



**Parents' Letter No.1**

1 September 2017

Dear Parent/Guardian,

**Special Arrangements for the First Three School Days, Tropical Cyclones, Heavy Persistent Rain and Thunderstorms, Collection of Fees, Disciplinary Matters, ECA Matters, Parental Consent to Students' Attending P.E. Lessons, Health Records, Application for Hong Kong Jockey Club Life-wide Learning Fund, Handling Complaints Policy and S.1 Diversified Programmes**

Please be informed of the following matters:

**1. SPECIAL ARRANGEMENTS FOR 1/9/2017, 5/9/2017 and 6/9/2017**

Special arrangements for the first three days of school are as follows:

**1) Friday, 1 September 2017**

| <b>Time</b>                | <b>S1 – S6</b>   |
|----------------------------|--|
| 8:15 – 8:25 a.m.           | Lining up & Roll Call in the Playground                        |
| 8:25 – 8:45 a.m.           | Proceeding to the Hall and Settle down                         |
| 8:45 – 10:00 a.m.          | Hall Assembly<br>Principal's Address<br>Briefing on Discipline |
| 10:00 – 10:30 a.m.         | Break  |
| 10:30 a.m. –<br>12:00 noon | Class Period<br>(CTs & ACTs)                                   |

**2) Tuesday, 5 September 2017**

| <b>Time</b>   | <b>S1 – S6</b>   |
|---|--|
| 8:15 – 8:25 a.m.  | Lining up & Roll Call in the Playground                          |
| <b>S.2 – S.6:</b><br>8:30 – 10:15 a.m.<br><b>S.1:</b><br>8:30 – 9:00 a.m. | Class Period:<br>Mutually agreed classroom rules<br>(CTs & ACTs) |
| <b>S.1</b><br>9:00 – 10:15 a.m.   | NCS Chinese Assessment<br>(Room 109)                             |
| 10:15 – 10:45 a.m.  | Break  |
| 10:45 a.m. –<br>12:00 noon  | Hall Assembly<br>Briefing on Guidance                            |

**3) Wednesday, 6 September 2017**

| <b>Time</b>                | <b>S1 – S6</b>   |
|----------------------------|--|
| 8:15 – 8:25 a.m.           | Lining up & Roll Call in the Playground                                  |
| 8:30 – 10:00 a.m.          | Class Period<br>(CTs & ACTs)   |
| 10:00 – 10:30 a.m.         | Break  |
| 10:30 a.m. –<br>12:00 noon | Hall Assembly<br>'My Pledge to Act'<br>Briefing on ECA & Social Services |

Starting from **7 September 2017**, the school will adopt the regular timetable on a weekly basis.

## **2. TROPICAL CYCLONES, HEAVY PERSISTENT RAIN AND THUNDERSTORMS**

Special actions and arrangements will be taken in the event of tropical cyclones, heavy persistent rain and thunderstorms. Please refer to **Appendix 1** for details.

## **3. COLLECTION OF FEES**

Please be informed about the types of fees that will be collected in this school year:

| <b>Item</b>                                  | <b>Amount</b>                                  |   | <b>Remarks</b>  |
|--|--|---|---|
| School-based Management Fee                  | S.1-S.5 students:                              | First term: \$150<br>Second term: \$130 | For electricity charge for classroom and hall air-conditioning, air-conditioner maintenance fees, etc                                   |
|  | S.6 students:                                  | \$280 in one installment                |   |
| Parents-Teachers' Association Membership fee | \$50 per family                                |   | In case brothers and/or sisters are also studying in this school, only one amount of \$50.00 will be collected from the eldest sibling. |
| Exercise Books                               | Ranging from \$63.2 to \$105 for the whole set |   | S.4-S.6 students are NOT required to purchase the whole set.  |
| Student Handbook                             | \$6.5  |   |   |
| ECA Fund                                     | S.4-S.5 students                               | First term: \$70<br>Second term: \$70   | For S.4-S.6 students only   |
|  | S.6 students:                                  | \$140 in one installment                |   |

### **Payment methods:**

- Handbook and Exercise Books: CASH only
- Other fees: In cash or by cheque\*

\* The cheque should be made payable to 'Sir Ellis Kadoorie Secondary School (West Kowloon)'. Please write your child's name, class and class number at the back of the cheque.

