



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

2024-2025 學年上課安排及學生須知

敬啟者：

以下共有二十一則學校通告事項，敬請各家長垂注。(家長須簽署紙本回條交回學校)

(一) 上課時間表安排

上課時間詳情如下：

日期	上課時間	事項	備註
2/9	上午8:15 – 上午11:00	開學禮	同學須穿著整齊校服及帶備文具回校
3/9 – 9/9	上午8:15 – 下午12:40	按時間表上半日課	半天上課毋須留校午膳*
10/9 起	上午8:15 – 下午4:00	按時間表上全日課	中一至中三級同學須留校午膳

* 中一級學生需於9月9日(星期一)下午需參加輔導組迎新活動，放學時間為下午3:45。學生請自備午膳或訂購本校午膳供應商「美味王」飯盒。

備註：

1. 中一級學生於9月5日(星期四)放學後須參加健康校園講座，當天的放學時間是下午1:20。
2. 校務處辦公時間為早上8時正至下午5時15分。
3. 學校開放時間為上午7時30分，如無特別安排，學生不應早於上述時間回校。
4. 若校方安排學生留校參加課外活動，負責老師將透過通告、學生手冊或 Grwth 手機程式通知家長。

(二) 全校午膳安排

1. 由9月10日(星期二)起，中一至中三級學生須留校午膳，而中四至中六級學生則自行安排午膳。中一至中三級家長可選擇透過學校訂購午膳供應商「美味王」飯盒、學生自備午餐或由家長送午餐到校(12:45前送到)。倘閣下欲為貴子弟訂購9月份之午膳飯盒，請填妥午膳訂購表格，並於9月4日(星期三)或之前連同繳費收據交回班主任。

退餐安排：

- (1) 不設即日退餐服務但可保留飯盒。如有需要，家長必須於請假當天通知校務處職員保留飯盒，並於即日下午5時前到校取回。
- (2) 如學生因事請假而取消所訂的飯盒，家長或學生須於請假前三個工作天通知班主任及網上填寫退訂表(<https://forms.gle/oEzQ6pmdShqZe1u18>)，



以便安排退餐，逾時無效。供應商會在下月份餐單上自動扣除款項。

- (3) 如教育局在早上8:30前宣布停課或因天氣影響而停課，供應商會將當天的午膳順延一天，其餘日子則正常供應。



2. 本校提供自攜午餐飯盒翻熱服務，詳情如下：

- (1) 學生須於早上 8:00 至 8:10 到地下有蓋操場，將自備的餐盒放入雪櫃冷藏。
- (2) 須自備不銹鋼餐盒，並在餐盒上貼上名牌，清楚寫出學生的姓名和班別。
- (3) 學生可於當天下午 1:00 至 1:10 到地下有蓋操場取回飯盒。

如有疑問，可向班主任或致電本校(2495 3363)鄒威寶老師查詢。

(三) 拍攝學生證件照片

本校將安排攝影公司於 9 月 13 日(星期五)到校為全校學生拍攝學生照片，供新學年開課使用，費用全免。

(四) 每日家課及考試範圍登錄於學校網頁

中一至中三級之每日家課會每天放學後透過 Grwth 手機程式通知家長，而各級考試範圍亦會按時上載於學校網頁，以便家長查閱。

(五) 校曆

學校行事曆已預印在學生手冊中及上載於學校網頁，校曆亦已列明所有固定假期。如學生需要告事假(包括參加公開試)，必須於兩個上課天前遞交請假信，待訓育組批准。

(六) 學校升留級政策及中六級畢業要求

為貫徹本校德智並重之教育理念，校方在制訂學生的升留級準則時，除了考慮學生的學業成績外，亦會將其行為操守納入考量。為鼓勵同學不斷求進，本校已重新審視並修改有關學生留級、試升及畢業的要求及準則，詳情如下：

- 學業成績 — 學年平均分須達 30 分或以上
- 出席率 — 學年平均出席率須達 90% 或以上
- 品德及操行 — 等級為 B- 或以上，學習態度良好

1. 中一至中五級升留級準則：

- (1) 若學生未能符合以上任何一項條件，將被列入「考慮留級」之列。
- (2) 若學生的學習態度或策略欠佳，導致未達學校升級要求，該學生須在暑假期間完成「暑期成長增值班」，且達校方要求，方可酌情試升。
- (3) 凡試升者，如於參與試升班級期間，學科成績或操行仍不能達到學校要求，學校有權飭令該生降級或由校方協助下轉介至其他合適學校升學。

