



北角協同中學 Concordia Lutheran School - North Point

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Notice to Parents No: 2425/001 **Notes for the New School Year (2024-2025)**

2nd September 2024

Dear Parents,

The new school year has begun. Please pay attention to the following points, sign the relevant reply slips and have them returned to your child's Homeroom teacher.

- (1) Arrangements for New Academic Year
- (2) New School Year Arrangement
- (3) Timetable
- (4) S1-4 Parent-Teacher Meeting
- (5) Financial Assistance Schemes (the School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges)
- (6) Permission to use students' creative work, photos and video clips taken during their learning activities
- (7) Parental Consent for Attending P.E. Lessons
- (8) Issues Related to Attendance
- (9) Student Code of Conduct, School Uniform & P. E. Uniform
- (10) Miscellaneous Fees
- (11) Homework Policy
- (12) Arrangements under Inclement Weather Conditions
- (13) Parent -- School Communication
- (14) Application for Activation / Renewal of "Student Status" on a Personalised Octopus
- (15) Guidelines on Prevention of Influenza and Communicable Diseases in School
- (16) Student Activities Support Grant
- (17) Student Health Service
- (18) Staying at School for Lunch (S1-2) (Applicable for whole-day school)
- (19) Personal Data (Privacy) Ordinance
- (20) National Security Issue
- (21) Abiding Grace Lutheran Church Supporting Ministries
- (22) Student Health Record
- (23) Reply Slip On "Physical Education (Pe) Lessons"
- (24) Application for Student's Locker
- (25) Policy On School Mobile Phone Usage and Mobile Phone Storage Lockers
- (26) Reply slip

Yours faithfully,

Mr. Lee Kin Lim Larry
Principal

Concordia Lutheran School - North Point

(1) Arrangement for New Academic Year

At the beginning of the new school year, there are several important matters that we would like to bring to your attention.

a. Cooperation between parents and the School

With the aim of establishing a good image and reputation of our students in the community so as to increase our graduates' chances of university admission and job opportunities, the school will implement work on cultivating students' moral values. School rules will be enforced strictly, requiring students to pay attention to appearance, attend school punctually, get along well with others, be devoted to learning, hand in homework on time and do revision regularly. **It is highly appreciated that parents can cooperate with the school to cultivate students' self-discipline and sense of responsibility, and facilitate their personal growth.**

b. Enhancement of Self-directed Learning

In order to encourage students to study hard and learn actively, students must actively prepare for lessons, participate in lesson, and reflect and revise after lessons. Meanwhile, teachers will keep abreast of students' learning process, conduct assessment and follow up. Assessment includes student performance in class, classwork, homework, e-learning, group discussion, presentation, project learning, etc., aiming to help students make good use of time at both school and home.

c. Life Education and Student Leadership Training

As the school's new three-year theme is "Perseverance Nurture Leadership", Life Education Committee will help students explore their potentials, develop positive energy, enhance resilience and boarded global horizons. In addition, the school will cooperate with other organisations in coaching students in goal setting, and offering chances of leadership training and practices to students so that students' talents can be displayed. An example is diversified service learning for S1 students. Details are as follows:

d. Central Homework Collection Program (S1 to S6)

The aim of Central Homework Collection Program is to cultivate students' habit of handing in homework on time. Students should hand in their homework when they come to school in the morning. Those who cannot hand in their homework will need to complete their homework. S1-S5 students have to finish their homework during lunch period. If students don't follow the instructions, the academic department will take further action.

e. Co-curricular Activities

An activity for each student:

We believe that co-curricular activities, a part of the school curriculum, can foster students' personal growth. To ensure students actively participate in various activities, S1 to S5 student must enrol ***at least one club and maximum three clubs***. Students who are absent in school team training or club activities are required to take leave and inform the teacher advisor concerned or else are subject to disciplinary actions. Teacher advisors of each club will award each committee member a grade every term; class teachers will also keep abreast of their performance in co-curricular activities. As the above information will be printed on academic records, parents are encouraged to pay more attention to their child's performance in co-curricular activities.

S1 Uniform Groups & Chinese Culture Activities

Unleashing students' multiple intelligences and catering for their diverse interests, our school offers a great variety of co-curricular activities. Under our 'One Life, One Activity' policy, each S1 student has to join ONE Uniform Team and ONE Chinese Cultural Activity. Every S1 student is required to participate the Uniform Team (Odd Week) and the Chinese Cultural Activity (Even Week) after school every Monday.

Each student can choose to become a member of one of the following uniform groups: The Boys' Brigade, HK or Flag-Guards. "Preference Form of Co-curricular Activities" will be distributed and collected in September. Parents should notice that our school will try our best to make an arrangement according to student's preference and the final decision will be made by our school. When the arrangement is confirmed, we will not accept further changes.

Dates of Uniform Groups : (Monday)

1st Term (Odd Week)	16 th , 30 th September; 7 th , 21 st October; 4 th November (Total 5 Lessons)
2nd Term (Odd Week)	2 nd , 16 th December; 13 th January; 19 th February (Total 4 Lessons)
3rd Term (Odd Week)	17 th , 31 st March; 14 th April; 12 th , 26 th May (Total 5 Lessons)

Dates of Chinese Culture Activities : (Monday)

1st Term (Even week)	23 th September; 14 th , 28 th October (Total 3 Lessons)
2nd Term (Even week)	9 th December; 6 th , 20 th January; 10 th February (Total 4 Lessons)
3rd Term (Even week)	24 th March; 7 th April; 5 th , 19 th May (Total 4 Lessons)

f. Charges on Re-issuance of Circulars

It is an intensifying trend that students request for re-issuance of circulars due to loss, wasting a large amount of paper for photocopying. In order to enhance students' sense of responsibility and environmental awareness, no re-issuance of circular is made free of charge. Students have to pay \$0.5 per page as copying charge.

g. Health Measures

Health is our greatest wealth. The school is committed to providing students with health information so as to help them develop healthy lifestyle.

The school has participated in 'QEF Thematic Network on Healthy Schools' established by Chinese University of Hong Kong and become a partner school, aiming at promoting health in school.

The school thereby formulated certain policies, such as:

1. Healthy Eating Policy - the school stipulates guidelines for the tuck shop and the lunch caterer, demanding them to make reference to the food pyramid principle "less meat, oil, salt and sugar plus plenty of vegetables" when providing lunch; as for snacks, 'Red Light Snacks' should be avoided and hence the school restricts students from bringing such kind of food to school.
2. The school will save and keep students' health records. (see P.18)

It is hoped that our students will become healthier through cooperation between parents and the school.

(2) New School Year Arrangement

The arrangement of the first three weeks of school are as follows:

Date	Arrival Time	Dismissal Time
02/09/2024 (Monday)	8:05a.m.	10:30a.m.
03-20/09/2024 (Tuesday to Friday)	8:05a.m.	2:30p.m.