Please refer to **Appendix 2** for the total amount to be handed in to the Class Teacher at the beginning of the first term:

## **4. INSTALLATION OF CCTV CAMERAS IN CAMPUS**

To safeguard our students and strengthen the security in school, additional CCTV cameras have been installed around the campus.

## **5. DISCIPLINARY MATTERS**

Students must observe and follow school rules and regulations. For the details of Safeguarding Students' Personal Belongings, Point System for Latecomers, Point System for Improper Uniform and Appearance and Disciplinary & Commendation Systems, please refer to **Appendix 3a, 3b & 3c**. Students are NOT allowed to use mobile phones in school. For details, please **read and sign** on P.8 of the student's handbook.

The school places great importance on effective home-school cooperation and aims to keep you informed about your child's/ward's all-round performance. During the school year, behavioural problems may arise and, in accordance with the school's disciplinary system, your child/ward may receive a disciplinary measure: **a black mark, a minor demerit or a major demerit** for which a letter will be issued.

For your convenience there are **two delivery options for letters issued for black marks:**

- 1) **Via your child/ward.** The class teacher will pass the letter to him/her. Parents please sign on the reply slip which would be collected by class teachers;
- 2) **In person.** You will come to school to sign and collect the letter.

Please indicate your choice on **Reply Slip No.1.**

## **6. ECA ENROLMENT PROCEDURE & ASSESSMENT CRITERIA (2017-2018)**

It has been a long-established policy of the school to attach great importance to extra-curricular activities (ECA) with the aim of enhancing our students' holistic development. Every year the ECA Committee offers a wide range of club activities to students ranging from academic subjects and interests to sports and community services. A list of clubs, together with their meeting schedules, will be sent to you for your reference in due course via your child/ward.

The ECA enrolment period will be scheduled from 18 September 2017 (Monday) to 20 September 2017 (Wednesday). Students may enroll in at least one and a maximum of two school clubs according to their own interests and needs. Please kindly discuss with your child/ward and give him/her advice for the enrolment and encourage him/her to take an active part in club meetings and other extra-curricular activities.

In order to give recognition to students' participation and effort in attending ECA, their performance in each of the ECA clubs will be assessed and recorded in their OTHER LEARNING EXPERIENCES (OLE) REPORTS according to the following criteria:

| <b>Grade (Comment)</b>     | <b>Assessment Criteria</b>  |
|----------------------------|---|
| <b>A</b><br>(Excellent)    | High attendance plus a prize in an inter-school competition or great contribution to the club |
| <b>B</b><br>(Very good)    | High attendance plus some contributions to the club   |
| <b>C</b><br>(Good)         | Over 70 % attendance  |
| <b>D</b><br>(Satisfactory) | Between 50% & 70 % attendance   |

Note: Membership will be cancelled if the attendance is below 50%.

To make the ECA scheme a success, your encouragement of your child/ward's participation in the meetings and activities is highly appreciated.

## **7. P.E. LESSONS AND PARENTAL CONSENT TO STUDENTS' ATTENDING P.E. LESSONS (Health Condition of Students)**

### **a) Regulations for P.E. lessons**

- For a long period of exemption from P.E. lessons, a certificate from a qualified doctor and parent's/guardian's letter of application must be submitted.
- For exemption from a P.E. lesson, a student must obtain permission from the P.E. teacher by showing the parent's/guardian's written request.

### **b) Parental consent to students' attending P.E. lessons**

In line with our school mission to provide an all-round education for our students, Physical Education as a cultural subject is offered to all S1 to S6 classes. However, parents are reminded to note that if your child/ward suffers health problems of any kind, you should decide after consultation with the doctor whether they are suitable for participating in P.E. lessons or other sports-related extra-curricular activities.

To facilitate necessary arrangements and to ensure students' safety at school, we wish to be well informed of the health condition of your child / ward. In this regard, parents are kindly requested to complete the attached reply forms (**Reply Slip No.2**) in two parts. The information collected will be strictly for school use and will not be divulged to other parties without the consent of the parents/guardians concerned.

## **8. APPLICATION FOR HONG KONG JOCKEY CLUB LIFE-WIDE LEARNING FUND**

We encourage students to take part in extra-curricular activities in order to promote students' all-round development and help them cultivate positive values and attitudes towards life. To provide assistance to parents who cannot support their children financially for these activities, the school has applied for the Hong Kong Jockey Club Life-wide Learning Fund from the Education Bureau. The Fund is to support financially-needy students to participate in life-wide learning activities organized by schools. Students who receive the "Comprehensive Social Security Assistance" (CSSA), Full Grant under "School Textbook Assistance Scheme" (STAS-Full) or with other financial difficulties are eligible for application. In this regard, parents are kindly requested to complete the attached **Reply Slip No. 3**. The information collected will be strictly for school use and will not be divulged to other parties without the consent of the parents/guardians concerned.

