



## Notice (2022/2023) No. 3 (S.1)

1<sup>st</sup> September, 2022

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**

- 2022/2023 School Calendar  
<https://ccckws.edu.hk/website/index.php/events-2/school-calendar/?lang=en>
- Introduction to 'ePayment System'
- 2022/2023 Annual Recurrent Fee Items (S.1~ S.6)
- [https://ccckws.edu.hk/website/index.php/payment\\_list/?lang=en](https://ccckws.edu.hk/website/index.php/payment_list/?lang=en)
- Order Form of Student Photos and Class Photos

### **2. 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.

### **3. Concern for attendance of students**

According to the Student Handbook P.6: "If students are absent for more than one-fifth of the total number of school days, they will not be allowed to sit for the examination." Please note that all students should attend school according to the school days listed in the School Calendar. In order to keep up with their studies, absence from school without a valid reason is not allowed.

### **4. Undergoing Regular Rapid-Antigen Tests (RATs)**

All students have to check their temperature and take an RAT each day before returning to school\*. The RATs should be conducted in the morning and **only students obtaining negative results to report "Declaration on Health" in eClass Student App** are allowed to return to school for lessons. Students should not attend school if their RAT results were positive or if they have fever or respiratory symptoms.

Students with positive RAT results should inform the school as soon as possible and stay at home. The parents should also report to the Department of Health as soon as possible within 24 hours via the "Declaration System for individuals tested positive for COVID-19 using Rapid Antigen Test" (<https://www.chp.gov.hk/ratp/>).

\*Remarks: For those recovered from COVID-19, they are not required to be tested within three months from the date of the recovery (except for those with symptoms).



### 5. Measures for Persons with Red Code / Amber Code

The Government announced that starting from 09/08/2022 (Tuesday), cases confirmed with COVID – 19 have been categorized as persons with a “Red Code”, and inbound persons from overseas places or Taiwan have been categorized as persons with an “Amber Code”. Parents with “Red Code” or “Amber Code” are not allowed to enter the school premises.

Students proactively declare to school their status of having “Red Code” or “Amber Code”. For students having “Red Code”, they are not allowed to go to School. Students with “Amber Code” need to meet the requirement of obtaining a negative rapid antigen test (RAT) result before returning to school every day.

Students with “Amber Code” are not allowed to participate in any mask-off activities at school (such as woodwind instruments, “contact” sports such as football or basketball, etc). They will also have meals in a location separate from other students.

### 6. First two days of school

01/09/2022 (Thursday)

S.1 ~ S.6	8:15 am to 12:00 noon	<ul style="list-style-type: none"><li>• Class Affairs</li><li>• Start-of-year Service</li></ul>
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02/09/2022 (Friday)

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



## **7. School bus service**

To assure that students can arrive at school on time, the school will arrange school bus service for them. Details are as follows:

Date	All school days from 01/09/2022 (Thursday) to 07/07/2023 (Friday)
Pick-up point and departure time	See attached
Service Provider	Jackson Coach Hire Service Ltd
Bus Fee (Yearly) for S.1 new intakes	Free of charge

If you are interested in the service, please complete and return the reply slip to the school.

Application results will be announced on 05/09/2022 (Monday). Should you have any enquiries, please contact Mr. Raymond Wong, Assistant Principal, at 2571-1285.

## **8. Whole-Day Face-to-Face Classes**

The School resumes whole-day face-to-face classes from 05/09/2022 (Monday) because it has already been 14 days or more after more than 90% of our eligible students took the second dose of vaccination. The School Time is from 8:15 am to 4:00 pm.

## **9. Lunch period**

In accordance with the school rules, all students are required to stay at school for lunch.

## **10. 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 '2022/2023 annual recurrent fee items' on or before **09/09/2022 (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, at 2571-1285.

**11. Purchase of School Handbook, exercise books and school badge (S.1 ~ S.5)**

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 **09/09/2022**

**(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).

**12. 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 **09/09/2022 (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.

**13. The second day following the Chinese Mid-Autumn Festival**

The second day following Mid-Autumn Festival on **12/09/2022 (Monday)** is a public holiday and students need not go to school on that day.



#### **14. Student photo taking and order of photos**

**13/09/2022 (Tuesday)** 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 package prices. **Students must wear the summer school uniform on that day.**

#### **15. Matters regarding the School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges**

The School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges in 2022/2023 (including first time applicants / previous unsuccessful applicants) can be applied for through the following ways:

- (1) Download the electronic application form from SFO E-link “My Applications (Financial Assistance Schemes at Primary and Secondary Schemes)” website;
- (2) Download the application form from the Working Family and Student Financial Assistance Agency’s website; or
- (3) Obtain the paper-based application documents from District Offices.

Applicants should submit the completed application forms by post or online (<https://ess.wfsfaa.gov.hk/espps>) to the Working Family and Student Financial Assistance Agency with the necessary supporting documents.



## 16. Student Financial Assistance

Type	Target students	Application method / Remarks
Grantham Scholarships Fund	S.4 to S.6 students	<ul style="list-style-type: none"><li>For those who intend to apply, please download it from the Student Finance Office's website and return the completed form to the School General Office on or before <b><u>26/09/2022 (Monday)</u></b>.</li></ul>
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"><li>For those who intend to apply, please obtain the application form from the School General Office and return the completed form at least 3 working days before the deadline for enrolment of the activity.</li></ul>
Subsidy Schemes or Living Allowance by other educational organisations	All students	<ul style="list-style-type: none"><li>Please refer to the relevant poster(s) or leaflet(s) on the School Bulletin Board.</li></ul>

## 17. 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.



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

2022/23-006

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

**18. 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 05/09/2022 (Monday).

**Bible verse of the month:**

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

**Reply Slip**

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

To whom it may concern,

I acknowledge the matters stated in Notice (2022/2023) No. 3 and will comply with the school arrangements.

School Bus Service (S.1 new intakes) (Please tick '✓' the appropriate box):

- I give permission for my child to join the school bus service.  
 I do not wish to apply for the school bus service for my child.

The pick-up points are listed below(Please tick '✓' the appropriate box):

	Pick-up Point	Departure Time	Bus Fee (Yearly)
01	Manor Centre, Un Chau Street <b>CHEUNG SHA WAN</b>	6:55 am	Free
02	Hoi Tat Estate Bus Station, Sham Mong Road <b>CHEUNG SHA WAN</b>	7:00 am	
03	Best-O-Best Commercial Center, Ferry Street, <b>YAU MA TEI</b>	7:10 am	
04	Diocesan Girls' School, Jordan Road, <b>JORDAN</b>	7:13 am	
05	Fortress Hill MTR Station Exit B, <b>FORTRESS HILL</b>	7:30 am	

“Permission to use students’ creative work, photos and video clips taken during their learning activities” (Please tick '✓' the appropriate box) :

- 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.

Parent’s Name: \_\_\_\_\_ Parent’s Signature: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Parent’s Mobile No.: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Student’s Mobile No.: \_\_\_\_\_