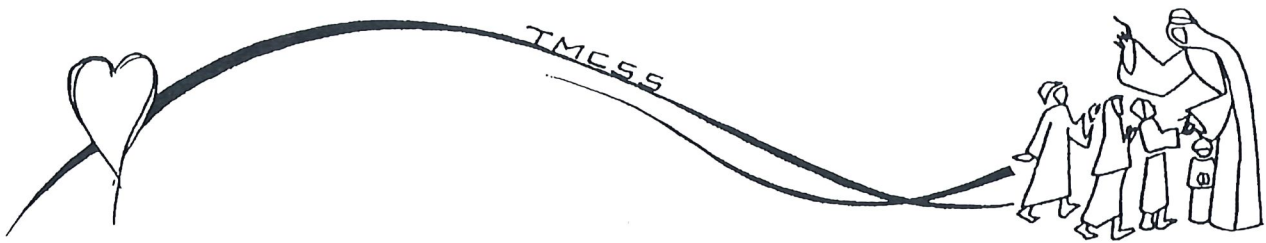
Students should put emphasis on their learning and arrive school punctually. We do not accept breaks or official leaves before long holidays without a strong reason. If a student is absent, parents will be informed and asked for the reason. Parents will receive a message if their sons or daughters are late to school. Parents may refer to the detailed information printed on page 9 of the student handbook, particularly the application of official leaves.

Students should dress properly and decently. We do not encourage if students are in pursuit of fashion. Students are not allowed to dye hair, get a perm and chic hairstyle. Students are also not allowed to wear coloured contact lens, earrings and other accessories. Cosmetic products and polished nails are forbidden. Students who violate the rules will be asked to be escorted home by parents until the situation is improved. Parents will be informed and a demerit is given if a student violates the rules for 10 times.

School uniforms

- a. Summer school uniforms do not include a black sweater. Students are only allowed to wear their





- sweaters or PE jackets in an air-conditioned environment.
- b. Students should wear P.E. uniform when getting back to school. Due to the pandemic, students will not change their clothes in the changing rooms. They should wear the P.E. pant with a pair of trousers. On normal school days, students should wear school uniforms.
 - c. When it comes to winter time, students should wear PE jackets, sweaters or school jackets. There is a school name printed on both the sweaters and jackets. Other coats in black are not accepted. A school name is also printed in the inner part of the school uniform. If the temperature is 12 degree Celsius or below or there is a cold weather warning, students can wear a down jacket. Female students can also wear a pair of charcoal grey trousers.

The rules for handling mobile phones

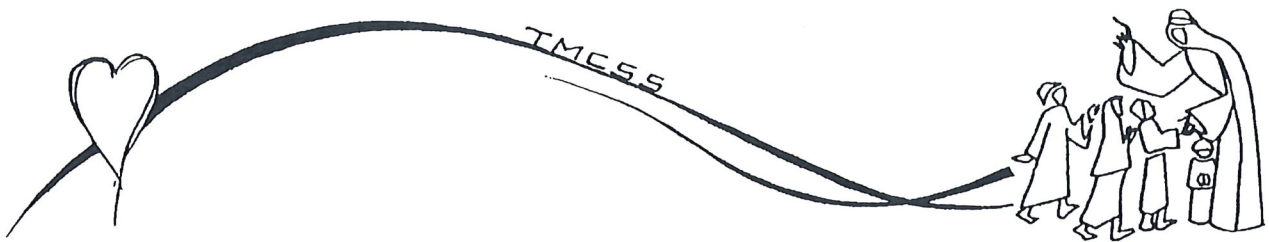
With the advance in technology, mobile phones become a necessity. Due to the needs, students are allowed to bring along their mobile phones to school. With the convenience, we also pay attention if students use their mobile phones appropriately. Students should follow the rules below:

- a) Students should put their phones which have been switched off in the student locker and the locker should be locked and students should only take their phones when leaving school.
- b) Students should not use their phones at recess time or lunchtime. If students violate the rules, their phones will be confiscated and placed in the general office. Parents will be informed to come to school and collect the phone.
- c) Students are only allowed to use their mobile phones after school in the lower school hall. The mobile phones should not be used for entertainment at school. Therefore, students are not allowed to wear earphones at school.
- d) If students violate the rules seriously, they have to see discipline teachers.

The lockers are provided for keeping materials purposed for learning. Students should prepare a lock and keep the key properly. Their mobile phones should be switched off and placed inside the lockers. The mobile devices can only be taken after school. Students should tidy up their drawers and no books should be kept in the drawers. Students should bring all books back home before the formal tests and exams for revision. Other rules are printed on page 15 of the student handbook.