2. 中六級畢業要求

- (1) 中六級同學須符合以上三項要求，方可獲學校頒發畢業證書。
- (2) 若學生未能符合以上任何一項條件，則獲校方頒發修業證書。

學生如因特殊原因而未能達到以上要求，可向校方申請酌情處理，惟學生及其家長必須向校方提供足夠理據及呈交相關證明文件，校方方會考慮其申請。至於是否接納申請，校方持有最終決定權。



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

(七) 校內評核分數比重

1. 所有科目

(家政、設計與科技、普通話、普通電腦、歷史/地理(中一至中三)、跨學科課程(中三)、佛學(中四至中六)、藝術發展及體育除外)

級別 科目		全年分數 (100%)					
		全年分數的 30%		全年分數的 20%		全年分數的 50%	
中一	中文 英文 數學	10% 上學期測驗	10% 持續性評估 (例如: 測驗、專題研習.....)	80% 上學期考試	100% 期中試	20% 持續性評估 (例如: 測驗、專題研習.....)	80% 下學期考試
	其他	20% 持續性評估 (例如: 測驗、專題研習.....)		80% 上學期考試	100% 期中試	20% 持續性評估 (例如: 測驗、專題研習.....)	80% 下學期考試
中二至中五		20% 持續性評估 (例如: 測驗、專題研習.....)		80% 上學期考試	100% 期中試	20% 持續性評估 (例如: 測驗、專題研習.....)	80% 下學期考試
中六		20% 持續性評估 (例如: 測驗、專題研習.....)		80% 上學期考試	100% 模擬考試		

2. 其他科目

級別 科目		全年分數 (100%)			
		上學期考試 全年分數的 30%		下學期考試 全年分數的 70%	
中一至中二	家政/ 設計與科技/ 普通話	100% 持續性評估 (例如: 課業、測驗、專題研習.....)		100% 持續性評估 (例如: 課業、測驗、專題研習.....)	
中三	跨學科課程				
中一至中五	藝術發展/體育				
中四至中五	佛學				
中一至中三	普通電腦/ 歷史/地理	20% 持續性評估	80% 上學期考試	20% 持續性評估	80% 下學期考試
中六	佛學/藝術發展	模擬考試 (100% 為持續性評估)			
	體育	模擬考試 (全年分數的 20% 為持續性評估, 80% 為模擬考試)			



(八) 學生及家長或監護人個人資料處理聲明

本校致力按照《個人資料(私隱)條例》的規定處理所有個人資料。有關學生及家長或監護人的個人資料處理如下：

1. 學生之個人資料將用作學生註冊、學生紀錄或提供輔導服務參考之用，而家長或監護人之個人資料則主要用於溝通或資料核對；
2. 學校所收集的學生個人資料，只會有可能向本校教職員、法團校董會及其他有關之政府部門或機構披露外，不會與其他機構作上述用途。如本校須使用有關學生/家長或監護人個人資料作其他用途，本校會預先徵求家長或監護人的同意；
3. 學校將透過如網頁、宣傳單張、刊物等不同媒體加強與社區的溝通，其中內容可能包括本校學生的姓名、班別、個人獎項、學生活動照片或錄影片段等；
4. 根據《個人資料(私隱)條例》中的保障資料原則，曾提供個人資料的當事人，有權查閱及改正其個人資料。如欲查閱及更正個人資料，請以書面向校長提交申請；
5. 本校公共地方裝有攝錄系統，只用作內部保安用途，但可能會同時收集學生的容貌及活動情況。所有攝錄資料按常規最多保存四星期，然後刪除。

備註：如家長不同意接受以上事項，請於 **9月13日(星期五)或之前** 書面通知本校。

(九) 有關「學校書簿津貼及學生車船津貼」事宜

有關 2024-2025 年度「學校書簿津貼及學生車船津貼」申請事宜，若在上一學年並無獲發書簿津貼，而申請人已於本年五月於網上填妥電子申請表格 或 已將有關申請表格直接寄交學生資助辦事處辦理，學生資助辦事處於八月下旬將結果直接郵寄予申請人，被評核為符合申領資助的家長，每名在學的子女會獲發一份「資格證明書」。請 貴子弟於 **9月9日(星期一)或之前** 將該證明書交回校務處，以便學校核實後送交學生資助辦事處。如家長於 開課後 才收到資格證明書，亦需要將資格證明書於 發出日期後的兩星期內交回學校。