(3) Timetable

Students are required to arrive to school on or before 8:05a.m. everyday. The School Opening week will be from 3rd to 20th September 2024. Special timetable will be adopted and the school will be dismissed at 2:10p.m. Normal school time will resume from 23th September 2024. Details are as follows:

	Normal School Timetable		Special Timetable		Half-day Timetable
Preparatory Bell	8:00	Preparatory Bell	8:00	Preparatory Bell	8:00
Homeroom Period	8:05 - 8:15	Homeroom Period	8:05 - 8:15	Homeroom Period	8:05 - 8:15
Morning Assembly/ Morning reading	8:15 - 8:30	Morning Assembly/ Morning reading	8:15 - 8:30	Morning Assembly/ Morning reading	8:15 - 8:30
First Period	8:30 - 9:10	First Period	8:30 - 9:00	First Period	9:10 - 9:50
Second Period	9:10 - 9:50	Second Period	9:00 - 9:30	Second Period	9:50 - 10:30
Third Period	9:50 - 10:30	Third Period	9:30 - 10:00	Third Period	10:30 - 10:50
Recess	10:30 - 10:50	Recess	10:00 - 10:20	Recess	11:50 - 11:30
Fourth Period	11:50 - 11:30	Fourth Period	10:20 - 10:50	Fourth Period	11:30 - 12:10
Fifth Period	11:30 - 12:10	Fifth Period	10:50 - 11:20	Fifth Period	12:10 - 12:50
Lunch time	12:10 - 13:20	Sixth Period	11:20 - 11:50	Sixth Period	12:50 - 13:00
Sixth Period	13:20 - 14:00	Lunch time	11:50 - 13:00	Homeroom Period	12:50 - 13:00
Seventh Period	14:00 - 14:40	Seventh Period	13:00 - 13:30		
Eighth Period	14:40 - 15:20	Eighth Period	13:30 - 14:00		
Self Learning Lesson*	15:20 - 15:40	Homeroom Period	14:00 - 14:10		
Homeroom Period	15:40 - 15:50	Ninth Period (S5, S6 only)	--		
Ninth Period (S5, S6 only)	16:00 - 16:40				

The school timetable is on a weekday basis. Only the Ninth period of S6 students will adopt a 6-day cycle, students will have classes according to A-F day.

Self Learning Lesson* : No Self Learning Lesson on Wednesday , All students have to attend OLE activities.

(4) Mid-Autumn Festival Gathering for S1 Parents

To enhance home-school cooperation and connections, and to allow parents to understand the students' learning and behavior since the start of the school year, our school will hold a Mid-Autumn Festival Gathering for S1 Parents on September 13, 2024 (Friday). All students are required to wear their full school uniforms and accompany their parents to the event at 6:30 p.m.. Activities include parent-child moon lantern making, stargazing, and lantern riddles, providing an opportunity to learn about Chinese culture and STEAM innovative technology. We sincerely invite everyone to attend.

(5) Financial Assistance Schemes (the School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges)

The School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges in 2024/2025 (including first time applicants / previous unsuccessful applicants) can be applied for through the following ways:

- (1) Download the electronic application form from SFO E-link “My Applications (Financial Assistance Schemes at Primary and Secondary Schemes)” website;
- (2) Download the application form from the Working Family and Student Financial Assistance Agency’s website; or
- (3) Obtain the paper-based application documents from District Offices. Applicants should submit the completed application forms by post or online (<https://ess.wfsfaa.gov.hk/espps>) to the Working Family and Student Financial Assistance Agency with the necessary supporting documents.

Applicants who have any enquiries may call the SFO enquiry hotline 28022345.

(6) Permission to use students' creative work, photos and video clips taken during their learning activities

Our school often works with the Education Bureau, educational institutions and various government departments. In the collaborative process, our 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, our school may disseminate selected exemplars on the website, in the Education Bureau publications, in newspapers and magazines, in teacher networking activities, exhibitions. Thus, we hereby ask for your consent to let us use the photos, video clips and work of your child.

(7) Parental Consent for Attending P.E. Lessons

Physical Education (PE) lessons are a part of the school curriculum and thus all students should attend. Parents should seek professional advice from doctors about whether their children can take part in PE lessons if they suffer from any health issues. If a temporary or long-term exemption from attending Physical Education lessons is needed, a valid medical certificate is required.

Please ask your child to return the reply slip (P.19) together with a medical certificate (if any) to the class teacher on 3rd September 2024 (Tuesday). It is highly appreciated if you could inform the school of any changes to your child's health condition immediately.

(8) Issues Related to Attendance

Late:

Students who are late will have detention on the same day. 1 black mark will be given for being late every 5 times.

Leave with Reasons:

- a. Sick leave: All students taking a sick leave have to inform the school office by phone (2570 0331) before 8:30 a.m. on that day. They should hand in a letter signed by their parents or guardians with a doctor's medical certificate to their homeroom teacher(s) when they return to school.
- b. Absence for personal reasons: Students should submit a letter signed by their parents or guardians to the homeroom teacher prior to the date of absence stating the reasons to obtain approval from school.
- c. Students absent without proper reasons will be considered as truancy.
- d. Early leave:
 - (i) If students feel unwell during school hours, homeroom teacher/the school office will notify the parent or guardian. The student should hand in a letter signed by the parent or guardian with a doctor's medical certificate to his/her homeroom teacher(s) when he/she returns to school.
 - (ii) No student is allowed to leave school during school hours without approval. If students request to leave school during school hours for personal reasons, they should submit a signed parent's or guardian's letter to the homeroom teacher stating the reasons before the date of early leave and obtain approval from school.

(9) Student Code of Conduct, School Uniform & P.E. Uniform

The School expects students to develop their personal morality and responsibility, as well as to get along with others and to maintain personal hygiene, which can be performed accordingly. It relies greatly on the support and encouragement from parents and their cooperation with the School.

Full preparation for lessons

The School strongly advises students to bring along textbooks and stationery which are necessary for classes every day. Students are also advised to bring textbooks home for revision.

Forbidden to bring non-academic materials to school

In view of students bringing school some non-academic materials such as comics and portable game consoles, which will affect their studies and even cause theft cases, the School strictly forbids students to bring non-academic materials to school. If such materials are discovered, they will be kept by the School and be collected at school by parents in person. Students are also bearing the responsibility by themselves if they report loss of such materials at school.

Cooperating with parents is vital in effective implementation of the School's Rules and Regulations. Hence, the School is keen to establish a close cooperation with parents in helping students' growth.

General Requirements of School Uniform and Appearance

The following are the general requirements of school uniform and appearance. Students must adhere to them. Details can also be found on the school website i.e. www.clsnp.edu.hk.

- a. Students should be in full school uniform on the campus unless an announcement is made to the contrary.
- b. Students should maintain a plain, neat and healthy image at all times.
- c. Hairstyles should be neat and simple. No perming, dyeing or bleaching is allowed. Fancy appearance, nail polishing and make-up are prohibited. Accessories, such as ring, earring, ear-pin and/or other accessories are not allowed.

