



**SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)**

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

Tel: 2576 1871 Fax: 2882 4548

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

School Website: www.seksswk.edu.hk

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**Parents' Letter No. 2**

20 September 2022

Dear Parents/Guardians,

**Real-time Zoom Lesson Arrangement on 23 September 2022, Study Room Arrangement for S6 Students, ECA Club Meetings for the First Term, Principal's Meeting with Parents, List of Class Teachers and Assistant Class Teachers and Handling Complaints Policy**

Please be informed of the following matters:

**1. Real-time Zoom Lesson Arrangement on 23 September 2022**

Please be informed that 'The Celebration of National Day cum Kick-off Ceremony of Inter-school Activities of Government Schools' will be held at our school on 23 September 2022, Friday. The Guests of Honour of this important event are Mr. Lam Ting Kwok, SBS, SC, JP, Secretary for Justice and Dr. Choi Yuk Lin, JP, Secretary for Education. All EDB officers concerned, Principals and Assistant Principals of Government Secondary and Primary Schools will be participating in this first-ever ceremony. To facilitate the smooth running of the ceremony, teachers are assigned with various duties thus, **no lessons will be conducted in the morning**. Only students of the Flag-raising Team, Air Cadet Corps, Red Cross and Scout are required to report duty at 7:30 am.

Real-time Zoom lessons (first three lessons of Friday) will be arranged from 2:00 pm - 3:30 pm on 23 September 2022. Details are as follows:

Real-time Zoom Lesson Arrangement for all students on 23 September 2022, Friday	
2:00 pm – 2:30 pm	Period 1
2:30 pm – 3:00 pm	Period 2
3:00 pm – 3:30 pm	Period 3

Please find the login information sheet attached in this parents' letter as well as in eClass. Should you encounter any technical difficulties, please approach our teacher i/c, **Mr Li Ka Fai** or technical support officers **Mr Amos Tang or Ms Yvonne Wan at 2576 1871**.

An instruction manual and a video demonstrating the steps of using 'Zoom' are also available on our school webpage for students' reference. You may also access to these resources on the following link or QR code: [https://youtu.be/pAMDxH\\_H\\_Cs](https://youtu.be/pAMDxH_H_Cs)



Please be reminded that real-time Zoom lessons are regular lessons and students must attend them punctually and seriously. Roll calls will be taken by subject teachers in every lesson.

## 2. Study Room Arrangement for S6 Students

To provide a formal and quiet environment for S6 students to do revision for HKDSE, starting on 26 September 2022 (Mon), Room 101 will be opened as study room for S6 students **during normal school days**. The opening hours are from 2:30 pm to 4:00 pm. Students are required to observe the following rules when using the study room:

- **Students must have received three doses of Covid-19 vaccine.**
- Students must wear proper school uniform and bring their student identity card for registration at school entrance.
- Students must observe all school rules and regulations. No eating or drinking is allowed in the study room.
- Students are not allowed to use mobile phones.
- Students must stay in the study room to do revision. They are not allowed to go to other areas of the school.
- They must always take good care of their personal properties. Don't leave valuables unattended.

## 3. Arrangement of the ECA Club Meetings in the First Term

In order to enhance our students' holistic development, the school would like to organize the above captioned activity. The ECA club meetings will be arranged from October to December 2022 as follows. Students should attend the meetings punctually according to the time-table below.

Date	Time	ECA Clubs & Venues				
5/10/22 (Wednesday)	1:20 p.m. – 1:55 p.m.	Dance Club Room 111	JPC Room 201			
6/10/2022 (Thursday)	1:20 p.m. – 1:55 p.m.	Football Club Covered playground	Performing Arts Club Room 101	Volleyball Club Volleyball Court		
7/10/2022 (Friday)	1:20 p.m. – 1:55 p.m.	Chinese Club Room 301	Debating Club Room 405	Maths Club To be confirmed	Gardening Club School garden at main gate	STEAM Club Room 510
10/10/22 (Monday)	1:20 p.m. – 1:55 p.m.	English Club Room 505	Science Club Science Lab 5/F	Badminton Club Playground	Cricket Club Cricket Net	
11/10/22 (Tuesday)	1:20 p.m. – 1:55 p.m.	Art & Craft Club Room 210	Red Cross Room 109	Music Club Room 209		

