

Tuen Mun Catholic Secondary School
2023-2024 School Circular Issue No. 1
(Suitable for F.5 students)

1st September, 2023

Dear parents and guardians,

Issues related to the New School Term

Welcome to our family. As the school term has just begun, I would like to mention the following items:

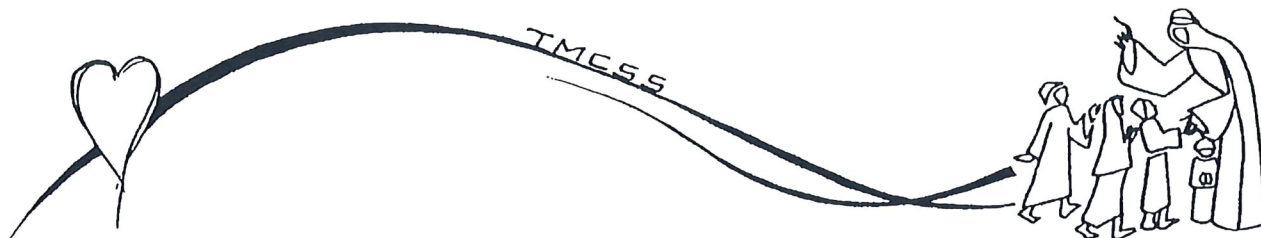
1. Half-day Schedule

- 1 From September 4th, Day 1 (Monday) to September 29th, Day 3 (Friday) (excluding the school athletic meet on September 19th and 22nd, and September 25th to 27th), the school will conduct half-day face-to-face classes. The school hours will be from 8:00 am to 1:35 pm, with each class lasting 35 minutes. There will be no lunch break, so parents should take note of the school hours. For more details, please refer to the student handbook or the student class schedule distributed today. September 28th will be a staff meeting, and September 29th is the Mid-Autumn Festival, with half-day classes. From September 25th to 27th, full-day class schedule will be followed for teaching.

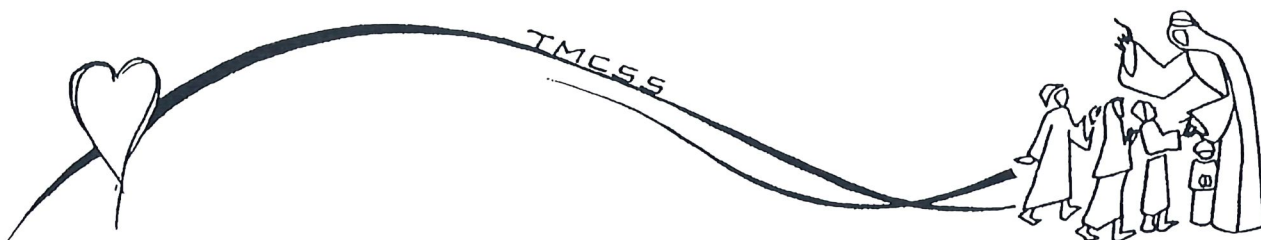
2 Afternoon activities in the half-day schedule

In the initial period of the school year, we will follow a half-day class schedule to allow students to adapt to the classroom atmosphere and participate in various extracurricular activities. Our school has always encouraged students to actively engage in physical and mental health activities. The details are as follows:

Date	Time	Activities	Specific Arrangement
4 th Sept Day 1 (Monday)	14:40-16:00	Audition for Speech Festival (1/F classrooms)	Proceed to Room 106 Students who have enrolled in the audition and informed by teachers.
4 th Sept Day 1 (Monday)	14:40-15:40	Truth House Rehearsal (Upper school hall), Modesty House Rehearsal (Lower school hall)	Report to house consultant teachers or teachers in charge House committee members and student helpers



4 th Sept Day 1 (Monday)	15:40-16:40	Constancy House Rehearsal (Upper school hall), Sincerity House Rehearsal (Lower school hall)	Report to house consultant teachers or teachers in charge House committee members and student helpers
5 th Sept Day 2 (Tuesday)	14:40-15:40	Truth House (Upper school hall), Modesty House (Lower school hall)	Report to the classrooms Members of Truth House and Modesty House
6 th Sept Day 3 (Wednesday)	14:40-15:40	Constancy House (Upper school hall), Sincerity House (Lower school hall)	Report to the classrooms Members of Constancy House and Sincerity House
8 th Sept Day 5 (Friday)	14:40-16:10	English Musical (Upper school hall)	Return to classrooms for the roll call F.1 – F.3 students
11 th Sept Day 6 (Monday)	14:40-15:40	Demonstration of musical instruments and the briefing session of school club registration (Upper school hall)	Return to classrooms for the roll call F.1 – F.3 students
11 th Sept Day 6 (Monday)	16:00-17:00	Audition for school debating team and English musical (1/F classrooms)	Return to classrooms for the roll call F.1 students
12 th Sept Day 7 (Tuesday)	14:40-15:40	Student Leaders Inauguration Ceremony rehearsal (Upper school hall)	Report to the teachers in charge Student helpers should attend the rehearsal

