



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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

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School Website: www.seksswk.edu.hk

Parents' Letter No. 2

17 September 2021

Dear Parents/Guardians,

List of Class Teachers and Assistant Class Teachers, Handling Complaints Policy, Joint-school Workshop for Teachers, Loan of Mobile Devices, Parent Seminar and First Principal's Meeting with Parents

Please be informed of the following matters:

1. List of Class Teachers and Assistant Class Teachers

Please be informed that a list of the class teachers and assistant class teachers of each class is available from our school homepage (<http://www.seksswk.edu.hk> → Our Staff) for your easy reference.

2. 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.

3. Joint-school Workshop for Teachers

A joint-school workshop for teachers on National Security Education organized by the Education Bureau (EDB) has been arranged on **23 September 2021 (Thursday)**. Students will be **dismissed at 11:40 am** on this day.

4. Loan of Mobile Computer Devices, Portable WiFi Routers and/or Mobile Data Cards

To further support schools in implementing the blended mode of learning and teaching under the "new normal", it was proposed in the 2020 Policy Address that funding would be set aside in the Quality Education Fund (QEF) to implement a three-year programme starting from the 2021/22 school year. Measures include subsidising schools to purchase mobile computer devices for loan to needy students, and to provide portable WiFi routers and / or mobile data cards for students who are unable to acquire appropriate Internet services due to their living environment constraints, so that all students have equal opportunities in accessing e-learning.

Our school is invited to participate in the programme and is going to arrange for the loan of mobile computer devices to eligible students. Portable WiFi routers and/or mobile data cards will be also arranged for loan to financially needy students who are unable to acquire appropriate Internet services (e.g. through fixed broadband services) due to the constraints in their living environment (e.g. subdivided units, old buildings and remote areas).

In the 2021/22 school year, students meeting the following criteria are eligible for the loan of devices in the captioned Programme:

- (i) those receiving subsidies under the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department;
- (ii) those receiving full grant/half grant of the School Textbook Assistance Scheme (STAS) from the Student Finance Office; or
- (iii) those with limited economic means identified by schools.

Student beneficiaries should not have received similar government assistance before, including the Community Care Fund Assistance Programme. Eligible students need to submit the proof of eligibility and a parent consent letter to the school. Students with limited economic means are requested to submit a 200-word self-report on their family financial background.

For any enquiries about this programme, please contact Ms. CHAN Mei-ting or Mr. LI Ka-fai at 2576-1871.

5. Parent Seminar

IT in Education Section of EDB, Hong Kong Education City and Committee on Home-School Co-operation will co-organise "**Smart Net Surfing with Kids**" **Parent Seminar (1): Healthy and Balanced Internet Life**. The seminar will be held on 25 September 2021 from 2:00 pm to 3:30 pm in webinar mode. Cantonese and English sessions will be arranged. Registration is now open (deadline: 25 September 2021 2:00 pm). A physiotherapist will share correct postures for using electronic devices together with some corresponding exercise therapy, and a representative from the Online Addiction Counselling Centre will explain the youth Internet world and their development needs, as well as provide tips to parents in preventing kids from being Internet addictive. Parents are cordially invited to join the seminar. For details, please refer to the following website (<https://www.hkedcity.net/eventcalendar/event/6124a87fcc9f934c07b67cb0>).

For enquiries, please contact HKEdCity at 2624 1000 or email to info@hkedcity.net.

6. First Principal's Meeting with Parents

The First Principal's Meeting with Parents will be jointly hosted by the school and the PTA. During the meeting, parents will be able to find out more about our school.

The details for the first meeting is as follows:

Date:	30 September 2021 (Thursday)
Time:	4:30 pm - 5:30 pm
Venue:	Room 109 (1/F)

- Programme:
1. School Developments
 2. School Intranet / e-Class Parent App / Homework
 3. PTA AGM / Parents' sharing
 4. Q & A Session

As a parent/guardian, you are cordially invited to attend this meeting. Please indicate your availability by completing and returning the reply slip by Friday, 24 September 2021.

Yours faithfully,

LEE Tung-ching
Principal

This Parents' Letter can be found on our school homepage (<http://www.seksswk.edu.hk/>) and eClass Parent App.