	Boys	Girls
Summer	Shirt: White short-sleeved point collar shirt with school badge, completely button up (except the top button). The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)	Dress: Beige school dress with school badge embroidered on the left chest. The buckle must be fastened at all times. The dress should be long enough to cover the knees. (Undergarment must not be exposed or visible.)
	Trousers: Long straight beige trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)	
School jacket and sweater : Black and purple school jacket and Grey V-shaped school sweater with school logo.		
Winter	Shirt: White long-sleeved point collar shirt and grey striped school tie, completely buttoned up. The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)	Shirt: White long-sleeved point collar shirt and grey striped school tie, completely buttoned up.
	Trousers: Long light grey trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)	Dress: Light grey school dress with school badge embroidered on left chest. The buckle must be fastened at all times. The dress should be long enough to cover the knees.
School jacket and sweater : Black and purple school jacket and Grey V-shaped school sweater with school logo.		
When the Hong Kong Observatory issues the cold weather warning, students are allowed to wear, in addition to school uniform, down outerwears, Chinese jackets or thick coats of plain grey, black or blue. Scarves in plain grey, black or blue can also be worn.		
Shoes	For normal school days, round-toe black leather shoes with no pattern. For school days with PE lessons, sport shoes mainly white in colour should be worn.	
Socks	School socks/ white socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.	In Summer: School socks/ white socks with no logos or patterns. In Winter: Grey socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.
Hairstyle	Hair should not reach eyebrows, ear and collar.	Hair longer than shoulder-length should be tied up with a black/blue hair tie. Fringes should be kept off their faces and should not touch the eyebrows and the ears.
	Boys must be cleanly shaved.	---
Perming, dyeing and bleaching are not allowed. All hairdressing products, such as gel and mud, are not allowed.		

4. PE uniform

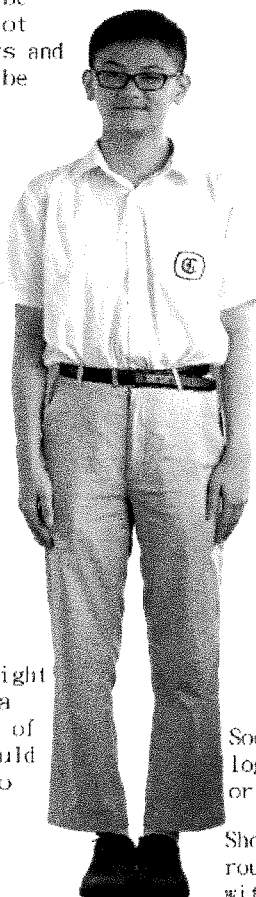
	Boys	Girls
T-Shirt	The T-shirts are in four house colors: yellow, red, green, and blue, representing the four houses of Matthew, Mark, Luke, and John. Students are asked to wear the T-shirt for PE in the colour of their house.	
Sports trousers	Black school sport pants with school logo. Shorts: white sport shorts. (self-arranged)	Black school sport pants with school logo. Shorts: blue sport shorts. (self-arranged)
Sport shoes	Mainly white in colour.	
Students should wear the PE uniform only on days with PE lessons		

Students should wear school uniform or school PE uniform when attending school activities. On occasions when students are allowed to have casual wear for their activities, they should adhere to the following casual dress guidelines:

- All clothes should be plain and neat;
- T-shirt or shirt, long jeans or long pants (black/blue) and sports shoes are advised;
- Do not wear vest, leggings, hot pants or short skirts; do not wear sandals, high-top shoes or high heels; do not wear accessories;
- No make-up will be allowed;
- Students must adhere to the 'General Requirements of School Uniform and Appearance' for hair style requirement.

Concordia Lutheran School – NP
General requirements of school uniform and appearance

Hair styles should be tidy. Hair should not reach eyebrows, ears and collar. Boys must be cleanly shaved.



Shirt: White short sleeved point collar shirt with school badge, completely button up (except the top button). The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)

Trousers: Long straight beige trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)

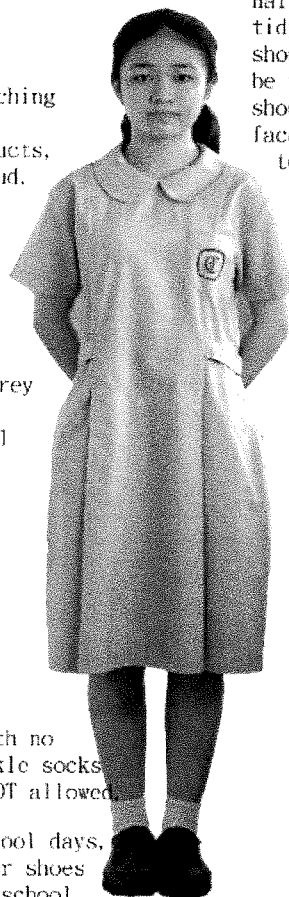
No dyeing or bleaching is allowed. All hairdressing products, such as gel and mud, are not allowed.

School sweater: Grey V-shaped school sweater with school logo.

Socks: White socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.

Shoes: For normal school days, round-toe black leather shoes with no pattern. For school days with PE lesson, sport shoes mainly white in colour should be worn.

Hair styles should be tidy. Hair longer than shoulder-length should be tied up. Fringes should be kept off their faces and should not touch the eyebrows and the ears.



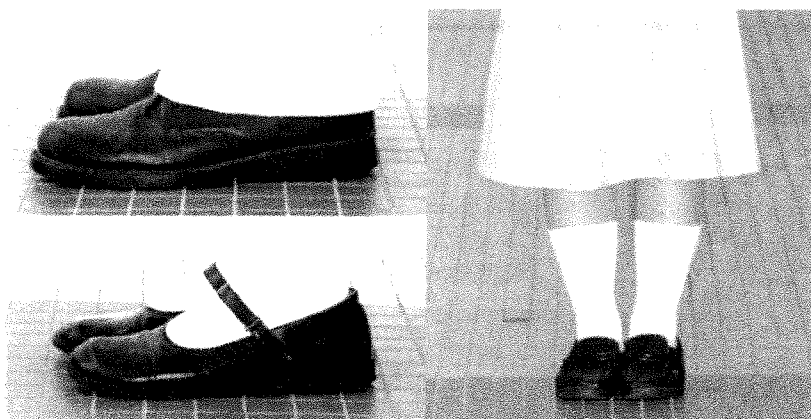
Dress: Beige school dress with school badge embroidered on the left chest. The buckle must be fastened at all times. (Undergarment must not be exposed or visible.)

The dress should be long enough to cover the knees.



For boys: Hair should not reach eyebrows, ears and collar. Boys must be cleanly shaved.

For girls: Hair longer than shoulder-length should be tied up. Fringes should be kept off their faces and should not touch the eyebrows.



For normal school days, round-toe black leather shoes with no pattern.

The dress should be long enough to cover the knees.

(10) Miscellaneous Fees

New students of 2024-2025 have to pay for the Student ID Card.

*To avoid any loss or theft, students should avoid bringing too much cash to school and the School encourages parents to pay by cheque. Please make it payable to "The IMC of Concordia Lutheran School - North Point" and put down student's name and class at the back of the cheque.