備註：

1. 在遞交「資格證明書」前，檢查第二部第 5 項、第 6 項、第 7 項、第 8 項和第 9 項是否已填妥，第三部是否已簽署。
2. 貴家長若有需要申請上述津貼但尚未作出申請，可選以下其中一項途徑申請：
 - (a) 可於網上填妥電子申請表格，並上載完整的證明文件後一併遞交。電子申請表格及相關申請文件載於「學資處電子通—我的申請 (學前教育、小學及中學程度資助計劃)」網頁 (<https://ess.wfsfaa.gov.hk/espps>)。如申請人已於網上遞交電子申請表格，則毋須另行遞交紙本申請表格。 **或**
 - (b) 填妥紙本申請表格，並連同完整的證明文件直接寄回學生資助辦事處辦理。家長可於各民政事務處或各區域教育服務處索取申請表格 (本校尚存少量申請表，貴子弟亦可向本校辦事處索取)。申請人填妥申請表格後，需自行寄交學生資助辦事處辦理。



香港佛教聯合會主辦 **佛教葉紀南紀念中學**

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

3. 有需要但尚未作出申請的申請人**必須於2024年10月31日(星期四)或以前**於網上填妥電子申請表格，並上載完整的證明文件**或**把「學生資助計劃綜合申請」送抵學生資助處，否則不會獲發學校書簿津貼。如申請人於2024年11月1日或以後遞交「學生資助計劃綜合申請」及能成功通過入息審查的申請人，學生車船津貼會由收到申請表當日或申請學生的入學日期起生效，視乎個別個案的情況而定。

(十) 堂費、特定用途費及其他收費

由2024-2025年度起，學校已參考教育局建議，收取指定用途及罰款費用項目如下：

1. 堂費

級別	全年堂費	徵收日期
中一至中三	免費	--
中四至中六	\$300.00	9月16日(星期一)前透過 Grwth 手機程式收取

2. 特定用途費及其他收費

級別	中一	中二	中三	中四	中五	中六
#特定用途費及油印費	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00
*購買校簿	\$124.30	\$90.80	\$96.70	\$97.50	\$97.50	\$87.50
智能學生證	\$19.00	--	--	\$19.00	--	--
生活與社會校本教材	--	\$130.00	\$174.00	--	--	--
歷史課本	\$110.00	\$130.00	--	--	--	--
地理課本	--	\$131.00	--	--	--	--
數學練習	--	--	--	--	--	\$27.70
合共收費	\$703.30	\$931.80	\$720.70	\$566.50	\$547.50	\$565.20

請在9月16日前透過 Grwth 手機程式繳交以上費用。

#特定用途費及油印費，用於改善學校的教學設施及提供適切的學習材料。

*以上收費包括學校代購手冊、簿及文件夾的費用。

附件：(2023/24年度特定用途費收支報告)

日期	項目	收入(\$)	支出(\$)	合共(\$)
09/2023-08/2024	特定用途費及油印費	265,950.00		
	利息	1,695.99		
	班相拍攝及沖晒		(2,850.00)	
	紙張		(48,469.00)	
	優化學校及配合學生需要的活動、維修、特別家具、設備及工程費用		0.00	
31/08/2024	結餘或透支轉往下學年	267,645.99	(51,319.00)	\$216,326.99



3. 資助學校及按位津貼學校經核准徵收的罰款及作特定用途費用一覽表

教育局常任秘書長已給予資助學校及按位津貼學校書面批准，按照下列的用途、限額及所載的規定向學生徵收罰款及作特定用途的費用。

項目	核准上限 (由2024年9月1日起生效，日後或會作調整)
1. 補發學生證	每張 19 元
2. 修業成績表(第二份副本)	每張 35 元
3. 嚴重損毀或遺失圖書館書冊的罰款	書冊的原價
4. 蓄意破壞學校公物	修理 / 補購該項目的全費

(十一) 學生健康記錄檔案

體育科是本校課程的一部份，每一學生均須參加體育課。惟 貴家長必須留意，如 貴子弟患上一些疾病，如心臟病、血管疾病、肺結核、創傷未癒、內臟疾病、羊癇症或其他不宜上體育課之疾病，則應徵詢醫生之意見，是否適宜上體育課。如 貴子弟需要暫時或長期豁免上體育課時，必須於2024年11月底前呈交註冊醫生證明書。