## **9. HANDLING COMPLAINTS POLICY**

In order to strive for excellence and efficiency, and promote accountability and transparency, the school has established a school-based complaint handling mechanism which aims to handle complaints positively and provide prompt responses within an appropriate time frame. The 'Guideline for Handling School Complaints' has been uploaded on the school webpage for your reference.

## **10. DIVERSIFIED PROGRAMMES FOR S.1 STUDENTS**

To nurture students' whole-person development, diversified programmes will be arranged for all S.1 students. Details are tabulated below:

|            | <b>Monday<br/>(3:45 – 4:45)</b>           | <b>Wednesday<br/>(3:45 – 4:45)</b> | <b>Friday<br/>(12:50 – 1:35)</b> |
|------------|---|------------------------------------|----------------------------------|
| Activity   | 1. ECA<br>2. Chinese Culture Appreciation | Sports Training                    | Mathematics Tutorial             |
| Group size | 18-22 students per group                  | 18-22 students per group           | 4-5 students per group           |

All S.1 students are required to stay at school until 4:45 pm on every Monday and Wednesday starting from 18 September 2017 (Monday).

Please kindly fill in and sign the attached reply slips and the Health Declaration Form and return them together with the total amount of the fees to be collected to the respective class teacher via your child/ward by 6 September 2017. Thank you for your attention and support to the school.

Yours faithfully,

YEUNG KWONG Mong-ha  
Principal

**官立嘉道理爵士中學 (西九龍)**  
二零一七至二零一八年度第一號家長信撮要 (詳情請參閱英文版)

**1. 1/9/2017、5/9/2017 和 6/9/2017 開學首三天特別安排**

開學首三天特別安排如下：

1/9/2017 (星期五)

| 時間            | 中一至中六          |
|---------------|----------------|
| 08:15 – 08:25 | 在操場排隊及點名       |
| 08:30 – 10:00 | 開學禮：校長致辭及訓導組簡介 |
| 10:00 – 10:30 | 小息             |
| 10:30 – 12:00 | 班主任課           |

5/9/2017 (星期二)

| 時間  | 中一至中六              |
|---|--------------------|
| 08:15 – 08:25                                 | 在操場排隊及點名           |
| 中二至中六<br>08:30 – 10:15<br>中一<br>08:30 – 09:00 | 班主任課：班規共識          |
| 中一<br>09:00 – 10:15                           | 中一級中文評估<br>(109 室) |
| 10:15 – 10:45                                 | 小息                 |
| 10:45 – 12:00                                 | 禮堂集會：(輔導組簡介)       |

6/9/2017 (星期三)

| 時間            | 中一至中六                 |
|---------------|-----------------------|
| 08:15 – 08:25 | 在操場排隊及點名              |
| 08:30 – 10:00 | 班主任課                  |
| 10:00 – 10:30 | 小息                    |
| 10:30 – 12:00 | 禮堂集會：公民教育、課外活動及社會服務簡介 |

**2. 暴雨警告信號生效時應注意事項：**

在暴雨期間，學校會就個別情況作出特別考慮及安排。有關詳情，請參閱附錄 1。

**3. 收取費用**

本學年學生須繳交以下費用：

| 項目      | 費用  | 備註                         |
|---------|---|----------------------------|
| 校本管理費   | 上學期：150 元正<br>下學期：130 元正<br>中六同學必須一次過繳交 280 元正    | 以支付課室冷氣費及維修費用              |
| 家長教師會年費 | 50 元正   | 若同學有兄弟姊妹同時在本校就讀，家長只需繳交一份會費 |
| 校簿費     | 整套校簿費為 63.2 元至 105 元                              | 中四至中六同學亦可選擇分項購買            |
| 學生手冊    | 每本 6.5 元  |                            |
| 課外活動費   | 中四及中五級：上學期 70 元正<br>下學期 70 元正<br>中六級：一次過繳交 140 元正 | 中四至中六同學必須繳交                |

(就讀不同級別同學須繳交不同簿費，詳情請參閱英文版本的資料。)