Book (A)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Single line exercise book	3.00	14/17	42.00	42.00	51.00	42.00	42.00	42.00
Subtotal(\$)			\$42.00	\$42.00	\$51.00	\$42.00	\$42.00	\$42.00
Texbook (B)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Student Handbook	60.00	1	60.00	60.00	60.00	60.00	60.00	60.00
Yearbook#	80.00	1	80.00	80.00	80.00	80.00	80.00	80.00
Lutheran Education (S1 to S6)	20.00	2	40.00	40.00	40.00	40.00	40.00	40.00
Praise - Lutheran Song Book	80.00	1	80.00	----	----	----	----	----
New Treasure Plus (S1/S2/S3)	337.00	1	337.00	337.00	337.00	----	----	----
Connecting Chinese	149.00/167.00	1/2	298.00	----	298.00	----	----	167.00
Subtotal(\$)			\$895.00	\$517.00	\$815.00	\$180.00	\$180.00	\$347.00
Administration Fee (C)	Price (\$)	Quantity/Period	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Smart Card	40.00	3yrs	40.00	----	----	40.00	----	----
Student Union Fee	25.00	1	25.00	25.00	25.00	25.00	25.00	25.00
PTA Fee	50.00	1	50.00	50.00	50.00	50.00	50.00	50.00
Air-conditioning Fee	300.00/200.00	1	300.00	300.00	300.00	300.00	300.00	200.00
Tong Fai	340.00	1	----	----	----	340.00	340.00	340.00
Deposit for Mobile Phone Storage Lockers	10.00	1	10.00	10.00	10.00	10.00	10.00	10.00
Subtotal(\$)			\$425.00	\$385.00	\$385.00	\$765.00	\$725.00	\$625.00
Others (D)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
eClass iPortfolio Account	60.00	1	----	----	----	60.00	----	----
Printing Fee	50.00	1	----	----	----	----	50.00	----
Sport Shirt (F.1)	*75.00	1	75.00	----	----	----	----	----
Newspaper: Posties / YP Spark	60.00/70.00	1 yr	60.00	60.00	60.00	70.00	70.00	70.00
Plastic File (English)	3.00	1	3.00	3.00	3.00	3.00	3.00	3.00
Plastic File (Mathematics)	3.00	3	9.00	9.00	9.00	9.00	9.00	9.00
Plastic File (CES/CSD)	3.00	3	9.00	9.00	9.00	9.00	9.00	9.00
Clear holder (40 Pages/Chinese)	12.00	2	24.00	24.00	24.00	24.00	24.00	24.00
Clear holder (40 Pages CSD)	12.00	1/2	12.00	12.00	12.00	----	----	----
Clear holder (40 Pages CED)	12.00	1/2	12.00	12.00	12.00	12.00	12.00	12.00
Subtotal(\$)			\$216.00	\$141.00	\$141.00	\$199.00	\$189.00	\$136.00
Total\$(A+B+C+D)			\$1581.00	\$1088.00	\$1395.00	\$1186.00	\$1136.00	\$1150.00

*The price for size 46 is \$100 .

#If the student has brother(s) or sister(s) studying in the School, they can just buy one yearbook and pay only one portion of Parent-Teacher Association Fee.

(11) Homework policy

Academic excellence is one of our school's main concerns. In addition to the regular lessons and supplementary tutorials, appropriate homework given to the students can play a very important role in learning.

Homework can strengthen the regular lesson learning, inspire self-directed learning and foster the family and school relationship.

In order to provide our parents' better understanding of our school homework policy, the homework requirement of each subject is denoted in the appendix. Parents are urged to help the students to develop a good learning habit to finish the homework every day. The homework details can be checked every day using eClass Parent App.

Homework Requirement (Junior Form)

Subject	Type of Homework	Frequency
English	Lesson preparation, online learning & post-lesson exercises Vocabulary Free writing & writing Newspaper journal / newspaper reading test Grammar quizzes / dictation / other tests Listening & integrated skills (Parts A & B) Book Report Project learning (S1-2)	Every day / after each lesson At least once for each unit At least once for each unit At least twice per term At least once for each unit At least once for each unit At least once per term Once an academic year
Chinese	Lesson preparation / post-lesson exercises / dictation / quiz / reading aloud / presentation Unit assessment Writing Worksheet	Everyday / at least once a week At least once for every unit At least once for every unit After every activity
Mathematics	Homework (checked by teachers) Homework (marked by teachers) Quiz or test	After every lesson 3 times every 2 weeks About once for each unit
Chinese History	Worksheet Test Film Report (S1 & S3) Study Report (S2)	Each term 2-3 worksheets Each term 2 test The 3 rd Term The 2 nd Term
Geography	Worksheet (Lesson preparation & post-lesson exercises) Quizzes Reading Project (Written/Oral)	At least 1 for 1-2 units After 1-2 units (at least 1 time per term) Once an academic year
History	Worksheet (Lesson preparation & post-lesson exercises) Quizzes Worksheet (Reading Project)	At least 1 for 1-2 units After 1-2 units (at least 2 times per term) Once an academic year
Citizenship, Economics and Society	Worksheet (Pre-lesson exercise, online exercise, or post-lesson exercise) Quiz	At least 1 for 1-2 units After 1-2 units (at least 1 time per term)
I.S.	Workbook / Web-based learning/ Worksheet Lesson preparation: Pre-lesson exercise / worksheet	Once after each section (4 times in each term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have 2 times per term. Once before each new section (4 times per term)

		*S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have once per term.
	Learning diary	Once per week (4 times per term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have once every 4 weeks.
	Project/ Reading reports/ Experiment Worksheet	Once per term *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have one time per year
Computer Literacy	Online Exercises(Application & Theory)	Complete classwork during class time; students may finish their exercises at home. At least twice for each unit (2 times in each term)
Visual Arts	Artwork appreciation and creation	Complete classwork during class time; students may finish their artwork at home or stay after school to conduct extended learning activities in the Visual Arts Room.
Ethics & Religion	Workbook	Once for each unit (Around 3 times per term)
Music	Workbook	Once for each unit (Around 3 times per term)

In addition to the basic homework requirements mentioned above, students are required to have daily revision and regular library books reading to broaden their knowledge and increase their self-learning abilities.

Homework Arrangement (Senior Form)

Subjects	Type of Homework	Frequency
English Language	Lesson preparation, online learning & post-lesson exercises Reading practice Free Writing & Writing (Parts A & B) Newspaper journal / newspaper reading test Listening & integrated skills (Parts A & B) Reading & SBA programme (print / non-print) Quizzes / dictation	Everyday / after each lesson At least 4 texts per term At least once per unit At least twice per term At least 4 tasks per term Follow teacher's instructions Once every 2 weeks
Chinese Language	Lesson preparation / post-lesson exercises / dictation / quiz / reading aloud / presentation Unit assessment / (reading and listening) Writing Worksheet	Everyday / at least once a week At least once for every unit At least once for every unit After every activity
Mathematics	Homework (checked by teachers) Homework (marked by teachers) Quiz or test	After every lesson Once every week About once for each unit
M1	Homework (checked by teachers) Homework (marked by teachers) Quiz or test	After every lesson Once every week About once for each unit
Citizenship and Social Development	Quizzes Exercise Project Learning	Once after 1-2 units / at least 2 times per term Once after each unit Once (S5)
History	Data-based questions / Essay Reflections (for lessons / controversial topics) Book Report	Once for each chapter (3-4 times per topic) One for each sub-topic (2-3 times per term) First or Second Term