Learning activities.

Our school organizes a range of activities including, excursions, field trips, competitions and school picnic as well as life-wide learning activities so as to nurture our students. Students have to participate in



school activities and parents should encourage their sons and daughters to take an active role in all learning activities and so as to enrich themselves with a fruitful school life.

5. Taking a leave

- a) For official leaves, students should send a parent's letter for approval three days before the leave. Students should take the leave only if the application is approved. The letter should be sent through imail in eClass to class teachers.
- b) For sick leave, parents should inform the class teachers and send the parent's letter via eApps.
- c) If students have to participate in other activities outside school, a parent's letter should be issued to school. Students should take the leave only if the application is approved. Parents should not allow their children to apply for a leave before the long holidays as it may disturb their learning. If there are any questions, parents should consult the class teachers.

6. Protection of students' rights

1. Handling photos from learning and activities

Our school captures photos and videos in different occasions so as to keep records. Photos and videos are presented to parents and relevant stakeholders for witnessing their growth and development. The photos and videos are restricted to be used for school activities and publications only. Unauthorized uses are not allowed.

2. Students' works

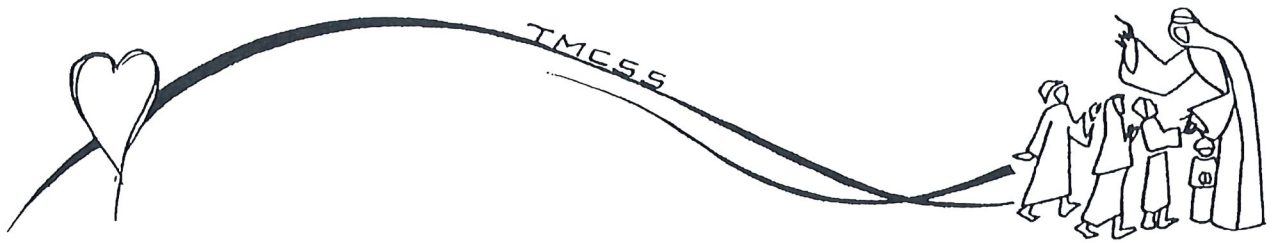
Students' works may be presented for teaching purposes and presented openly. Students can learn from each other and exchange ideas so as to facilitate effective learning and appreciate good works. Before showcasing their works, students should be well informed by teachers and their works should be presented among students.

7. Student Health information

Our school has to get more familiar with the health status of your children so as to prepare sports and extra-curricular activities. Parents should fill out the electronic form. A doctor of certificate should be presented if a student is recommended professionally not to attend P.E. lessons.

8. Survey on the eligibility of the application of funds and allowances from EDB

After school learning supporting scheme, Student Activities Supporting allowance, Life-wide Learning Fund provides financial support to students in different extra-curricular activities. If your family is supported by Comprehensive Social Security Assistance run by the social welfare department and a full grant (a full grant on textbook subsidy scheme), you are eligible to apply for the allowances. A survey is



attached in the reply slip and all information will be kept confidentially so as to protect your own privacy.

9. Services from social workers

School Social Work services aim at helping students address their own problems, preparing themselves in learning and their path to become adults. Ms Chan Wing Yee and Mr Tsang Heung Ho, our school social workers station from 8:30 to 4:30 from Mondays to Fridays. If necessary, parents may contact them at 24632082.

10. Application for special arrangements in tests and exams

There are two application deadlines. The application deadline in the first term is on 30th September, 2022 or before while the deadline is on 14th February, 2023 or before in the second term. An application letter and a qualified assessment report should be submitted. If the application is over the deadline, the case will be handled in the next term or the next academic year. The approved application will include the assessments in the whole term.

If parents wish to apply for the cancellation of the special arrangements or renew the assessment reports, the arrangements will first be continued until the evaluation in the next academic year.

The application letter and the assessment report should be sealed in an envelope. Please address the envelope to Ms Lee Kit Ling, the SEN coordinator on the cover of the envelope.