此外，為了讓學生對個人健康更了解，以及使學校對 貴子弟提供更適切的健康支援，所以請 貴家長於2024年9月13日(星期五)前填妥【附件一】「學生健康調查表」(見備註)，並將表格交回班主任，以便辦理及存案。若日後發現 貴子弟有任何健康狀況之改變，祈請立即通知班主任。

備註：

1. 本調查表所收集的資料，將作紀錄之用/用以辦理豁免參與體育課的申請。本校可能會把這些資料披露予其他政府部門，用以處理與教育和健康有關的事宜。閣下必須在本表格提供 貴子弟個人資料。如提供的資料不足，本校可能無法為學生提供適切的健康支援及辦理有關豁免體育課的申請。
2. 閣下有權按照〈個人資料(私隱)條例〉第 18 和 22 條及附表一第 6 原則的規定，查閱及更正個人資料。查閱資料的權利，包括取得本表格/紀錄所載個人資料的副本。



(十二) 有關在各種惡劣天氣下之安排

1. 各種惡劣天氣教育局之指引及學校應變措施

熱帶氣旋訊號	採取的行動
當天文台發出一號或三號熱帶氣旋警告信號	除非另行通知，否則本校會照常上課。
當天文台發出八號預警／八號或以上熱帶氣旋警告信號	本校停課，學生應留在家中溫習。
當天文台以三號取代八號或以上熱帶氣旋警告信號	除非事前教育局已公布所有學校須全日停課，否則本校會按下列安排恢復上課： 假如三號熱帶氣旋警告信號在上午 5 時 30 分前發出，本校會恢復上課。
當天文台以一號取代三號熱帶氣旋警告信號或取消所有熱帶氣旋警告信號	除非事前已公布所有學校須全日停課，否則本校會恢復上課。

暴雨警告信號	採取的行動
黃色	除非另行通知，否則本校會照常上課。
紅色或黑色	
(i) 在上午 5 時 30 分至 6 時前發出	◇ 本校全日停課。 ◇ 未離家上學的學生應留在家中溫習。 本校會保持校舍開放，同時安排應急措施，安排人手照顧可能返抵學校的學生；在安全情況下，按序安排學生離校回家。
(ii) 在上午 6 時至 8 時前發出	◇ 學生無需上課。 ◇ 未離家上學的學生應該留在家中溫習。 本校會保持校舍開放，同時安排應急措施，安排人手照顧可能返抵學校的學生；情況有需要的時候，會盡快聯絡家長接子女回家，或授權學校於安全情況下按序安排學生離校回家。 ◇ 如學生在上學途中獲悉停課，宜觀察雨勢、道路、斜坡或交通情況，以決定是否繼續前往學校。
(iii) 在上午 8 時或以後發出	◇ 本校會繼續上課，直至正常放學時間為止；情況有需要的時候，會盡快聯絡家長接子女回家，或授權學校於安全情況下按序安排學生離校回家。



2. 天氣相關之注意事項或措施

- (1) 家長可因應天氣惡劣情況自行決定應否讓子女上學。假如區內天氣、道路、斜坡或交通情況惡劣，為保障其子女安全，他們應讓子女留在家中，並致電學校請假。對於受惡劣天氣或水浸影響而遲到或由家長決定於當日缺課的學生，學校會酌情處理此等情況，貴子女不會因遲到或缺席而受到處分。
- (2) 在特殊情況下，教育局可宣布某個或多個地區的學校停課。如教育局宣布葵青區或學生居住的地區停課，均無需回校上課。
- (3) 請家長及學生密切留意教育局及天文台於電台及電視廣播之最新宣布。而學校亦會透過學校網頁及 Grwth 應用程式發出有關學校的公布。
- (4) 如在考試期內停課，當天考試的科目將會順延至下一個上課天，有關詳情請參閱學生手冊第 17 頁。

為讓學校了解學生家庭情況，請填寫【附件二】的學生個人資料調查表並填寫緊急聯絡人及在惡劣天氣情況下放學安排，以便學校跟進。

(十三) 校本課後學習及支援計劃 — 「校外增潤課程」

計劃目的：資助有經濟需要的學生參加校外課後的學習計劃

資助原則：1. 接受領取綜合社會保障援助(綜援)的學生申請

2. 獲批學生資助計劃全額津貼(全津)的學生申請

3. 酌情名額： (1) 學生資助計劃全額津貼(半津)