Geography	Lesson preparation / note taking Worksheet Short quiz Issue-based questions / newspaper journal Field study report Book report	Every day/ after each lesson Once a week 2 times for each unit (3 times per term) After each unit (Once per term) After field study (Once in an academic year) Once in an academic year
Economics	Lesson preparation worksheets/Post-lesson worksheets or exercises Tests Project Book report	Once a week 2-3 times per term Once an academic year (S4 and S5) Once an academic year (S4 and S5)
BAFS	Lesson preparation Exercise/ worksheet Quizzes Book report	Once or twice a week Once or twice a week Once after each Chapter Once in an academic year (S4)
Physics	Experiment report Homework exercise/ worksheet Online Self learning exercise Project/ book report	Once after each chapter (3 times per term) Once a week Once after each chapter (approx. twice each term) Once a year
Chemistry	Experiment report/ exercise Homework exercise/ worksheet Self-learning/ Google Classroom exercise Project/ book report/ reading report	Once every two weeks Once a week Once after each chapter (approx. 4 times each term) Once a year
Biology	Experiment report Homework exercise / worksheet Self-learning / Google classroom exercise Project / book report	Once for each unit (twice per term) Once a week Once for each unit (twice in each term) Once a year
Tourism & Hospitality	Homework Short quizzes Projects Menu design Book report	Once a week 2 - 4 times per term Once an academic year (S4 & S5 only) Once an academic year (S5 only) Once an academic year (S4 & S5 only)
Visual Arts	S4 - Classwork and exploration of various forms of visual arts S5 - SBA: 2 pieces of artwork and Critical studies and research workbook S6 - SBA: 2 pieces of artwork and Critical studies and research workbook	3 times a year Once a year Once a year
Integrated Arts	Movie Appreciation and Criticism	3 times per term
ICT	Lesson preparation Book exercises/Worksheets Quizzes Project	Once for each unit (5 times per term) Twice for each unit (10 times per term) Once for each unit (5 times per term) Once an academic year (S4 only)
Ethics & Religion	Workbook	Once after each unit (2 times per term)
Physical Education	Fitness training Book exercises / Worksheets Quizzes	Once a week Once for each unit At least once after every unit

In addition to the basic homework requirements mentioned above, students are required to have daily revision and regular library books reading to broaden their knowledge and increase their self-learning abilities.

(12) **Arrangements under Inclement Weather Conditions**

A. Radio and television announcements

Before 6:15 a.m., you should refer to radio and television announcements in respect of schools and public examinations.

B. Tropical cyclones

1. When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued, the school will be closed.
2. When the school is in session in time of Tropical Cyclone Warning Signal No. 1 or No. 3 but adverse situation is likely to develop quickly, EDB will announce suspension of classes accordingly. Students should be kept in the school until safe and proper arrangements have been made for them to return home.
3. When classes resume following the lowering of typhoon signals, EDB will make appropriate public announcement accordingly. If parents consider that local weather, road or traffic conditions at that time have yet to resume normal and hence refrain from sending their children to school, allowance will be given to their children for absence from school.

C. Heavy persistent rain

1. When Red or Black Rainstorm Warning Signal is in force, attention is drawn to the following arrangements:
 - a. Before the school starts - classes will be suspended. Students should stay home.
 - b. When students have already set out for school - students should normally proceed to the school if road or traffic conditions ahead are safe. There will be staff at school looking after the students. Students should remain in school until conditions are safe for them to return home.
 - c. When the school is in session - students should remain in school until the end of school hours and conditions are safe for them to return home.
2. During heavy persistent rain and thunderstorm, the school may remain in session. If parents refrain from sending their children to school taking into account of local road or traffic conditions, allowance will be given to their children for absence from school.

(13) **Parent - School Communication**

All letters issued to parents by the school are **printed with newsprint paper**. If there is any enquiry about the content of the parent-letter, please contact the school (Tel: 2570 0331). Parent letters can be found on school website (<http://www.clsnp.edu.hk>) or can be checked through eClass Parent App.

(14) **Application for Activation / Renewal of "Student Status" on a Personalised Octopus**

From the new academic year onwards, MTR has launched a new measure. Students can renew or apply for a Personalised Octopus with student status in just a few simple steps. These include submitting an online application on the MTR Mobile app or the MTR website and then launching the "Student Status" completion process on the Octopus App. The relevant electronic platform will be launched from 9:00 a.m. on the "Back-to-School Day" on September 2.

Application Steps :

1. Turn on MTR Mobile to select "Student Travel Scheme" or go to "MTR Student Travel Scheme" Website
2. Select "New Application" or "Renewal Application"
3. Read the relevant Personal Information Collection Statement and other terms and conditions
4. Fill in the school information, personal information, etc
5. Upload a photo of the student identity card to verify identity (if Secondary One students have not received the student ID card, they can submit the photos later)
6. New applicants are required to upload a colour passport-sized photograph
7. If you are under the age of 18, you need to fill in the guardian information

(15) **Guidelines on Prevention of Influenza and Communicable Diseases in School**

According to the announcement of the Centre for Health Protection (CHP) of the Department of Health (DH), some Communicable Diseases such as dengue fever, seasonal influenza, chickenpox, hand, foot and mouth disease (HFMD) and scarlet fever may occur in institutions and schools from time to time.

1. Before the commencement of the new school year, we have thoroughly cleaned and disinfected the school premises. We would urge all students/staff members to pay attention to their personal hygiene and environmental hygiene of the school.
2. To safeguard students' health, parents are urged to maintain a hygienic household, and co-operate with us by reminding students to observe personal hygiene and keep schools hygienic. In this connection, you are kindly requested to take the following measures:
 - Seek medical advice as soon as possible if your children develop symptoms of diarrhoea, vomiting and skin rash. If symptoms such as fever, sore throat or cough are developed, they should put on a mask immediately and seek medical care from doctors as soon as possible. Please also notify the school and let the children stay at home for rest until symptoms have improved and fever has subsided for at least 2 days, or follow the medical advice on sick leave, whichever is longer.
 - Students with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, students with EV71 infection are advised not to go to school for another two weeks after all symptoms subsided.
 - Inform school immediately if children are sick or have been admitted to hospital for surveillance.
 - Co-operate with schools by picking up children not feeling well from school and consulting the doctor immediately.
 - Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
 - Remind children to keep hands clean, cover nose and mouth while sneezing or coughing and dispose used tissue paper properly.
 - Before sending children to school, parents should ensure children have taken body temperatures and undergone RAT, and bring the "Record Sheet for Body Temperature and Rapid Antigen Test" signed by parents which should be handed to the school every day.
3. In case of any students being absent due to sickness, we would provide learning support for them as far as possible so that their learning progress would not be affected.
4. We would like to appeal to parents for collaboration in order to maintain a clean and healthy living environment. Please also remind your children to pay attention to personal hygiene and to take Communicable Diseases preventive measures.