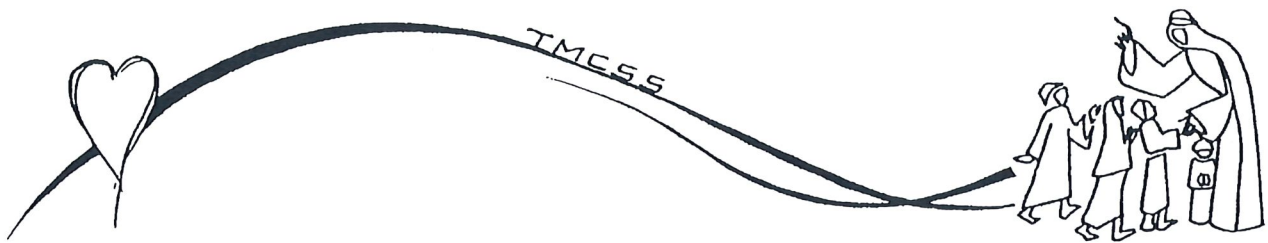


- 2 In addition to school circulars, teachers will also contact parents through phone calls or instant messaging. Student absences or tardiness will be notified to parents daily through the eClass App. The annual fee for the eClass App is HKD 20, as stated in the payment notice.
- 3 Our school utilizes the eClass electronic platform for managing student attendance records, homework records, parent communication, emails, and announcements. Parents can use the eClass App to understand their children's learning progress. The parent and student passwords for eClass remain unchanged, so parents and students should keep their passwords secure. If the password is misplaced, please contact the school before September 4th to request a replacement.
- 4 The school has created Gmail accounts and Microsoft Teams accounts for students. Students can use the registered Gmail email and Teams accounts to communicate with teachers. If the password is lost in the future, please contact the general office. If parents change their mobile phone numbers, it is important to inform the school in order to maintain communication. If parents have any questions, they can call 24632082 to inquire with the general office staff.

3 Establishing Good Learning Attitudes

Our school has always been committed to maintaining a simple and virtuous school culture. In order to successfully carry out the school's educational work and foster students' good learning attitudes, cooperation between parents and the school is essential. We kindly request parents to pay special attention to the following:

- 1 Students should value their education and arrive at school on time every day. Frivolous leaves of absence should be avoided. The school does not accept leave of absence applications before long holidays to prevent any negative impact on students' academic progress. In the event of student absences, the school will contact parents to understand the reasons. As for tardiness, parents will be notified through the eClass App, and parents should pay attention to their children's punctuality. Information on "Leave of Absence, Tardiness, and Early Dismissal Guidelines" can be found on page 10 of the student handbook, please refer to it in detail. Parents should also be aware of the procedures for applying for leave of absence from the school.
- 2 "Being well-groomed, elegant, and appropriate" is the overall requirement for student appearance in our school. Students should maintain a simple and natural image, avoiding blindly pursuing fashion



trends. The school strictly prohibits students from dyeing, perming, styling, or having eccentric hairstyles. Students are not allowed to wear colored contact lenses, earrings, or other accessories. Makeup and nail polish are also not allowed. Each time a student violates the school uniform and grooming regulations, the school will notify parents through text messages on the same day. If a student violates the regulations multiple times in one day, the incidents will be recorded accordingly. When a student accumulates 10 violations, one disciplinary point will be given.