12/10/22 (Wednesday)	1:20 p.m. – 1:55 p.m.	<b>Basketball Club</b> Playground	<b>Cookery Club</b> Room 309			
13/10/2022 (Thursday)	1:20 p.m. – 1:55 p.m.	<b>Football Club</b> Playground	<b>Performing Arts Club</b> Room 101	<b>Volleyball Club</b> Volleyball court		
14/10/2022 (Friday)	1:20 p.m. – 1:55 p.m.	<b>Debating Club</b> Room 405	<b>CS Club</b> Room 305	<b>Gardening Club</b> School garden at main gate	<b>STEAM Club</b> Room 510	<b>Photography Club</b> Room 401
17/10/22 (Monday)	1:20 p.m. – 1:55 p.m.	<b>Dance Club</b> Room 111	<b>Science Club</b> Science Lab 5/F	<b>Badminton Club</b> Playground	<b>Cricket Club</b> Cricket Net	
18/10/22 (Tuesday)	1:20 p.m. – 1:55 p.m.	<b>Red Cross</b> Room 109	<b>Music Club</b> Room 209			
19/10/22 (Wednesday)	1:20 p.m. – 1:55 p.m.	<b>Basketball Club</b> Playground	<b>JPC</b> Room 201			
20/10/2022 (Thursday)	1:20 p.m. – 1:55 p.m.	<b>Football Club</b> Playground	<b>Volleyball Club</b> Volleyball court			
21/10/2022 (Friday)	1:20 p.m. – 1:55 p.m.	<b>CS Club</b> Room 305	<b>Gardening Club</b> School garden at main gate	<b>Photography Club</b> Room 401	<b>Cricket Club</b> Cricket Net	
26/10/2022 (Wednesday)	1:20 p.m. – 1:55 p.m.	<b>Basketball Club</b> Playground				
27/10/2022 (Thursday)	1:20 p.m. – 1:55 p.m.	<b>Cookery Club</b> Room 309	<b>Performing Arts Club</b> Room 101			
28/10/2022 (Friday)	1:20 p.m. – 1:55 p.m.	<b>Debating Club</b> Room 405	<b>Maths Club</b> To be confirmed	<b>Photography Club</b> Room 401	<b>Cricket Club</b> Cricket Net	
7/11/2022 (Monday)	1:20 p.m. – 1:55 p.m.	<b>Dance Club</b> Room 111	<b>Science Club</b> Science Lab 5/F	<b>Badminton Club</b> Playground	<b>Cricket Club</b> Cricket Net	<b>STEAM Club</b> Room 510
8/11/2022 (Tuesday)	1:20 p.m. – 1:55 p.m.	<b>Art &amp; Craft Club</b> Room 210	<b>Music Club</b> Room 209			
9/11/2022 (Wednesday)	1:20 p.m. – 1:55 p.m.	<b>Chinese Club</b> Room 301	<b>Cookery Club</b> Room 309			
10/11/2022 (Thursday)	1:20 p.m. – 1:55 p.m.					
11/11/2022 (Friday)	1:20 p.m. – 1:55 p.m.	<b>CS Club</b> Room 305	<b>Photography Club</b> Room 401	<b>Cricket Club</b> Cricket Net		
14/11/2022 (Monday)	1:20 p.m. – 1:55 p.m.	<b>Cricket Club</b> Cricket Net				