繳款方式：

• 學生手冊及校簿費：現金

• 其他費用：現金 / 支票\*

\* 如以支票繳交款項，支票抬頭請書：Sir Ellis Kadoorie Secondary School (West Kowloon)，支票背頁請寫上學生姓名，班別及班號。

#### 4. 加裝校園閉路電視鏡頭

為保障學生安全及提升學校保安，學校已在校園內不同地方加裝閉路電視鏡頭，敬希家長垂注。

#### 5. 學生紀律及訓導事宜

學生必須嚴守紀律，遵從校規。同學在校期間必須關掉及不得使用手提電話。有關攜帶手提電話詳情，請參閱並簽妥學生手冊第八頁。有關校規及獎懲制度的細節，請參閱英文版附錄 3a, 3b 及 3c。

本校一向重視各同學的行為操守，如他們觸犯校規，而被記缺點、小過或大過，校方將會發出家長信以通知各位。由本學年開始，有關違規紀錄通知信的發出，將會有下列的安排：

如同學被記缺點，家長可選擇以下其中一種收信方法：

1. 班主任將「違規紀錄通知信」先交予同學，再由他們轉交給家長，家長簽署回條後請交回班主任。
2. 家長親身到校領取「違規紀錄通知信」。

有關領取「違規紀錄通知信」的方法，煩請賜覆。

#### 6. 課外活動招收會員及評估標準

課外活動對促進學生的全人發展非常重要，本校每年均會為同學提供不同性質的課外活動。本校將於二零一七年九月十八日至九月二十日招收各學會會員，屆時同學可根據個人的興趣及需要，必須參加一至兩個學會。各家長可在同學挑選學會時給予指引及全力支持他們參與各學會的活動。有關學會名單及活動時間表將於稍後公佈，敬希留意。

貴子弟的課外活動表現將會被記錄在該學年的其他學習經歷報告表上，評估準則如下：

| 等級<br>(評語) | 評估標準                                |
|------------|-------------------------------------|
| A<br>(優異)  | 同學積極參與學會各項活動，對有關學會有重大的貢獻或在校際比賽中獲取獎項 |
| B<br>(優良)  | 同學積極參與學會各項活動，以及對有關學會有所貢獻            |
| C<br>(良好)  | 同學出席學會活動達百份之七十以上                    |
| D<br>(尚可)  | 同學出席學會活動達百份之五十至百份之七十                |

\*若同學出席學會活動少於百份之五十，其會員資格將被取消。

## 7. 體育課須知及學生身體狀況

本校重視學生在德、智、體、群、美五育的均衡發展，故體育科被列為必修課程。學生經常參與適量的體育運動，對身心健康有甚大裨益，惟家長必須留意，學生如患上某些疾病，可能需按醫生指示，暫時停止體育活動。

貴子弟如因健康理由，而醫生建議需要暫時停止體育活動，或於本學年豁免上體育課者，請在下列回條申明疾病名稱，並附上註冊醫生證明書，由貴子弟交回班主任，以便校方存檔及作出相應配合。

## 8. 申請「賽馬會全方位學習基金」事宜

本校一向鼓勵同學多參與校內的課外活動以提昇全人發展及培養同學正面的人生觀。鑒於部份同學家庭有經濟困難，本校特向教育局申請「賽馬會全方位學習基金」，供現正領取「綜合社會保障援助」(綜援)、領取「學校書簿津貼計劃—全額津貼」(全津)或家庭有經濟困難的同學申請。校方收集是項資料只作批核津貼之用，絕不會向其他人透露相關內容。

## 9. 校本投訴處理

本著追求卓越效率，講求問責透明，本校已設立「校本投訴處理機制」，以積極正面的態度處理投訴，並盡早或在適當時間內回應。有關的投訴指引已上載於本校網頁以供參考。

## 10. 中一學生安排了多元化的計劃

本校為中一學生安排了多元化的計劃，以促進學生全人發展，詳情如下：

|      | 逢星期一<br>(3:45 - 4:45) | 逢星期三<br>(3:45 - 4:45) | 逢星期五<br>(12:50 - 1:35) |
|------|-----------------------|-----------------------|------------------------|
| 活動項目 | 1. 課外活動<br>2. 認識中華文化  | 體育訓練                  | 數學小組輔導                 |
| 分組形式 | 每組 18-22 人            | 每組 18-22 人            | 每組 4-5 人               |