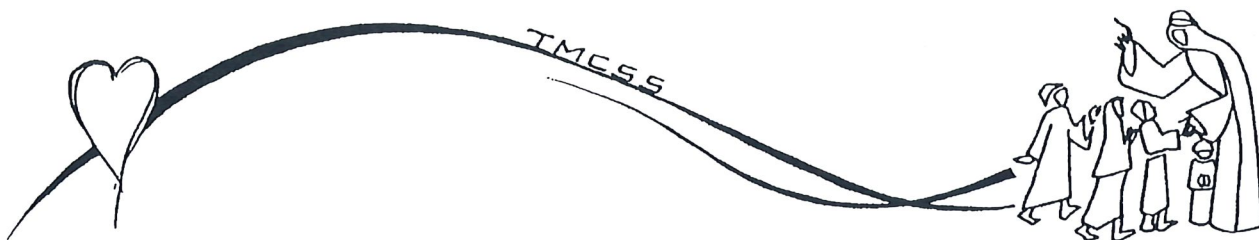
3 School uniforms

- ① In air-conditioned areas, students can wear the school's sports jacket or a black school sweater for warmth.
- ② With physical education lessons, students must bring their PE uniforms to school. Teachers will instruct students to line up outside the changing rooms before classes and arrange for students to enter the changing rooms to change into the school PE uniforms after the bell rings. After class, students should change back into their school uniforms and continue with their regular classes. On other school days, students are required to wear the school uniform in a neat and tidy manner. On non-teaching days, students may wear either the school uniform or the school's PE uniform depending on the nature of the activity.
- ③ As winter approaches, students have the option to wear the school's sports jacket, black sweater, and black school blazer. These three garments have specified styles and are embroidered with the school name. Other black sweaters and jackets are not accepted. The fleece jacket inside the school blazer for winter already has the school name embroidered on it, and students can wear it outside the school blazer. If the temperature in the city is 12 degrees Celsius or below, or if the Hong Kong Observatory issues a cold weather warning signal, students can wear additional warm clothing or down jackets underneath their school uniforms. Female students may wear the school-approved charcoal gray trousers to school.

4 Guidelines for bringing mobile phones and tablets

With the rapid development of information technology, mobile phones have become a daily necessity. In response to students' needs, the school has approved students to bring mobile phones back to school. The school aims to provide convenience to students while ensuring that it does not interfere with their focus on studies. Therefore, students must adhere to the following guidelines:





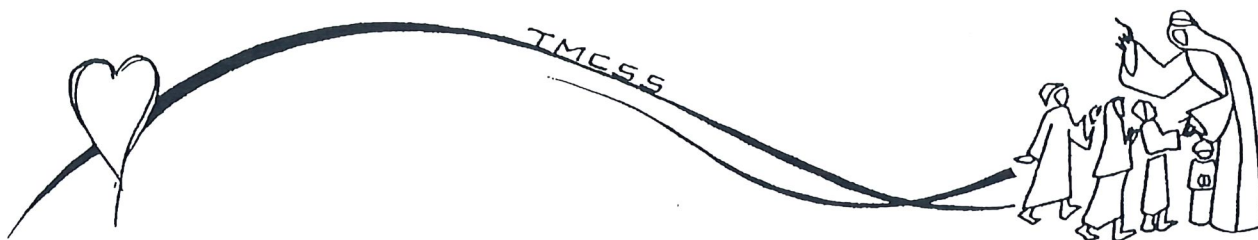
- ① Every morning, students must store their powered-off mobile phones in the personal lockers assigned by the school. They must ensure that the lockers are securely locked and may only use their mobile phones after leaving the campus at the end of the school day.
- ② Students are not allowed to use mobile phones within the school premises. If there is a violation, teachers will require students to hand over their mobile phones to the general office, and parents will need to come to the school to retrieve them.
- ③ Students are allowed to use tablets during class according to the teacher's instructions. After class, they can use tablets for educational purposes. However, students should not wear headphones inside the school.
- ④ If students repeatedly violate the guidelines for using mobile phones and tablets, the discipline teacher will follow up and handle the matter.

5 Guidelines for using student lockers

Lockers are only for storing necessary learning items. Students are not allowed to switch lockers without permission, and they must provide their own locks and keep the keys securely. Before the morning assembly, students must turn off their mobile phones and place them in their lockers, and they can retrieve them after school. After school, students should tidy up their lockers and not leave textbooks in the drawers. Before uniform tests and exams, students should clean their lockers and take their books home for revision. For further instructions, please refer to page 16 of the student handbook.

6 Learning activities

Every year, the school arranges various learning activities for students, including visits, field trips, competitions, or excursions. There are also comprehensive learning activities to provide students with appropriate learning and growth opportunities. This is an essential part of the learning process. Students are required to participate in school activities, and parents are encouraged to support and encourage their children to actively engage in these learning activities, aiming to create a fulfilling high school experience.



