



**Notice (2021/2022) No. 3
(S.1 ~ S.5)**

27th August, 2021

At the beginning of the new school year, there are several important matters that we would like to bring to your attention.

1. Documents attached to this notice:

- 2021/2022 School Calendar
- 2021/2022 Annual Recurrent Fee Items
- Introduction to 'ePayment System'
- Order Form of Student Photos and Class Photos

2. First two days of school:

01/09/2021 (Wednesday)

S.1 ~ S.6	8:15 am to 12:00 noon	<ul style="list-style-type: none">• Class Affairs• Start-of-year Service
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02/09/2021 (Thursday)

S.1	8:15 am to 1:00 pm	<ul style="list-style-type: none">• Academic Department, School Ethos and Student Support Talks• Class Affairs• Workshop on Co-operative Learning
S.2, S.3, S.6	8:15 am to 12:00 noon	<ul style="list-style-type: none">• Academic Department, School Ethos and Student Support Talks• Class Affairs
S.4, S.5	8:15 am to 1:00 pm	<ul style="list-style-type: none">• Academic Department, School Ethos and Student Support Talks• Class Affairs• Workshop on Life Planning

3. ePayment System:

Students' daily expenses and fees are collected through the ePayment system of eClass. Please refer to the Introduction to 'ePayment System' in the attachment for details. Parents must top up their ePayment accounts according to the 2021/2022 annual recurrent fee items on **or before 10/09/2021 (Friday)**. You can check your account balance any time via eClass or eClass App to ensure sufficient funds for settling the fees. Should you have any further enquiries, please contact our staff Ms. Wong Siu Wai or Mr. Yeung Chi Wai, Russell during office hours.



4. Purchase of School Handbook, exercise books and school badge:

Students must purchase the Student Handbook and school exercise books. S.1 and S.4 students must also purchase the school badge. The fee will be settled by e-payment **on 10/09/2021 (Friday)**. The details are as follows:

	Student Handbook @\$10.0	English Exercise Book @\$2.7	Single-lined Exercise Book @\$1.0	Big Single-lined Exercise Book @\$2.7	Chinese Writing Book @\$1.6	School Badge @\$10.0	Total Amount
S.1	1	2	18	10	4	1	\$66.8
S.2	1	2	18	10	4	--	\$56.8
S.3	1	2	18	10	4	--	\$56.8
S.4	1	1	12	15	4	1	\$71.6
S.5	1	1	12	15	4	--	\$61.6

Remarks: Exercise books can be purchased at the School General Office from 7:30 am to 5:00 pm (but not during class time).

5. Collection of student medical records:

(i) Purpose of collection

As suggested by the Education Bureau, we have to keep our students' medical records so that we can provide appropriate assistance if needed. The personal data collected from your child is used only for handling matters related to his/her health and safety. Though the provision of such data is entirely voluntary, insufficient information may prevent the school from fully understanding your child's medical history. As a result, the school may not be able to offer appropriate assistance to him/her in case of an accident. Therefore please fill in the relevant information at the back of the Student Information Form and submit it to the class teacher on or before 10/09/2021 (Friday).

(ii) Access to personal data

According to the Personal Data (Privacy) Ordinance, parents/guardians have the right to access and correct the data provided. Please contact the school if needed.

6. Student photo taking and order of photos:

13/09/2021 (Monday) is the Photo Taking Day. All students have to take individual digital photos and class photos for internal records. Students who would like to purchase the photos will have to pay in cash (no change will be given) directly to the staff of the photography studio during the photo taking session. Please refer to the attached order form for the packages prices. **Students must wear the summer school uniform on that day.**



7. Student financial assistance:

Type	Target students	Application method / Remarks
Grantham Scholarships Fund	S.4 to S.6 students	<ul style="list-style-type: none">For those who intend to apply, please proceed to the School General Office for the application form or download it from the Student Finance Office's website and return the completed form to the School General Office on or before 17/09/2021 (Friday).
Student Activities Support Grant	Students receiving Comprehensive Social Security Assistance (CSSA) / Full Level of Assistance / Students in need of financial assistance	<ul style="list-style-type: none">For those who intend to apply, please proceed to the School General Office for the application form and return the completed form at least 3 working days before the deadline for enrolment of the activity.
Subsidy Schemes or Living Allowance by other educational organisations	All students	<ul style="list-style-type: none">Please refer to the relevant poster(s) or leaflet(s) on the School Bulletin Board.

8. School Textbook Assistance Scheme / Student Travel Subsidy Scheme / Subsidy Scheme for Internet Access Charges:

Students who wish to apply for the School Textbook Assistance Scheme / Student Travel Subsidy Scheme / Subsidy Scheme for Internet Access Charges (including new applicants and unsuccessful applicants in the last school year) for the 2021/2022 school year, please obtain the application forms from the School General Office. Applicants are required to submit the completed application form together with all necessary supporting documents to the Student Finance Office directly by post or through online submission (<https://ess.wfsfaa.gov.hk/espps>) as soon as possible.

9. The day following Mid-Autumn Festival:

The day following Mid-Autumn Festival on 22/09/2021 (Wednesday) is a public holiday and students need not go to school on that day.



10. Permission to use students' creative work, photos and video clips taken during their learning activities:

Our school is now working with the Education Bureau, educational institutions and various government departments to conduct different research studies in learning and teaching. In the collaborative process, our school will make a compilation of your child's learning and work. To share a range of excellent exemplars of learning and teaching with fellow colleagues in the education community and to affirm the concerted effort made by teachers and students in the learning process, our school will disseminate selected exemplars on the website, in the Education Bureau publications, in newspapers and magazines, in teacher networking activities, exhibitions, and teacher sharing sessions to offer support among fellow colleagues and promote related research in learning and teaching.

We hereby ask for your consent to let us use the photos, video clips and work of your child. Please complete the reply slip so that appropriate arrangements can be made accordingly.

11. Cooperation between parents and the School:

Our school urges better and tighter communication with parents. We seek the parents' support, understanding and cooperation in order to lovingly cultivate the next generation, and to enhance effective learning and healthy growth for students so that they will become good and law-abiding citizens.

12. Enquiries:

Should you have any further enquiries, please contact the School General Office at 2571 1285 during office hours.

Yours sincerely,



Mr. Wong Chung Leung
Principal

Remarks: Please sign the reply slip on or before 03/09/2021 (Friday).

Bible verse of the month:

God is the strength of my heart and my portion forever. (Psalm 73:26)



中華基督教會桂華山中學
THE CHURCH OF CHRIST IN CHINA KWEI WAH SHAN COLLEGE

2021/22-004

地址 ADDRESS : 香港北角雲景道62號 62, Cloud View Road, North Point, Hong Kong 電話 TEL : 2571 1285
傳真 FAX : 2807 0085 網頁 WEB : www.ccckws.edu.hk 電郵 EMAIL : mail@ccckws.edu.hk

Reply Slip

Date: _____

To whom it may concern,

I acknowledge the matters stated in Notice (2021/2022) No. 3 and will comply with the school arrangements.

(Please put a ✓ in the appropriate boxes)

“Permission to use students’ creative work, photos and video clips taken during their learning activities”

- ☐ I give permission for my child’s creative work, photos and video clips to be used by the School.
- ☐ I do not give permission for my child’s creative work, photos and video clips to be used by the School.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Class: _____ Name of Student: _____ No: _____