以上計劃由 2017 年 9 月 18 日 (星期一) 開始，逢星期一、三、五舉辦，所有中一學生必須參加，並逢星期一、三留校至 4:45。

煩請於二零一七年九月六日將有關回條、學生健康狀況申報表及費用交回各班班主任，多謝合作。



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon

Tel: 2576 1871 Fax: 2882 4548

E-mail address: sekss100@edb.gov.hk

School Website: www.seksswk.edu.hk

**REPLY SLIP 1, Parents' Letter No.1**

**Parents' Letter No. 1 & Letters issued for Disciplinary Measures**

To: Principal

Sir Ellis Kadoorie Secondary School (West Kowloon)

I acknowledge receipt of Parents' Letter No. 1 and have noted the contents therein.

I prefer to receive letters regarding disciplinary measures\*:

Via my child/ward.

In person.

I offer my full cooperation in ensuring that my child/ward strictly adheres to all school rules and regulations.

I understand that it may be necessary for my child/ward to attend the detention class or return home from school if he / she fails to comply with any of the regulations.

Parent's / Guardian's Signature: \_\_\_\_\_

Parent's / Guardian's Name (IN BLOCK LETTERS): \_\_\_\_\_

Parent's/ Guardian's Contact Telephone Number: \_\_\_\_\_

Student's Name (IN BLOCK LETTERS): \_\_\_\_\_

Class & Class No.: \_\_\_\_\_ ( )

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

*\*Please tick (✓) your preferred delivery option.*

**回 條 (第一號家長信)**

本人已閱讀本通告及清楚所有內容；

並希望以下列途徑收取有關敝子弟的「違規紀錄通知信」。

(請在適當方格內加上「✓」號)

本人授權敝子弟代領。

本人親自到學校領取。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別及班號：\_\_\_\_\_ ( )

\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

(Note to class teacher: This reply slip should be forwarded to the Discipline i/c.)





**REPLY SLIP 2, Parents' Letter No.1**

**Parental Consent to Students' Attending P.E. Lessons & Health Condition of Students (2017/18)**

**PART A**

To: Principal  
Sir Ellis Kadoorie Secondary School (West Kowloon)

- My child/ward is healthy and suitable to participate in PE lessons and other sports-related extra-curricular activities.
- My child/ward is not suitable to participate in PE lessons and other sports-related extra-curricular activities until \_\_\_\_ (day)/ \_\_\_\_ (month) / \_\_\_\_ (year) .

**(# Please provide a medical certificate)**

- My child/ward is exempted from attending PE lessons in the current school year 2017/2018. **(# Please provide a medical certificate)**

# Attached herewith please find a valid medical certificate stating my child/ward is suffering from the following sickness:

\_\_\_\_\_.

Parent's / Guardian's Signature: \_\_\_\_\_

Parent's / Guardian's Name (IN BLOCK LETTERS): \_\_\_\_\_

Parent's Contact Telephone Number: \_\_\_\_\_

Student's Name (IN BLOCK LETTERS): \_\_\_\_\_

Class & Class No.: \_\_\_\_\_ ( )

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

(Please '✓' the appropriate box.)

\*\*\*\*\*

**家長同意書—體育課須知及學生身體狀況**

**甲部**

\*小兒/小女 \_\_\_\_\_ 就讀貴校 \_\_\_\_\_ 班，班號 \_\_\_\_\_

(請在適當的方格內加上「✓」號)

- 健康正常，可上體育課及參與各項體育活動。
- 須暫時停止體育課及體育活動至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日。( # 必須附上醫生證明書)
- 獲醫生證明於本學年豁免上體育課。( # 必須附上醫生證明書)

# 現附上醫生證明\*小兒/小女患有下列疾病：

\_\_\_\_\_。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

(Note to class teacher: This reply slip should be forwarded to the PE HOD.)