4 Application for leave

- 1 If a student needs to take leave due to personal reasons, they must submit a parental letter or use the eClass App leave application system to inform the class teacher at least three days in advance. Only with the approval of the school can the student be excused from class.
- 2 If a student is absent due to illness without prior notification, on the day of absence, parents should use the eClass leave application system to inform the school of their child's absence and submit an the letter of absence to the class teacher through eApps.
- 3 If students want to participate in other activities during class hours, they must submit a parental letter to the school for approval. After the school confirms the request, students can proceed with the activity. Parents are advised to avoid requesting leave before holidays to avoid affecting learning. For any inquiries regarding the above matters, please contact the class teachers.

5 Protecting the students' rights

1 Handling photos for learning and activities

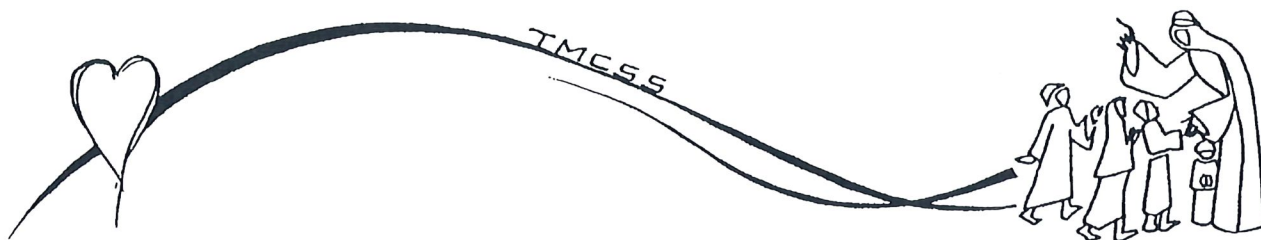
The school will take photos or record videos of various learning activities to document students' learning experiences or showcase their learning journey to parents and other stakeholders. The use of activity photos and videos is limited only to school activities and publications. Reproduction or unauthorized use by others is strictly prohibited without prior approval.

2 Showcasing students' course work

Students' regular assignments or works may be used as teaching examples or displayed publicly. The purpose is to allow students to observe and communicate with each other, promote learning outcomes, and also recognize outstanding performances of students. Before displaying student works, teachers will seek students' consent and limit the usage to the school's internal purposes only.

6 Student Health Information

In order to ensure that students receive appropriate physical training and participate in suitable extracurricular activities, it is important for the school to have a clear understanding of students' health conditions. Therefore, parents are kindly requested to carefully fill out the electronic "Health Information Form". If a student is unable to participate in physical education classes due to health reasons, please provide a doctor's certificate stating the exemption period and submit it to the school for record-keeping.



7 Survey for Education Bureau Activity Subsidies

The School-Based After-School Learning Support Program, Student Activity Support Subsidy, and Comprehensive Activity Subsidy are all aimed at supporting students' participation in various types of extracurricular and learning activities. If your family is receiving Comprehensive Social Security Assistance or full subsidy under the Student Financial Assistance Scheme (i.e., full subsidy for the textbook assistance), you are eligible for these support programs. To facilitate future applications, we are conducting a simple survey. Please provide your response on the reply slip. Your data will be kept confidential in accordance with the Personal Data (Privacy) Ordinance.

8 Services offered by social workers

The purpose of the school's social work services is to help students address personal issues, enabling them to seize learning opportunities, develop their potential, and prepare for adulthood. The social workers at our school are Miss Chan Wing Yee and Mr. Tsang Heung Ho. They are available on campus from Monday to Friday, from 8:30 am to 4:30 pm. Parents can contact the social workers during office hours at 24632082.