(2) 家庭有經濟困難* (*須經班主任推薦)

申請程序：

1.	同學須填寫「校外課後學習資助申請表」
2.	班主任須核實同學的資料
3.	同學須提交該機構的發票，包括：(a) 課程的名稱、堂數、課時 (b) 抬頭：佛教葉紀南紀念中學 (c) 機構蓋印
4.	請將填妥之表格及機構發票交回郎慧英副校長或謝佩儀老師
5.	郎慧英副校長或謝佩儀老師會審批申請，並於活動前通知同學批核結果。所遞交的資料，將會保密處理。
6.	同學有可能 <u>獲發部分或不獲發資助</u> (按政府撥款金額盡量平均分配給各申請人；從未獲資助同學會被優先考慮。)

資助金額：

學生類別	資助百分比	學年資助上限
綜合社會保障援助(綜援)的學生	70%	\$7000
學生資助計劃全額津貼(全津)	70%	\$7000
學生資助計劃全額津貼(半津)	不多於 30%	\$2500
家庭有經濟困難	不多於 30%	\$2500



(十四) 健康校園計劃

為促進青少年的健康發展，本校獲禁毒基金撥款資助，與童軍知友社合作推行健康校園計劃。健康校園計劃分為兩部分：第一部分為「健康校園抗毒活動」（內容：不同時段、分級別舉行各項活動），此計劃希望透過小組活動及訓練營等活動，加強他們面對成長挑戰的能力，所有訓練活動均免費參加，有關家長信將於稍後派發。健康校園計劃的第二部分為「校園測檢計劃」，此計劃可鞏固沒有吸食毒品的學生繼續遠離毒品的決心，即使有朋輩引誘他們嘗試吸毒，會更堅決說「不」，從而預防毒品在校園蔓延；另外本計劃亦可觸發吸食毒品的學生（尤其是初期接觸毒品的學生）戒毒和求助的動機，同時為希望走出毒海的學生提供適切的支援服務。

有關計劃簡介詳情如下：

1. 參加本計劃純屬自願。家長及學生可參閱網上「校園測檢計劃」守則（網址：<https://www.nd.gov.hk/tc/HSP.html>），請家長與學生討論後，再填寫「校園測檢計劃」同意書以表達閣下及學生的意願。
2. 於計劃推行期間，校外專責隊伍（童軍知友社）會不定期到訪學校，並從參與學生中每學年隨機抽選最少 20% 進行測檢。
3. 測檢過程：校長／或任何代表其行事的指定教職員通知被抽中的學生，並指示他們前往收集樣本的地點。校外專責隊伍會與有關學生進行甄別面談，向他簡介收集頭髮／尿液樣本的目的。有關學生可以在廁格內提供樣本，以保障個人私隱。樣本收集袋會貼上樣本代碼，樣本不會貼附任何可識別個人身分的資料，以確保資料保密和保障私隱。有關樣本會由收集樣本者送交政府化驗所。非必要的樣本會立即妥善地銷毀。
4. 抽中的學生也可即場：
 - 甲、 在沒有進行測試的情況下，自行轉介參加童軍知友社的支援計劃；
 - 乙、 拒絕接受測檢；或
 - 丙、 撤回參與同意書。
5. 政府化驗所將會準備兩份相同的化驗所測試結果報告，正本及副本分別由學校和獲校外專責隊伍授權的人員領取。校長／或任何代表其行事的指定教職員將通知被抽中的學生家長／監護人化驗所的測試結果。

本校稍後向全校同學派發「校園測檢計劃」同意書，懇請閣下與貴子女討論有關事宜，填妥學生的參與意願，並請貴子弟將簽妥之同意書對摺封口及交回班主任。此計劃對貴子弟具有重要的教育意義，希望閣下踴躍支持，並透過此機會與子女討論有關毒品的問題及鞏固子女繼續遠離毒品的決心。如對上述資料有任何查詢，可致電 2495 3363 聯絡鄧柏堅老師。