Sir Ellis Kadoorie Secondary School (West Kowloon)

**PART B**

Medical History of Student

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Class No: \_\_\_\_\_  
(IN BLOCK LETTERS)

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
(DAY) / (MONTH) / (YEAR)

Parent's/Guardian's Name: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_  
(IN BLOCK LETTERS)

1. I \* wish/do not wish to reveal the medical condition and history of my child / ward.  
 (If you choose 'wish', go to 2 below.) (\*Delete the inappropriate item.)
2. If the student has ever had the following medical condition(s), please mark "✓" in the appropriate box(es) and specify details:

| If any, please "✓" | Name of Disease     | Age Detected | Details of Disease |
|--------------------|---------------------|--------------|--------------------|
|                    | G6PD deficiency     |              |                    |
|                    | Bronchial asthma    |              |                    |
|                    | Epilepsy            |              |                    |
|                    | Fits due to fever   |              |                    |
|                    | Kidney disease      |              |                    |
|                    | Heart disease       |              |                    |
|                    | Diabetes mellitus   |              |                    |
|                    | Hearing defect      |              |                    |
|                    | Haemophilia         |              |                    |
|                    | Anaemia             |              |                    |
|                    | Other blood disease |              |                    |
|                    | Allergy to drugs    |              |                    |
|                    | Allergy to vaccines |              |                    |
|                    | Allergy to food     |              |                    |
|                    | Other allergies     |              |                    |
|                    | Tuberculosis        |              |                    |
|                    | Minor operation     |              |                    |
|                    | Major operation     |              |                    |
|                    | Others: _____       |              |                    |

3. Special needs required: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

(Note to class teacher: This reply slip should be forwarded to the PE HOD.)

官立嘉道理爵士中學 (西九龍)

乙部

學生健康狀況

學生姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 班號：\_\_\_\_\_ 性別：\_\_\_\_\_

出生日期：\_\_\_\_\_年\_\_\_\_月\_\_\_\_日 家長姓名：\_\_\_\_\_ 聯絡電話：\_\_\_\_\_

一) 本人 \*願意/不願意 透露敝子弟的健康狀況。( \*請刪去不適用者)

二) 如學生曾患以下疾病，請在最左的方格內加上「✓」及列出詳情：

| 如適用，<br>請“✓” | 疾病           | 患病年份 | 疾病資料 |
|--------------|--------------|------|------|
|              | 六磷酸葡萄糖脫氫素缺乏症 |      |      |
|              | 哮喘           |      |      |
|              | 羊癲症          |      |      |
|              | 高熱引致抽搐       |      |      |
|              | 腎病           |      |      |
|              | 心臟病          |      |      |
|              | 糖尿病          |      |      |
|              | 聽覺不健全        |      |      |
|              | 血友病          |      |      |
|              | 貧血           |      |      |
|              | 其他血病         |      |      |
|              | 藥物敏感         |      |      |
|              | 疫苗敏感         |      |      |
|              | 食物敏感         |      |      |
|              | 空氣污染敏感       |      |      |
|              | 其他敏感         |      |      |
|              | 肺結核          |      |      |
|              | 小手術          |      |      |
|              | 大手術          |      |      |
|              | 其他           |      |      |

三) 所需之特別照顧：\_\_\_\_\_

日期：\_\_\_\_\_

家長/監護人簽署：\_\_\_\_\_



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon

Tel: 2576 1871 Fax: 2882 4548

E-mail address: sekss100@edb.gov.hk

School Website: www.seksswk.edu.hk

**REPLY SLIP 3, Parents' Letter No.1**

Dear Principal,

The content of your letter about the application for the “**Hong Kong Jockey Club Life-wide Learning Fund**” has been noted.

- I would like to apply for the captioned fund in this academic year.
- My family is receiving Comprehensive Social Security Scheme
- My son / daughter is receiving Full grant under the ‘Student Financial Assistance Scheme’
- Other financial difficulties: \_\_\_\_\_

- I do NOT wish to apply for the captioned fund.

Parent's/Guardian's Signature: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_  
(IN BLOCK LETTERS)

Contact Phone No. \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(IN BLOCK LETTERS)

Class & Class No.: \_\_\_\_\_

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

\*Please “✓” the appropriate box.

敬覆者：頃接來函，本人已得悉有關申請「賽馬會全方位學習基金」事宜。

- 本人希望申請上述基金，
- 本人的家庭現正領取綜合社會保障援助。
- 學生現正領取學生資助計劃全額津貼。
- 本人及家庭成員並不屬於上述類別，但有經濟困難如下：\_\_\_\_\_

- 本人不需申請上述基金。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別及班號：\_\_\_\_\_ ( )

\_\_\_\_\_年 \_\_\_\_月 \_\_\_\_日

\*請於正確選擇的方格內加上 ✓ 號。

(Note to class teacher: This reply slip should be forwarded to the ECA i/c.)