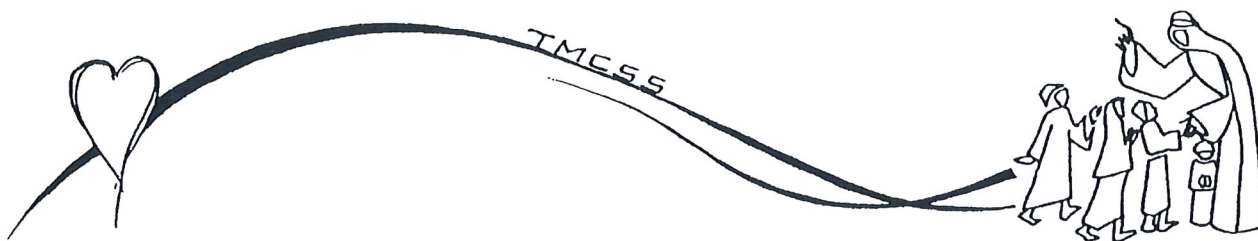
9 Application for the special exam arrangements

There are two application periods within one school year for parents to submit applications, allowing sufficient time for school staff to make appropriate arrangements for adjustments. The application deadline for the first semester is on or before September 29, 2023, and for the second semester is on or before February 2, 2024. Parents are required to submit an application letter and valid assessment reports. If the documents are submitted after the deadline, the arrangements will be postponed to the next school term or the following school year. Approved arrangements will apply for the entire school year.

If parents apply to cancel special examination arrangements within the school term or if updated assessment reports indicate no longer requiring special examination arrangements, the implementation will be postponed until the next school year.

Parents are requested to place the relevant documents and application letter in the same envelope, and write "To Ms. Tse Po Yee, Coordinator of Special Education Needs/Student Support" on the envelope.





10 Student health service

The Department of Health provides health services for students and can arrange for them to undergo an annual check-up at the Health Service Center. Parents who are interested in participating should indicate their interest on the reply slip, and the class teacher will distribute the application form based on the list of participants.

11 ePayment

The school uses eClass payment notices for various fees, and parents can choose different electronic payment platforms. Parents should be aware that some online payment platforms may charge transaction fees. Parents can download relevant guidelines and watch instructional videos on the school's website.

12 Enrollment of school club

The registration information and introduction of school clubs will be uploaded on the website starting from September 1st for students' reference. Students are required to register through the electronic registration platform from September 11th to 13th. Students from Form 1 to Form 5 must participate in at least one student organization. If the organizations do not include service categories, the maximum limit is 3; if they include service categories, the maximum limit is 4, but students cannot select 4 clubs from the service category simultaneously. On the afternoon of September 11th, Form 1 to Form 3 students are required to attend the music demonstration and the briefing session of the school club to understand the registration process.

13 English Musical

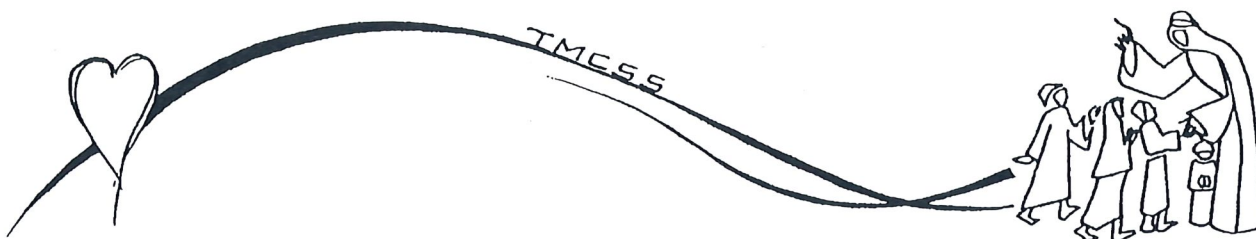
Our school's English Musical team was established in 2012 and has performed publicly both within and outside the school on multiple occasions. This year, we have arranged for Form 1 to Form 3 students to watch the performance of "Joseph and his Dreamcoat" at the school hall on September 8th at 2:40 pm. We also welcome all parents to watch the evening performance at 7:30 pm. If parents are interested in attending, please indicate the number of participants on the reply slip or have your child login to the Google form uploaded on eClass for registration.

14 F.1 Parents' Night

In order to provide parents with a better understanding of the curriculum for Form 1 and to equip them with strategies to address the various changes that come with their child's transition to secondary school, the school will be hosting a Form 1 Parent's Night. Here are the details:

Date: September 15, 2023 (Friday)





Time: 7:15 pm - 8:30 pm

Venue: School Hall

Contents: Curriculum information, assessment formats, grading methods, learning strategies for major subjects, and "Adaptation to Form 1 Learning Life."

Responsible Teachers include Principal Mr. Wong Kit, Vice Principals Mr. Lai Chi Yuen and Ms. Lam Siu Yau, Guidance Counselor, Heads of Chinese, English, and Mathematics departments, and the school social worker.

