



Notice (2023/2024) No. 3 (S4~S5)

1st September, 2023

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

- 2023/2024 School Calendar
<https://ccckws.edu.hk/website/index.php/events-2/school-calendar/?lang=en>
- Introduction to 'ePayment System'
- 2023/2024 Annual Recurrent Fee Items (S.1~ S.6)
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

The 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. First two days of school

01/09/2023 (Friday)

S.1 ~ S.6	8:15 a.m. to 12:00 noon	<ul style="list-style-type: none">• Class Affairs• Start-of-year Service• Discipline Talk
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04/09/2023 (Monday)

S.1	8:15 a.m. to 1:00 p.m.	<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 a.m. 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 a.m. to 1:00 p.m.	<ul style="list-style-type: none">• Academic Department, School Ethos and Student Support Talks• Class Affairs• Workshop on Life Planning

5. 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 '2023/2024 Annual Recurrent Fee Items' **on or before 08/09/2023 (Friday)**. You can check your account balance any time via eClass or eClass App to ensure sufficient funds for settling the fees.

6. 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 ePayment on **08/09/2023 (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.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 a.m. to 5:00 p.m. (but not during class time).



7. Student photo taking and order of photos

14/09/2023 (Thursday) 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.

8. Installation of CCTV security system in classrooms

To secure the safety of students, teachers and school facilities, a CCTV security system has been installed in all classrooms, which is supported by the Incorporated Management Committee, Parent-teacher Association and representatives from the teachers and Student Union.

Remarks: Generally speaking, the video footages will be deleted automatically after 30 days without review. The system is accessible only to authorized personnel by the Principal to review the related footage(s) in the School when there are any special incidents happen.

9. Lunch period

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

10. Collection of student medical records

(i) Purpose of collection

As suggested by the Education Bureau, the School has to keep all 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 **08/09/2023 (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.



11. 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 download the form from the Student Finance Office's website and return the completed form to the School General Office on or before 25/09/2023 (Monday).
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 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.
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.

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

The 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, the 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, the 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.



13. 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 04/09/2023 (Monday).

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

2023/24-007

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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 (2023/2024) No. 3 and will comply with the school arrangements.

“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.: _____