官立嘉道理爵士中學（西九龍）

二零二一至二零二二年度第二號家長信撮要(詳情請參閱英文版)

(一) 各班班主任及助理班主任名單

校方已將各班班主任及助理班主任的名單上載到學校網頁，歡迎家長隨時瀏覽。

(二) 校本投訴機制

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。

(三) 教師聯校工作坊

本校教師將於 2021 年 9 月 23 日(星期四)參加由教育局主辦有關國家安全教育的聯校工作坊，當天學生於上午 11 時 40 分放學。

(四) 借用流動電腦裝置，無線網絡路由器及/或流動數據卡

為進一步支援學校在「新常態」下推行混合教學模式，《2020 年施政報告》提出，在優質教育基金特別預留撥款，由 2021/22 學年開始，推行一項為期三年的計劃。其中措施包括資助學校購買流動電腦裝置供有經濟需要的學生借用，以及向因居住環境所限而未能獲得合適上網服務的學生提供無線網絡路由器及/或流動數據卡，讓學生獲得平等的電子學習機會。

本校獲邀參加這項目，並準備安排借出流動電腦裝置給合資格的學生使用。學校亦會安排可攜式無線網絡路由器及/或流動數據卡，供有經濟需要並因居住環境所限（例如居於劏房、舊樓或偏遠地區）而未能獲得合適上網服務（例如固網寬頻服務）的學生借用。

在 2021/22 學年期間，符合下列條件的學生，均可受惠於撥款計劃：

- (i) 領取社會福利署的綜合社會保障援助（綜援）；
- (ii) 領取學生資助處學校書簿津貼（書簿津貼）的全額或半額資助；或
- (iii) 經學校識別為家庭經濟能力有限的學生。

受惠學生應從未獲取同類政府資助，包括關愛基金援助項目。合資格學生需向學校提交受惠資格證明文件及家長同意書。而家庭經濟能力有限的學生需向學校遞交 200 字家庭經濟狀況陳述報告。

如對此項目有任何查詢，歡迎致電 2576-1871 與陳美婷老師或李家輝老師聯絡。

(五) 家長講座

由教育局資訊科技教育組、香港教育城及家庭與學校合作事宜委員會合辦的「攜手童行 e 世界」家長講座(一)：健康均衡的網絡生活 將於 2021 年 9 月 25 日(星期六)下午 2 時至 3 時 30 分以網上研討會形式進行，是次講座分為粵語場次及英語場次，現已接受報名(截止日期：2021 年 9 月 25 日下午 2 時正)。講座將由物理治療師分享使用電子產品的正確姿勢及預防痛症的相關運動，以及由網絡沉溺輔導中心的代表講解青少年的網絡世界與成長需要，並介紹預防子女沉迷上網的方法，歡迎家長出席。有關詳情，請瀏覽以下活動網址 (<https://www.hkedcity.net/eventcalendar/event/6124a87fcc9f934c07b67cb0>)。

如有查詢，請致電 2624 1000 或電郵至 info@hkedcity.net 與香港教育城聯絡。

(六) 第一次「校長與家長交流會」

本年度學校與家長教師會將合辦的第一次「校長與家長交流會」將於 2021 年 9 月 30 日(星期四)舉行。本校希望藉著是項活動，加強家長與學校的聯繫，讓大家能更了解學校的發展。屆時本校校長、副校長及有關老師將會與各位家長會面，分享交流及解答各項查詢。

詳情臚列如下：

日期	2021 年 9 月 30 日(星期四)
時間	下午 4 時 30 分至下午 5 時 30 分
地點	109 室 (一樓)
討論題目	<ul style="list-style-type: none">· 學校的發展方向· 學校內聯網/ e-class 家長應用程式/家課· 家長教師會周年大會/ 家長分享· 答問環節

期望各位家長能鼎力支持，撥冗出席。

請填妥回條，於 2021 年 9 月 24 日(星期五)前交回班主任。

Reply Slip – Loan of Mobile Computer Devices, Portable WiFi routers and/or mobile data cards
Parent/Guardian Consent Form

To: Principal (via Ms. CHAN Mei-ting / Mr. LI Ka-fai)
Sir Ellis Kadoorie Secondary School (West Kowloon)

I hereby consent to my child's participation in the "Bring Your Own Device" policy implemented by the school to meet the needs of e-learning. I also will

1. allow my child to bring a mobile computer device to the school for learning;
2. comply with the school's guidelines and regulations on using mobile computer devices; and
3. encourage my child to use mobile computer devices properly for learning at home, including be aware of the internet safety, eye care and appropriate allocation of time for working and rest, as well as comply with relevant ethical and legal requirements.