*The Form 1 Parent's Night is primarily designed to help parents understand the curriculum and provide guidance on educating their children; individual meetings with class teachers will not be arranged during the event. The school will hold the Parent-Teacher Association General Meeting on October 20 (Friday) evening. After the meeting, there will be an opportunity for parents to meet with their child's class teacher. For any inquiries, please contact Vice Principal Ms. Lam Siu Yau.

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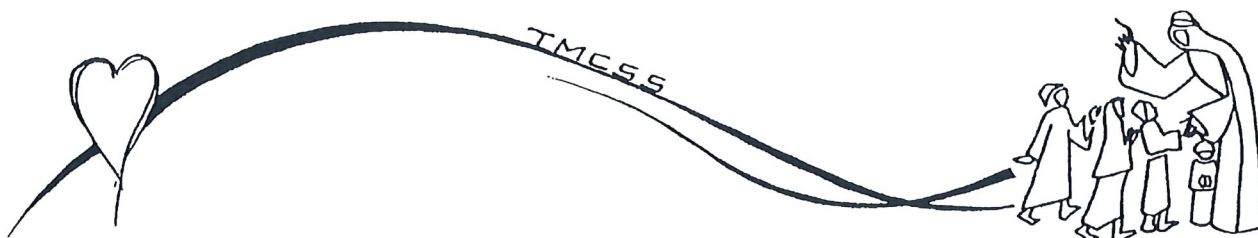
37th Athletic Meet

Guidelines to students

Our school's 37th Athletic Meet will be held at the Tang Shiu Kin Sports Ground in Tuen Mun on September 19th (Tuesday) and September 22nd (Friday) respectively. Students must arrive at the venue before 8:00 a.m. All students must wear neatly fitted short-sleeved sports uniforms and long pants at the assembly point on the sports field. If necessary, students may wear a sports jacket over the sports uniform. The dismissal time for the Athletic Meet is approximately 4:00 p.m. (exact dismissal time depends on the progress of the events). The Athletic Meet is a beneficial activity for both physical and mental health. If there are health issues, please do not participate in the competition. Absences during the Athletics Meet, even for a day, require submission of a medical certificate. For any inquiries, please contact the Head of Physical Education Department, Ms. Wong Big Han.

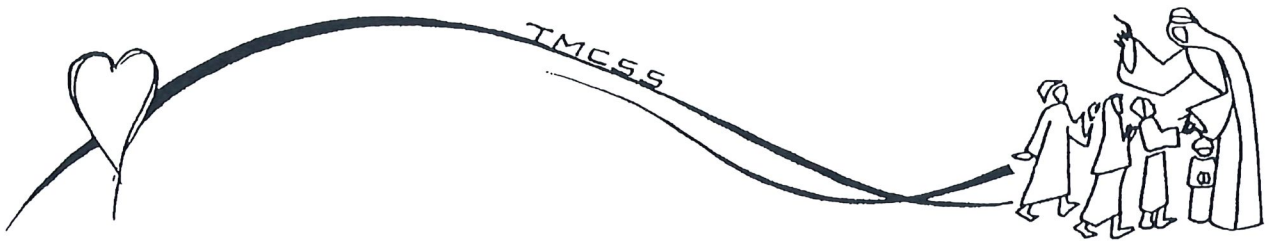
Guidelines for students participating in the competition

Bib	1. All participating athletes must wear proper sportswear and display the provided bib number on their chest (including inter-house or inter-class relay races) in order to participate in the competition. 2. There will be no arrangements for replacing lost bib numbers during the sports event; if any student borrows or uses someone else's bib number to participate, both parties involved will be disqualified from the competition and subject to disciplinary actions according to school regulations.
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Dress code	1. The dress code for physical education class applies here as well: students should wear the school uniform, shorts, and white socks, and tuck in their shirts during the competition. If needed, students can wear additional winter sports jackets for warmth before and after the competition. 2. For inter-class relay races and the graduation run for Form Six students, participants may wear their class shirts for the competition. 3. Students can wear suitable track shoes or spiked shoes for the competition, with no specific color requirement, except for high-top basketball shoes which are not allowed. 4. If the attire does not meet the requirements, the referee has the right to disqualify the student from participating in the event.
Check-in for the event or request for leave	1. If track and field events are taking place simultaneously, students must first report to the referee of the field events and excuse themselves before participating in the track events. After the track events are finished, they must immediately return to the field events, report to the referee, and can only participate in the remaining competitions. 2. If a student is unable to participate in the competition due to injury or illness, they must report to their team leader and fill out an exemption form. The form must be submitted to the command center, otherwise it will be considered an unexcused absence from the competition and result in a deduction of team points.
Earning points	1. Each participating student can earn 1 point for their respective teams. For unexcused absences from the competition, 1 point will be deducted for each missed event. 2. The champion team will receive 9 points, the runner-up team will receive 7 points, and so on. Students can strive to earn points for their teams, and the team with the highest total score will be awarded the title of "Overall Champion" for the event.

