



## Notice (2024/2025) No. 3 (S.4 ~ S.5)

2<sup>nd</sup> September, 2024

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

- 2024/2025 School Calendar  
<https://ccckws.edu.hk/website/index.php/events-2/school-calendar/?lang=en>
- Introduction to the 'ePayment System'
- 2024/2025 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)

### 2. Cooperation between parents and the School

The School strives for 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

<b><u>02/09/2024 (Monday)</u></b>	8:15 a.m. to 12:00 noon	<ul style="list-style-type: none"><li>• Class Affairs</li><li>• Start-of-year Service</li></ul>
<b><u>03/09/2024 (Tuesday)</u></b>	8:15 a.m. 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>

### 5. Lunch period

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



## **6. The Collection of Personal Information to be used in applying for the Quality Education Fund e- Learning Funding Programme**

- a) The personal data provided will be used by the School for the following purposes:
  - (i) processing applications relating to the programme;
  - (ii) verifying information with the departments/bureaus of the Government of the HKSAR which are relevant to the application process.
- b) Any information, including personal data, submitted may be disclosed to the EDB and relevant government departments/bureaus for the purposes mentioned above.
- c) The provision of personal data is obligatory. Without the data, the School is not able to process the application and proceed with the relevant arrangements.
- d) According to the Personal Data (Privacy) Ordinance (PDPO), all persons have the right to request access to and correction of their personal data. Requests for access to or correction of personal data should be made in the Data Access Request Form (No.OPS003 issued by the Privacy Commissioner for Personal Data) and sent to 62 Cloud View Road, North Point, Hong Kong. For more information about the privacy policy, please visit the website of the Privacy Commissioner for Personal Data.

Please complete the reply slip **on or before 04/09/2024 (Wednesday)** so that appropriate arrangements can be made accordingly.

## **7. 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 '2024/2025 Annual Recurrent Fee Items' **on or before 06/09/2024 (Friday)**. You can check your account balance any time via eClass or eClass App to ensure that there are sufficient funds for settling your account.



## 8. 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 ePayment on **06/09/2024 (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	14	7	4	1	\$64.7
S.2	1	2	14	7	4	--	\$54.7
S.3	1	2	14	7	4	--	\$54.7
S.4	1	1	10	12	4	1	\$71.5
S.5	1	1	10	12	4	--	\$61.5

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).

## 9. eHomework

All students and parents can use the eClass App/website to access the homework list (To-do-list). We expect that through the collaboration between parents and the school, students can establish a habit of submitting in their homework on time. Please refer to the attached image for instructions on how to access the homework list.

eClass App	Website



## **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 **06/09/2024 (Friday)**.

### **(ii) Access to personal data**

According to the Personal Data (Privacy) Ordinance (PDPO), all persons have the right to request access to and correction of their personal data. Requests for access to or correction of personal data should be made in the Data Access Request Form (No.OPS003 issued by the Privacy Commissioner for Personal Data) and sent to 62 Cloud View Road, North Point, Hong Kong. For more information about the privacy policy, please visit the website of the Privacy Commissioner for Personal Data.

## **11. 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.

## **12. 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 was approved 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 only accessible to authorized personnel appointed by the Principal to review the related footage(s) in the School if any special incidents occur.



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

2024/25-004

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

**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 04/09/2024 (Wednesday).

**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 have taken note of the matters stated in Notice (2024/2025) No. 3 and will comply with the school arrangements.

**Personal Information Collection to be used in applying for the Quality Education Fund – e-Learning Funding Programme:**

(Please tick '✓' the appropriate box  )

Do you have your own iPad?

- Yes  
 No  
 N/A

Are you currently receiving/applying for the School Textbook Assistance Scheme (STAS)?

- Yes  
 No  
 N/A

Are you currently receiving/applying for Comprehensive Social Security Assistance (CSSA)?

- Yes  
 No  
 N/A

**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.: \_\_\_\_\_