15/11/2022 (Tuesday)	1:20 p.m. – 1:55 p.m.	<b>Music Club</b> Room 209				
16/11/2022 (Wednesday)	1:20 p.m. – 1:55 p.m.	<b>English Club</b> Room 505				
17/11/2022 (Thursday)	1:20 p.m. – 1:55 p.m.					
18/11/2022 (Friday)	1:20 p.m. – 1:55 p.m.	<b>Maths Club</b> To be confirmed	<b>Photography Club</b> Room 401	<b>Cricket Club</b> Cricket Net		
21/11/2022 (Monday)	1:20 p.m. – 1:55 p.m.	<b>Cricket Club</b> Cricket Net				
22/11/2022 (Tuesday)	1:20 p.m. – 1:55 p.m.	<b>Music Club</b> Room 209				
23/11/2022 (Wednesday)	1:20 p.m. – 1:55 p.m.	<b>JPC</b> Room 201				
24/11/2022 (Thursday)	1:20 p.m. – 1:55 p.m.					
13/12/2022 (Tuesday)	1:20 p.m. – 1:55 p.m.	<b>Art &amp; Craft Club</b> Room 210	<b>Music Club</b> Room 209			
19/12/2022 (Monday)	1:20 p.m. – 1:55 p.m.	<b>English Club</b> Room 505	<b>Chinese Club</b> Room 301	<b>Cricket Club</b> Cricket Net		
20/12/2022 (Tuesday)	1:20 p.m. – 1:55 p.m.	<b>Music Club</b> Room 209				

#### **4. 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 of the First Principal's Meeting with Parents are as follows:

Date: 30 September 2022 (Friday)  
Time: 16:30 - 17:30  
Venue: Room 109 (1/F)

Programme:

- ❖ School Developments
- ❖ E-class App /AlipayHK App
- ❖ PTA Annual General Meeting
- ❖ Parents' Sharing
- ❖ Q & A Session

As a parent/guardian, you are cordially invited to attend this meeting. Please complete and return the reply slip to your child or ward's class teacher by Monday, 26 September 2022.

## **5. List of Class Teachers and Assistant Class Teachers**

Please be notified 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.

## **6. 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.

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）

二零二二至二零二三年度

## 第二號家長信撮要(詳情請參閱英文版)

2022年9月20日

### (1) 2022年9月23日 Zoom 實時網課安排

「心繫家國」— 國慶慶祝暨官校聯校活動啟動禮將會於2022年9月23日(星期五)在本校舉行，主禮嘉賓為律政司司長林定國 SBS, SC, JP 及教育局局長蔡若蓮 JP。教育局相關官員以及官立中學、小學的校長、副校長將會參與這個首次舉辦的典禮。為了讓典禮順利進行，教師被安排到不同崗位當值，所以當天上午將不會有課堂，唯升旗隊、航空青年團、紅十字會及童軍須於當天早上七時三十分回校報到。

Zoom 實時網課(星期五首三堂)將於2022年9月23日下午二時至三時三十分進行，詳情如下：

2022年9月23日(星期五) 全校學生 Zoom 實時網課	
下午二時至二時三十分	第一堂
下午二時三十分至三時	第二堂
下午三時至三時三十分	第三堂

請在此家長信的附錄以及 eClass 中查閱登入資料。如遇到技術困難，請致電 2576 1871 聯絡李家輝老師或技術支援主任鄧浩光先生及尹彥文小姐。

學校網頁亦上載了使用手冊及一段示範怎樣使用 Zoom 的影片讓學生參考，又或按英文版上的連結或二維碼獲取有關資訊。

Zoom 實時網課乃正規課堂，提醒學生必須準時及認真地上課，科任老師會於每節課堂點名。

### (2) 中六溫習室安排

為讓中六同學專心溫習以準備中學文憑考試，由2022年9月26日(星期一)開始，本校將會在上課日開放101室給中六同學作為溫習之用。溫習室開放時間為下午2時30分至下午4時正。同學回校時必須遵守以下規則：

- 回校使用溫習室的學生必須完成接種三劑新冠疫苗。
- 學生須穿著整齊校服及出示學生證在學校正門登記。
- 遵守所有校規，溫習室內不准飲食。
- 學生不得使用手提電話。
- 學生須留在溫習室內，不得在校園內遊蕩。
- 妥善保管個人物品，不要將貴重物品隨便放置。