(16) Student Activities Support Grant

To support students with financial needs to participate in life-wide learning activities organised or recognised by schools, the Education Bureau (EDB) set up the Student Activities Support Fund. Application is now open to students who can meet any one of the following criteria:

- (a) Receiving the Comprehensive Social Security Assistance (CSSA)
- (b) Receiving full-grant under the School Textbook Assistance Scheme (STAS full grant)
- (c) Receiving half-grant under the School Textbook Assistance Scheme (STAS half grant)
- (d) Family has financial difficulties

For support and accounting purposes, the attached reply slip should be filled in and handed in with relevant supporting document(s) to the Homeroom Teacher. If you have any enquiries, please contact Mr. Cheung Lap Tak, the Academic Master. All information will be kept confidential.

✂-----

Dear Principal,

Application for the 2024-2025 Student Activities Support Grant

- I would like to apply for the captioned grant, and is now under the following information (Supporting documents should be provided):
 - Receiving "Comprehensive Social Security Assistance" (CSSA), or
 - Receiving full grant under School Textbook Assistance Scheme (STAS full grant), or
 - Receiving half grant under School Textbook Assistance Scheme (STAS half grant), or
 - Applying for School Textbook Assistance Scheme, and the result is unknown (Please submit the approval letter to the school office ASAP), or
 - Family has genuine financial difficulties (such as unemployment, drastic reduced income etc. Please provide supporting documents. The school would consider on individual basis.)
- I would not apply for the captioned grant.

Parent's Signature: _____

Parent's Name: _____

Student's Signature: _____

Student's name: _____

Class: _____ No: _____

Date: _____

For Homeroom teacher's use

If the student has financial difficulties, please review student's family background and give appropriate recommendation.

- Accepted Not accepted

Reason : _____

Homeroom teacher's signature: _____

Date: _____

For School use

- Accepted Not accepted

Reason : _____

Teacher-in-charge's signature: _____

Date: _____

(17) **Student Health Service**

The following 2 documents will be distributed on 3rd September 2024 (Tuesday). Please complete the form and return it on or before 5th September 2024 (Thursday) via your child.

1. Notes to Parents / Guardians from The Department of Health
2. The Form for Participating Students' Health Services and Consent Form.

(18) **Staying at School for Lunch (S1-2) (Applicable for whole-day school)**

S1 & S2 students should stay at school for lunch. Students can place order for lunch boxes in school, or bring their own lunch.

Regarding bringing your own lunch, the school provides a "Reheating lunch box" service. Students who bring their own lunch must use a metal container clearly labeled with their class and name on the surface. Plastic and glass containers should not be used. The school will deliver reheated lunch boxes to the classrooms during lunchtime.

The School has chosen Danny Catering Service Limited. as the vendor of lunch boxes, and each lunch box is **charged at \$26.**

(19) **Personal Data (Privacy) Ordinance**

In order to better understand the needs of students and strengthen support for them, our school will collect students' personal information as reference for the use of counseling and discipline. Data collected includes text records (counseling case records and interview records) or videos (CCTV), etc. and will only be used by the Discipline and Guidance Department for student development affairs and will be discarded at the end of the academic year according to the Personal Data (Privacy) Ordinance. If the personal data has to be recorded in the Secondary Education Management Information System (SEMIS) of the Education Bureau, or has to be transferred to other schools or organizations, the school will inform the parents separately. If parents have any opinion on the data collection issue, please contact Ms. Carissa Wong via 2570 0331.

(20) **National Security Issue**

According to EDB Circular 9/2023, the School should step up the prevention and suppression of teaching or other school activities that are in breach of the Basic Law, the National Security Law and all laws applicable to Hong Kong; as well as to prevent political or other illegal activities from permeating the School and handling such matters so that schools' normal operation and students' learning are not affected. If there is any rule-breaching behaviour, the School will follow up promptly on rule-breaching behaviours and notify EDB and related departments if necessary.

(21) Abiding Grace Lutheran Church Supporting Ministries

Dear Parents/ Guardians,

Abiding Grace Lutheran Church is devoted to support Concordia Lutheran School – North Point in delivering the Whole Person Christian Education by providing different Christian Faith Supporting Ministries. We trust that the enlivened and enriched learning experiences and the opportunities to apply what students have learned will not only enhance their interest in learning, but also help them develop positive values and attitudes, enhance their spirit to serve and sense of responsibility, and foster positive thinking and good character.

1. Learning and Support Classes

Aim : To give additional supports/“add on” interventions for students with persistent learning or adjustment difficulties through small group tutoring.

Date : Every Sunday
Time : 9:30 – 10:30a.m.
Fee : Free

2. Christian Life Planning Small Group Activities

Aim : In the Life planning process, through the Christian Faith Small Group and other activities, cultivating students’ ability to know themselves, to plan, to set goals and to reflect and to recognize and link up the various paths of further study and employment according to the will of the Lord.

Date : Every Saturday
Time : 5:00 – 6:00p.m.
Fee : Free

3. Community Care Program

Aim : Make good use of the time after lessons, under the guidance of church teachers, lead students to become big brothers and sisters of kindergarten and primary students, follow the example of Christ, turn love into action, and care for children's physical, mental and spiritual growth.

Date : Every Saturday
Time : 3:00–5:00p.m.
Fee : Free

4. Sunday Worship Service

Aim : Christians worship the Lord in spirit and truth, through the Word and Sacrament, the faith is then renewed and deepened.

Date : Every Sunday
Time : 11:00a.m. – 12:15p.m.
Fee : Free



Abiding Grace Lutheran Church Website
(Scan the QR Code to discover more.)

We welcome Christians and not yet Christians to participate. For enquiries, please contact Ms. Libby CHAN. (Tel: 2570 0331)

May the blessings of God be with you and your family!

Rev. KWAN Ying Leong, Simon
Chaplain of Concordia Lutheran School – North Point
Senior Pastor of Abiding Grace Lutheran Church

(Reply Slip)

Dear School Chaplain Rev. KWAN :

I *have/ do not have the interest to take part in the activities below (Please tick below, may more than one, if applicable):

- 1 Learning and Support Classes
- 2 Christian Life Planning Small Group Activities
- 3 Community Care Program
- 4 Sunday Worship Service
- 5 Other Church Gatherings

*Please delete where appropriate

Name of Student : _____

Signature of Parent/ Guardian : _____

Name of Parent/ Guardian : _____

Contact Telephone Number : _____

Date : _____

The information provided by you will be used on the above activities. Any data access request or data correction request may be made to us at info@abidinggrace.hk .

(22) Student Health Record

Student Health Record
(To be Filled by the Parent / Guardian)

RESTRICTED – All information provided will be used for school record only.
In case of emergency, I agree to pass the following information to the medical officers so that my child can receive proper medical treatment.

Name of Student: _____ Class: _____ () Gender: M / F

DOB: ____ / ____ / ____ (dd/mm/yy) Name of Parent / Guardian: _____

Emergency Contact No.: _____

1. If the student has suffered from the following illnesses, please put a tick in the box on the left of the related illness and provide relevant information.