- 16 Confirmation of the valid Mainland Travel Permit for Hong Kong and Macau Residents
- Citizenship and Social Development has been introduced for Form Four students in the academic year 2021/22. The curriculum specifies that students must participate in at least one field trip to Mainland China within the three years from Form Four to Form Six, aiming to achieve the learning objectives through experiential learning. After the field trip, students are required to conduct a research project to showcase their findings and personal reflections.



Our school initially plans to organize the Mainland China field trip for Form Five students in the 2023/24 academic year, scheduled for November 2023. The exact dates of the field trip are pending confirmation from the Education Bureau. Students must possess valid Mainland Travel Permit for Hong Kong and Macau Residents in order to participate in the activity. Therefore, the school reminds students to check early on whether they possess valid permits. If they have not obtained one or if their permits have expired, they should apply for or renew them in a timely manner. If there are any inquiries, students may consult Mr. Chan Sai Chiu, the Head of Citizenship and Social Development Department.

17 Chinese version of Student Handbook and School Rules

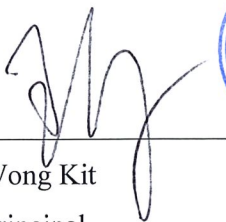
Our Student Handbook is written in English. For better understanding of the overall arrangement, parents are advised to refer to the Chinese version available in eClass on 1st September.

18 Payment items

Regarding the payment items, please refer to Payment Notice 2. The payment notice should be attached to the school circular in early September.

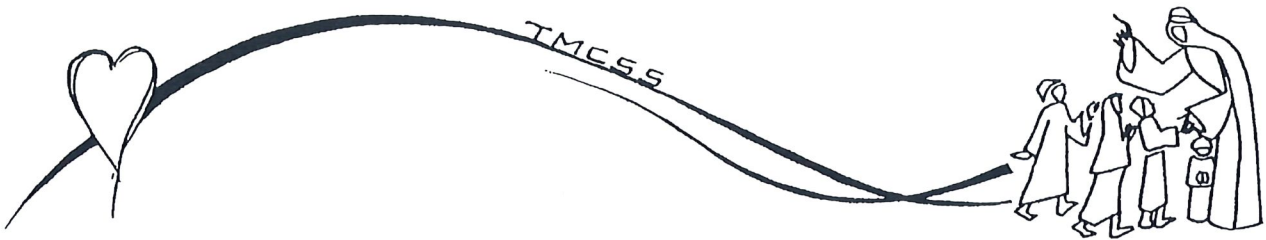
If you have any further questions, please approach the class teachers.

Yours faithfully,



Wong Kit
Principal





The reply slip should be submitted by 4th September.

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

2023-2024 Reply Slip for School Circular Issue No. 1
(Suitable for F.5 students)

Dear Mr. Wong,

1. I am well informed with the above information.
2. ☐ My child intends to participate in the Student Health Service Program.
☐ My child does not intend to participate in the Student Health Service Program.
3. Declaration:
☐ I am currently receiving Comprehensive Social Security Assistance from the Social Welfare Department or receiving full subsidy from the Student Financial Assistance Scheme.
☐ I am currently receiving half subsidy from the Student Financial Assistance Scheme.
☐ I am not receiving Comprehensive Social Security Assistance from the Social Welfare Department, and I am not qualified for full or half subsidy from the Student Financial Assistance Scheme.
4. Request for Free Tickets to the English musical "Joseph and his Dreamcoat" on September 8th:
☐ I would like to request tickets for the matinee show on September 8th (2:45 p.m.), for a total of _____ tickets.
☐ I would like to request tickets for the evening show on September 8th (7:30 p.m.), for a total of _____ tickets.
☐ I will not be able to attend the English musical.

Put a tick ✓ in the box ☐ as appropriate.

Parent's signature: _____

Date: _____