### (3) 課外活動學會上學期集會安排

為促進學生的全面發展，課外活動組將於 2022 年 10 月至 12 月期間舉辦多項活動，詳情請參閱下表。學生須按以下時間準時出席。

日期	時間	課外活動學會上學期集會地點				
5/10/22 (星期三)	1:20 p.m. – 1:55 p.m.	舞蹈學會 (111 室)	少年警訊 (201 室)			
6/10/2022 (星期四)	1:20 p.m. – 1:55 p.m.	足球學會 (學校操場)	表演藝術學會 (101 室)	排球學會 (排球場)		
7/10/2022 (星期五)	1:20 p.m. – 1:55 p.m.	中文學會 (301 室)	辯論學會 (405 室)	數學學會 (待定)	園藝學會 (學校正門)	STEAM 學會 (510 室)
10/10/22 (星期一)	1:20 p.m. – 1:55 p.m.	英文學會 (505 室)	科學學會 (科學實驗室)	羽毛球學會 (學校操場)	板球學會 (板球區)	
11/10/22 (星期二)	1:20 p.m. – 1:55 p.m.	視藝工作坊及 美藝學會 (視覺藝術室)	香港紅十字會 (109 室)	音樂學會 (音樂室)		
12/10/22 (星期三)	1:20 p.m. – 1:55 p.m.	籃球學會 (學校操場)	家政學會 (309 室)			
13/10/2022 (星期四)	1:20 p.m. – 1:55 p.m.	足球學會 (學校操場)	表演藝術學會 (101 室)	排球學會 (排球場)		
14/10/2022 (星期五)	1:20 p.m. – 1:55 p.m.	辯論學會 (405 室)	公民與社會 發展科學會 (305 室)	園藝學會 (學校正門)	STEAM 學會 (510 室)	攝影學會 (401 室)
17/10/22 (星期一)	1:20 p.m. – 1:55 p.m.	舞蹈學會 (111 室)	科學學會 (科學實驗室)	羽毛球學會 (學校操場)	板球學會 (板球區)	
18/10/22 (星期二)	1:20 p.m. – 1:55 p.m.	香港紅十字會 (109 室)	音樂學會 (音樂室)			
19/10/22 (星期三)	1:20 p.m. – 1:55 p.m.	籃球學會 (學校操場)	少年警訊 (201 室)			
20/10/2022 (星期四)	1:20 p.m. – 1:55 p.m.	足球學會 (學校操場)	排球學會 (排球場)			
21/10/2022 (星期五)	1:20 p.m. – 1:55 p.m.	公民與社會 發展科學會 (305 室)	園藝學會 (學校正門)	攝影學會 (401 室)	板球學會 (板球區)	
26/10/2022 (星期三)	1:20 p.m. – 1:55 p.m.	籃球學會 (學校操場)				
27/10/2022 (星期四)	1:20 p.m. – 1:55 p.m.	家政學會 (309 室)	表演藝術學會 (101 室)			
28/10/2022 (星期五)	1:20 p.m. – 1:55 p.m.	辯論學會 (405 室)	數學學會 (待定)	攝影學會 (401 室)	板球學會 (板球區)	

7/11/2022 (星期一)	1:20 p.m. – 1:55 p.m.	舞蹈學會 (111 室)	科學學會 (科學實驗室)	羽毛球學會 (學校操場)	板球學會 (板球區)	STEAM 學會 (510 室)
8/11/2022 (星期二)	1:20 p.m. – 1:55 p.m.	視藝工作坊及 美藝學會 (視覺藝術室)	音樂學會 (音樂室)			
9/11/2022 (星期三)	1:20 p.m. – 1:55 p.m.	中文學會 (301 室)	家政學會 (309 室)			
10/11/2022 (星期四)	1:20 p.m. – 1:55 p.m.					
11/11/2022 (星期五)	1:20 p.m. – 1:55 p.m.	公民與社會 發展科學會 (305 室)	攝影學會 (401 室)	板球學會 (板球區)		
14/11/2022 (星期一)	1:20 p.m. – 1:55 p.m.	板球學會 (板球區)				
15/11/2022 (星期二)	1:20 p.m. – 1:55 p.m.	音樂學會 (音樂室)				
16/11/2022 (星期三)	1:20 p.m. – 1:55 p.m.	英文學會 (505 室)				
17/11/2022 (星期四)	1:20 p.m. – 1:55 p.m.					
18/11/2022 (星期五)	1:20 p.m. – 1:55 p.m.	數學學會 (待定)	攝影學會 (401 室)	板球學會 (板球區)		
21/11/2022 (星期一)	1:20 p.m. – 1:55 p.m.	板球學會 (板球區)				
22/11/2022 (星期二)	1:20 p.m. – 1:55 p.m.	音樂學會 (音樂室)				
23/11/2022 (星期三)	1:20 p.m. – 1:55 p.m.	少年警訊 (201 室)				
24/11/2022 (星期四)	1:20 p.m. – 1:55 p.m.					
13/12/2022 (星期二)	1:20 p.m. – 1:55 p.m.	視藝工作坊及 美藝學會 (視覺藝術室)	音樂學會 (音樂室)			
19/12/2022 (星期一)	1:20 p.m. – 1:55 p.m.	英文學會 (505 室)	中文學會 (301 室)	板球學會 (板球區)		
20/12/2022 (星期二)	1:20 p.m. – 1:55 p.m.	音樂學會 (音樂室)				