Please √	Name of illness	Age at the onset of disease	Relevant information
	G6PD deficiency 六磷酸葡萄糖脫氫酵素缺乏症		
	Bronchial asthma 哮喘		
	Epilepsy 腦癇症		
	Fits due to fever 高熱引致抽搐		
	Kidney disease 腎病		
	Heart disease 心臟病		
	High blood pressure 高血壓		
	Hearing defect 聽覺不健全		
	Tuberculosis 肺結核		
	Haemophilia 血友病		
	Anaemia 貧血		
	Other blood disease 其他血病		
	Mental Illness 精神病 (Please specify: _____)		
	Allergy to drugs 藥物敏感 (Please specify: _____)		
	Operation 手術 (Please specify: _____)		
	Others 其他		

2. Please tick the appropriate box

- *He / She is healthy and able to take part in Physical Education lessons and physical activities.
 *He / She is not able to take part in Physical Education lessons. Relevant medical certificate is attached for your information and retention.

Reason: _____

- Please exempt *him/her to take part in Physical Education lessons and physical activities from _____ to _____. Relevant medical certificate is attached for your information and retention. He/she can take part in Physical Education and physical activities afterwards.

***Please delete as inappropriate**

Parent/Guardian's Name : _____

Parent/Guardian's Signature : _____

(According to the Personal Data (Privacy) Ordinance, the information obtained from this form is only for the School's internal use only)

(23) Reply Slip On “Physical Education (PE) Lessons”

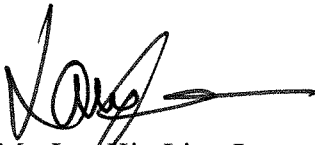
2nd September 2024

Dear Parent/Guardian,

Consent Form and Reply Slip for PE classes

Physical education is an essential part of the school's curriculum, and all students are required to take physical education classes. However, parents must be aware that if your child has any health issues, you should consult a doctor to determine if it is appropriate for them to attend physical education classes. If your child requires temporary or long-term exemption from physical education classes, you must submit a medical certificate. If there is any changes in your child's health condition, please notify the school immediately.

Yours faithfully,



Mr. Lee Kin Lim, Larry
Principal

Dear Principal,

I have carefully read your letter, please make the following arrangement for my son/daughter:
(Please put a “✓” in the appropriate box)

- My child is suitable for participating in PE lessons.
- My child is not suitable for participating in PE lessons. Relevant medical certificate is attached.
- Please exempt my child from participating in PE lessons. Relevant medical certificate is attached.
- My child is only suitable for participating in the types of activities recommended by his/her doctor. Relevant medical recommendation is attached.

Name of student: _____ Class: _____ ()

Name of parent / guardian: _____

Signature of parent / guardian: _____

Contact number of parent / guardian: _____

Date: _____

*Please delete as appropriate

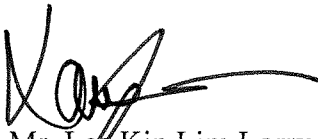
(24) Application for Student's Locker

2nd September 2024

Dear Parents / Guardians,

As to reduce the weight of the school bags and to train students for tidying their school bags, bringing suitable textbooks and exercises for homework and assignments, the school will provide them with lockers. If students would like to borrow lockers, please fill in the reply slip and submit it to respective homeroom teachers on or before 9th September 2024 (Monday). "The Rules and Regulations of Using Student's Locker" are attached for appropriate and effective use of lockers. If there is any enquiry, please contact respective homeroom teachers through 2570 0331.

Yours faithfully,



Mr. Lee Kin Lim Larry
Principal

Application for student's locker

Reply Slip

(Please return the reply slip to Homeroom teacher on or before 9th September 2024 (Monday))

Dear Principal,

I acknowledge the receipt of this notice dated 2nd September 2024. I * allow / do not allow my child to apply for the locker, and will urge students to follow the rules and regulations of using student's locker, train students for utilizing the use of lockers and tidying their school bags.

Name of student: _____ Class: ____ ()

Name of parent / guardian: _____

Signature of parent / guardian: _____

Contact number of parent / guardian: _____

Date: _____

* Please delete as appropriate

The Rules and Regulations of Using Student's Locker

Regulations of using student's locker

1. Each students are allowed to apply for using the school locker. Applicant must fill in the statement and agree to the 'Regulations of using School Lockers'.
2. Only the applicant's personal materials can be stored in the locker. The locker must not be shared with other students.
3. Students should prepare for their own locks.
4. The lockers are the property of the School. Approval should be obtained from the School for using the lockers and a set of back-up keys have to be handed in to the School.
5. The lockers are the property of the School, students could not damage the lockers or change the appearance of the lockers, including putting on stickers, drawings or
6. If the locker is damaged or any personal materials are lost, students must report to their homeroom class teacher at once.
7. Lockers should not be used during class period.
8. Students should empty their lockers and remove the lock before examination period and long holidays, i.e., Christmas holiday, Lunar New Year holiday, Easter holiday and Summer holiday.
9. Report to homeroom teachers in case empty lockers are used without permission.
10. Lockers will be inspected, with the presence of the user, regularly in order to maintain the proper uses of the school regulations.
11. In case of emergency, lockers will be opened without any notification. For instance, users failed to comply with the 'Regulations of using School Lockers'.
12. Students should pay for the fee of repairing if the lockers are damaged.
13. School reserves the right of allowing the students to use the lockers.

Inside the lockers

1. No dangerous or illegal items (such as flammable goods or items emitting bad smell) should be kept or stored due to safety and security reasons.
2. Because of hygienic issue, no shoes, clothes, food and drinks are allowed.
3. No valuable stuff, such as wallet, laptop, and mobile phones, should be stored in the locker. The School will not bear the responsibility for any damage or loss of such personal belongings.

Termination of the usage of lockers

1. Graduates and students quitting the school should empty their lockers on or before their last day.
 2. Students must bring their school bags back to the School every day.
 3. Right of using lockers will be terminated if students failed to comply with the 'Regulations of using School lockers.'
 4. School reserves the rights to terminate of using the school lockers if student violates the above regulations.
-

Applicant's statement and declaration

I fully understand the above regulation of using school locker and agree to comply with the regulations once my application is successful. I also agree the School has the rights to check the locker and reserve my right in using the locker.

Name of applicant: _____ Class: ____ ()

Signature of applicant: _____

Contact number of applicant: _____

Date: _____

(25) Policy On School Mobile Phone Usage and Mobile Phone Storage Lockers

2nd September 2024

Dear Parents/Guardians

Due to the pandemic during the past years and its deduction of face-to-face contacts, the special arrangement for the use of mobile phones among students were widely adopted for online classes. The school has also used phones to facilitate prompt communication between parents and the school in relation to pandemic arrangements.

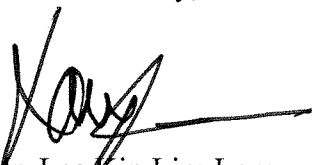
With the end of the pandemic and the school’s commitment to nurture students to develop good learning habits, mobile phone storage lockers are installed at the Rainbow Square on the 5th floor. In the spirit of preventing student internet addiction as well as to protect their valuable personal belongings, the school will now require students to store their mobile phones in the aforementioned lockers.