Regarding the "Loan of Mobile Computer Devices, Portable WiFi routers and/or mobile data cards" to facilitate the Practice of e-Learning, I

do not need to apply for the captioned programme.

OR

hereby consent to apply for the captioned programme:

Loan of Mobile Computer Devices

Loan of Portable WiFi routers and/or mobile data cards

and submit the required personal data of my child to the Education Bureau for proceeding with the relevant procedures. **A copy of the documentary proof of the following eligibility (Eligibility Certificate/ Notification of Result) OR a 200-words self-report of family financial background is attached (for students with limited economic means).**

I am now receiving Comprehensive Social Security Assistance

I am now receiving full grant under the School Textbook Assistance Scheme(2021/22)

I am now receiving half grant under the School Textbook Assistance Scheme(2021/22)

I am now with limited economic means, but not receiving CSSA or STAS.

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 put a "✓" in the appropriate boxes)

回條 (借用流動電腦裝置, 無線網絡路由器及/或流動數據卡)
家長/監護人同意書

致：校長

官立嘉道理爵士中學 (西九龍)

本人已得悉有關申請「自攜流動電腦裝置」事宜。

本人同意子女參與學校所推行的「自攜流動電腦裝置」政策，以配合電子學習的需要，並會：

1. 讓子女攜帶流動電腦裝置回校進行學習；
2. 遵守學校制定的流動電腦使用守則；及
3. 鼓勵本人子女在家正確使用流動電腦裝置進行學習，包括注意網路安全、眼睛健康、適當作息時間，並遵守道德紀律等。

就關愛基金援助專案—「借用流動電腦裝置, 無線網絡路由器及/或流動數據卡」，本人

不需要申請上述項目。

或

同意學校代本人子女申請上述項目： 借用流動電腦裝置

借用無線網絡路由器及/或流動數據卡

及將其個人資料交予教育局辦理相關手續。現附上受惠資格證明文件副本(「資格證明書」或「申請結果通知書」)或 200 字家庭經濟狀況陳述報告(家庭經濟能力有限的學生適用)。

本人現正領取綜合社會保障援助

本人現正領取 2021/22 學年學校書簿津貼計劃全額津貼

本人現正領取 2021/22 學年學校書簿津貼計劃半額津貼

本人現家庭經濟能力有限，而未有領取綜合社會保障援助或學校書簿津貼計劃

家長簽署：_____

家長姓名：_____

聯絡電話：_____

學生姓名：_____

班別及班號：_____ ()

_____年 ____月 ____日

(請在適當方格內加 ✓)

REPLY SLIP

The First Principal's Meeting with Parents

To: Principal & PTA Chairperson

Sir Ellis Kadoorie Secondary School (West Kowloon)

I acknowledge receipt of Parents' Letter No. 2 and have noted the contents therein.

I *shall / *shall not attend the Principal's meeting with Parents on Thursday, 30 September 2021.

Please reserve _____ seat(s) for me.

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: _____

*Please circle as appropriate.

(Class teachers please return the Reply Slip along with the class list to the teacher i/c KZA
by 24 September 2021.)

回條

第一次「校長與家長交流會」

致：校長及家長教師會主席
官立嘉道理爵士中學（西九龍）

本人已知悉九月三十日(星期四)舉行的第一次「校長與家長交流會」事宜，回應如下：

* 本人將會出席「校長與家長交流會」，出席人數共_____人。

* 本人未能出席「校長與家長交流會」

家長／監護人簽署：_____

家長／監護人姓名：_____

聯絡電話：_____

學生姓名：_____ 學生班別及學號： _____ ()

*請在適當方格內填上「✓」號。

(煩請班主任收集有關回條並附上班別名單於9月24日或之前一併交給KZA。)