#### (4) 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2022年9月30日舉行。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。

詳情臚列如下：

日期	2022年9月30日(星期五)
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"><li>• 學校的發展方向</li><li>• eClass 家長應用程式及支付寶香港應用程式</li><li>• 家長教師會周年大會</li><li>• 家長分享</li><li>• 答問環節</li></ul>

期望各位家長能鼎力支持，撥冗出席。

請填妥回條，於2022年9月26日前交回班主任。

#### (5) 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 (<http://www.seksswk.edu.hk> → Our Staff)，歡迎家長隨時瀏覽。

#### (6) 校本投訴機制

為追求卓越效率，增進問責透明，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，並在適當時間內儘早作出回應。有關的投訴指引已上載於本校網頁以供參考。

此家長信可於學校網頁(<http://www.seksswk.edu.hk/>)及 eClass 家長應用程式內查閱。

**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 2022.

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 AMA  
by 26 September 2022.)

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(星期五)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 26 日或之前一併交給 AMA。)

**Sir Ellis Kadoorie Secondary School (West Kowloon)****2022-2023 Zoom Account Information (For Student)**

Students use the following to login

<b>Room</b>	<b>Zoom Meeting ID</b>	<b>Meeting Password</b>
102	613 704 1971	j0we48
103	226 499 9598	J2mzUZ
104	862 145 2236	i1Z1TM
105	981 538 0549	V9PRVW
201	928 807 3921	bPAJ5S
202	515 538 7349	w8fQvX
203	885 203 3471	XUKL1U
204	253 273 6283	bwk2zx
205	883 080 8446	UJ97bw
206	498 842 2863	uz3srh
301	203 487 9922	vZ8Qr2
302	739 516 5787	bqvQC9
303	338 290 7747	Xbw2XB
304	484 678 1044	L9tP6j
305	795 984 0704	qj6wsd
306	832 517 7955	eejB42
401	823 132 7866	v26a8Z
402	638 055 1548	4P1UhZ
403	943 189 4702	G7z2Xj
404	326 382 5740	xZv4Ck
405	777 568 2634	3SbFu9
406	308 993 2592	M1NBai
502	805 636 2646	mdw3jd
503	262 114 3033	3j7VTu
504	754 230 4061	FUB8ax
505	449 100 1398	R39NDq
506	913 786 2576	Pfvkw2
CR	487 483 6933	7DwY0X
CAL	944 610 1545	aD3f4e
PHY	823 062 9561	LCb2br
CHEM	865 850 1975	qvwq10
IS1	233 632 7492	GTiw4b
IS2	206 440 8460	wez3FK
BIO	957 501 9075	cSP17W
HE1	330 547 0507	6NdMa5
VA	816 450 5740	iWUwG9
MUSIC	968 744 7853	WkKD9J
PSHE	277 733 2481	R818UN
109	365 157 8058	YmV3rR
111	416 738 1906	nb1d91
HALL	667 540 4873	JnxcP6
Playground	278 910 1641	hSMvs0