If students wish to bring their mobile phones back to school, they are required to fill in the below application slip and agree to store their mobile phones in the mobile phone locker when they return to school. The rules and regulations in regards are included for your information and for students' compliance. Any violation of the rules and regulations will be dealt with in accordance with the school rules and the student's authorization to bring a mobile phone back to school will be revoked.

During school days if students need to call their parents, they can use the school telephone with the consent of their teachers. Parents can also contact their children at any time by calling the school at 2570 0331.

Please advise your child to use the facilities appropriately. If you have any questions, please contact homeroom teachers.

Yours faithfully,


Mr. Lee Kin Lim Larry
Principal

Policy On School Mobile Phone Usage and Mobile Phone Storage Lockers

Reply Slip (Please return this slip to Homeroom Teachers on or before 9th September 2024 (Monday))

Dear Principal,

- I am aware of the arrangements for bringing and storing mobile phones to school. My child will
- bring** a mobile phone back to school in this academic year; apply to the school for the use of the mobile phone storage locker and comply with the included rules and regulations.
 - not bring** a mobile phone back to school in this academic year and will not apply to the school for the use of the mobile phone storage locker.
- (Please ✓ the appropriate box)

Name of student: _____ Class: ____ ()
Name of parent / guardian: _____
Signature of parent / guardian: _____
Contact number of parent / guardian: _____
Contact number of student: _____
Date: _____

Regulations of Bringing and Storing Mobile Phones to School

1. The mobile phone storage lockers are the properties of the school and students must use them with care and maintain them to their original condition without destroying or defacing them. Students are not allowed to hang any objects or draw signs inside or outside of the lockers.
2. Students will be assigned to a mobile phone locker according to their class and class numbers. The school will provide a lock and a key for each student to borrow. Students are required to take care of the locks and keys.
3. Students are required to pay a deposit of \$10 and return the keys to their assigned homeroom teachers on the last school day before the deposit are refunded. If a student loses his/her key, he/she may borrow a spare key from the school.
4. Students are required to store and retrieve their mobile phones by themselves and cannot ask others.
5. Students are not allowed to store anything other than their mobile phones in the lockers.
6. Students are not allowed to lend their mobile phone lockers to other people or store other people's belongings in their assigned lockers.
7. For security reasons, the mobile phone lockers cabinet will be closed. It will be accessible from 7:15a.m.-8:30a.m., 12:10p.m.-1:20p.m. and 3:50p.m.-5:30p.m. (special timetable: 7:15a.m.-8:30a.m., 11:50a.m.-1:00p.m. and 2:30p.m.-4:30p.m.). The mobile phone locker cabinet will be locked at any other times. Therefore, students must deposit and collect their mobile phones at the designated times.
8. Students must turn off their cell phones before entering the school premises and store them on their own in the mobile phone lockers before 8:05a.m. and after returning from lunch time. Students can retrieve them at the designated times during lunch period and after school.
9. Students who are late or required to leave early must go to the school office to let relevant staff or teachers to follow up on the procedures of their mobile phones storage/retrieval.
10. If students forget their keys or for any reasons cannot store their mobile phones in the mobile phone lockers, they are required to hand over their mobile phones to their homeroom teachers for safekeeping.
11. If a student is found for not storing his/her mobile phone in the mobile phone locker during the designated school hours, the case will be handled according to the school regulations. The school will temporarily keep the student's phone and inform the parents to come to school to retrieve it if necessary. The school has the right to conduct surprise inspections to ensure students' compliance with the rules related to mobile phones.
12. Students are not allowed to use or show their mobile phones on school premises. If discovered, the case will be handled according to the school regulations.
13. If a student is found to have brought a mobile phone back to school without storing it in the cell phone locker; using or displaying a mobile phone in school without permission, the student will be penalized ranging from warnings to demerits according to the severity of the offence as shown in the table below:

Number of Offenses	Penalty	Follow-up Arrangements
1 st Offense	1 Warning	The school office keeps the phone until after school.
2 nd Offense	1 Black mark	The school office keeps the phone. Homeroom teacher notifies the parents and returns the phone to students after school.
3 rd Offense	2 Black marks	The school office keeps the phone until after school. Homeroom teacher notifies the parents and requests the parents to pick up the phone at school.
4 th Offense	1 Minor Demerit	

*If a student brings a mobile phone back to school without request/ possession of multiple mobile phones and intentionally failing to store them in the designated locker, the penalty will be raised.

*Repeated violation of the rules will result in students facing higher penalties or the possibility of being banned from bringing mobile phones to school.

14. To ensure safety of students' properties, CCTVs have been installed at Rainbow Square on 5/F and around the mobile phone lockers to record the process of students' mobile phone storage/retrieval. In case of theft or damage, the school will try the best to offer assistance in the investigation but the school will not be responsible for any damages.
15. In order to ensure students' compliance with the above rules, responsible teachers authorized by the Principal have the right to open the mobile phone lockers for inspection in the presence of students or parents.
16. The lease of mobile phone storage will last for 1 year. Students are required to apply for the use of mobile phone lockers once per academic year.
17. If a student decides not to bring his/her mobile phone to school, parents are required to fill in the included reply slip to indicate that the student will not bring his/her mobile phone to school and do not need to use the mobile phone lockers. Upon the collection of the reply slips, the students' locker will be locked for identification purposes. If a student needs to use the locker again in the future, the parent must write a letter to the school to request and wait for proper authorization and handling from the school.
18. The Regulations of mobile phone locker usage may be amended by the school if required. Students are subjected to the latest published Regulations.

Notice to Parents No: 2425/001

Notes for the New School Year (2024-2025)

Reply Slip (Submit this slip to Homeroom Teacher on or before 4th September 2024 (Wednesday))

Dear Principal,

I received and agreed the Notes for the New School Year (2024-2025).

- (1) Arrangements for New Academic Year
- (2) New School Year Arrangement
- (3) Timetable
- (4) S1-4 Parent-Teacher Meeting
- (5) Financial Assistance Schemes (the School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges)
- (6) Permission to use students' creative work, photos and video clips taken during their learning activities
- (7) Parental Consent for Attending P.E. Lessons
- (8) Issues Related to Attendance
- (9) Student Code of Conduct, School Uniform & P. E. Uniform
- (10) Miscellaneous Fees
- (11) Homework Policy
- (12) Arrangements under Inclement Weather Conditions
- (13) Parent -- School Communication
Name of Mobile Owner: _____ Mobile No.: _____
- (14) Application for Activation / Renewal of "Student Status" on a Personalised Octopus
- (15) Guidelines on Prevention of Influenza and Communicable Diseases in School
- (16) Student Activities Support Grant
- (17) Student Health Service
- (18) Staying at School for Lunch (S1-2) (Applicable for whole-day school)
- (19) Personal Data (Privacy) Ordinance
- (20) National Security Issue
- (21) Abiding Grace Lutheran Church Supporting Ministries
- (22) Student Health Record
- (23) Reply Slip On "Physical Education (PE) Lessons"
- (24) Application for Student's Locker
- (25) Policy On School Mobile Phone Usage and Mobile Phone Storage Locker

Signature of Parent/ Guardian: _____

Name of Parent/ Guardian: _____

Name of Student: _____ Class: ____ ()

Date: _____