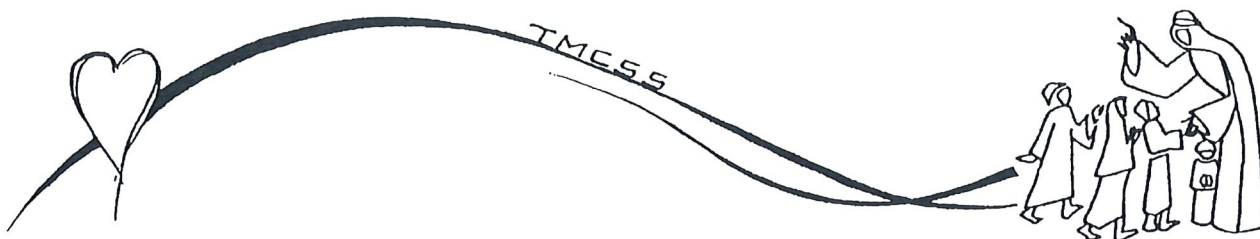
11. Student health services

The Health Department provides health services to F.1 students. There is a body check service annually. Parents should indicate your preferences in the reply slip and an application will be sent by the class teachers to those who are involved.

12. Payment method

The fees should be paid by Octopus Card. Parents should make sure the amount is available in your child's Octopus Card and your child should handle the payment as scheduled. The fees from cross-border students will be handled later.





13. Extra-curricular activities

The information of school clubs will be uploaded to school website from 1st September. Students should enroll in at least one club and no more than three clubs (one more quota is allowed in a service team) from 13th September to 15th September via an electronic platform.

There will be an audition for Chinese and English Speech Festival. Interested students should show their preferences in the reply slip. The audition will be done in the classrooms on 1/F from 2:45 p.m. to 4:45 p.m.

14. Hall assembly

There will be a hall assembly on 8th September, Thursday, including an introduction for the enrolment of school clubs and a demonstration for music interesting classes. The lessons in period 7 will be cancelled and students will instead enter the hall. The school ending time is at 1:35 p.m.

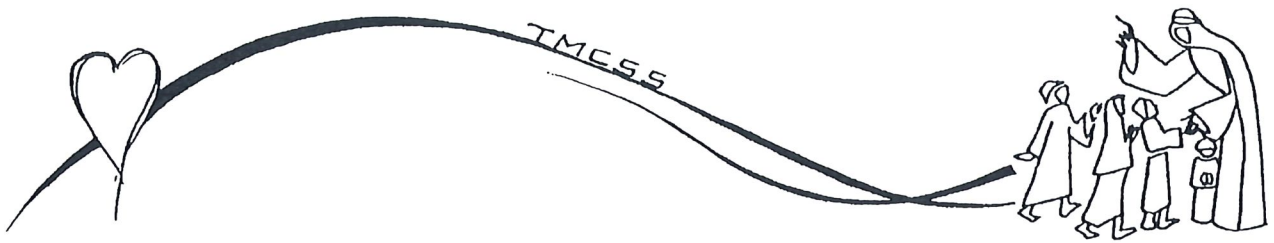
15. School calendar in Chinese version

A school calendar in Chinese is distributed on 1st September. Parents can understand our teaching arrangements comprehensively. Should you have any questions, please contact class teachers.

Yours faithfully,

Mr. Siu Sze Chuen
Principal





Date for the submission of the reply slip: 2nd September

Student Name: _____ Class: F. _____ Class No.: _____

Reply Slip for 2022-2023 School Circular No. 1
(Suitable for F.1 students)

Dear Mr. Siu,

1. I am well informed with the above issues.
2. My son / daughter *plans to / does not plan to enroll in Student Health Service Scheme.
3. Survey on Student Vaccination with COVID-19
 - ☐ My son / daughter has already received 3 doses of vaccine / has been infected and the number of doses can fulfill the requirement requested and is equal to 3 doses of vaccine.
 - ☐ My son / daughter has received two doses of vaccine but the third dose has not been done. He / she will take the third dose after the time interval.
 - ☐ My son or daughter has not planned to receive the third dose of vaccine before mid-October.
4. My son / daughter is interested in the audition for Speech Festival on 6th Sept.
 - ☐ He / She is interested in the audition for Chinese Speech Festival.
 - ☐ He / She is interested in the audition for English Speech Festival.(You may choose both options.)
5. Declaration
 - ☐ I am involved in the Comprehensive Social Security Assistance run by Social Welfare Department or I receive a full-grant subsidy.
 - ☐ I receive a half-grant subsidy.
 - ☐ I am not involved in the Comprehensive Social Security Assistance and are not eligible to apply for both full and half grant subsidy.

1. *delete as inappropriate
2. Put a tick ✓ in the box ☐

Date: _____

Parent's signature: _____