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

(十五) 中一 Get Set Goal 訓練營

詳情臚列如下：

活動內容	協助中一同學建立信心和積極的人生觀，培養同學挑戰困難、堅持完成的態度。
日期	2024年10月4日(星期五)
活動地點	香港基督教女青年會 梁紹榮度假村
集合時間	上午8時15分
集合地點	本校雨天操場
解散時間	下午5時正
解散地點	本校雨天操場
負責老師	容曉靜老師，社工李慧芬姑娘
備註	<ul style="list-style-type: none">● 同學須穿著整齊運動服(長運動褲及短袖運動衣)和運動鞋。● 同學須依從老師、社工及營地導師的指示進行活動，並要注意個人言行舉止要恰當。● 請帶備水、毛巾、常用藥物，適量現金及身份證，同學可按需要帶備外套、防蚊用品、太陽帽及雨具。● 活動過程有可能要求同學跑動和進行競技活動，有一定的體能要求，請填妥【附件三】的<u>個人健康狀況調查及聲明書</u>，讓我們了解學生的健康狀況，以便在活動時作合適的安排。

屆時由有關老師、社工及營地導師負責指導，敬請提點 貴子弟依時出席。

(十六) 參觀青衣公共圖書館

詳情臚列如下：

日期	1C及1D：2024年9月16日(星期一) 1A及1B：2024年9月17日(星期二)
活動地點	青衣公共圖書館
集合時間	下午2時正
集合地點	本校雨天操場
解散時間	下午4時正
解散地點	各班課室
負責老師	黎惠儀老師，郎慧英老師



(十七) 「iTeen 誠行」參觀廉署活動

於2024年9月20日(星期五)當天第五節課堂後會安排午膳時間(12:20-1:30p.m.)，同學需於午膳完結後回校集隊並乘坐旅遊巴前往廉署進行參觀活動。參觀時間至下午4時，隨後乘坐旅遊巴回校解散。

(十八) 學生守則

本校一向著重學生品德的培養，期望學生能自律守規、尊敬師長、友愛同學。惟青少年於成長過程，偶有犯過，實難避免。對於犯過的學生，校方除諄諄告誡，規勸向善外，訓育組亦予以公平、合理的處分，使學生能吸取教訓，承擔責任，力求改過。有關詳細校規、校服、儀容規則及考試規則，請家長參閱學生手冊，並請督促 貴子弟嚴格遵守。

(十九) 申請攜帶手提電話回校及使用手提電話儲存櫃

本校一向鼓勵學生以明智顯悲為學習目標，並不鼓勵學生攜帶手提電話回校，以免影響學習情緒，亦禁止學生在校園範圍內使用及展示手提電話。惟本校理解後家長會關心子女返放學的情況，有見及此，本校容許學生向校方申請攜帶手提電話回校。同時，為免手提電話影響學生學習或引致損壞失竊等問題，學校將加設手提電話儲存櫃供學生借用。若學生申請攜帶手提電話回校，必須填妥回條上的資料，並請家長及學生必須遵守下列要求：

1. 請填妥回條，申請者需填寫攜帶手提電話的理由，手提電話的品牌及型號。申請信由班主任存案，如有需要，每年須重新申請。
2. 獲班主任批准後，該學生可攜帶電話回校，但必須於學校範圍內關上電話電源，亦不可在校內展示其手提電話。
3. 中一至中三獲批准攜帶手提電話之學生需於每天早上點名時將電話交由班主任代存，最後一教節或放學後由班主任發還。班主任只負責替學生代存電話，如有刮花或損壞，概不負責。
4. 中四至中六級學生可向校方申請使用手提電話儲存櫃，守則如下：
 - 4.1 學生在進入學校範圍前，必須先關掉手提電話，並於早上八時十五分前(上午時段)及下午二時十分(下午時段)，自行將手提電話存放於指定的手提電話儲存櫃內，並鎖上儲存櫃。
 - 4.2 學生須自行帶備鎖頭，不得使用密碼鎖，並向班主任提交一條後備鑰匙，以備緊急需要時使用。
 - 4.3 校務處會於早上八時三十分及下午二時三十分鎖上櫃開門。若學生在上述時間之後回校，請學生到校務處交出手提電話，由校務處保管，並於放學後到校務處取回。
 - 4.4 學生在校期間如需與家長聯絡，可到校務處借用學校電話。



保安及提醒事項：

1. 儲存櫃附近設有二十四小時閉路電視監察系統。倘若發生失竊或有任何損毀，本校定當盡力協助調查，唯若有任何損失，本校恕不負責。
2. 手提電話儲存櫃的開放時間如下：
 - 上午七時三十分至上午八時三十分；及
 - 下午一時正至下午二時三十分；及
 - 下午四時正至下午五時十五分。
3. 學生必須親自存放及取回手提電話，不得由他人代勞。
4. 學生不得將手提電話儲存櫃轉讓他人使用，亦不得代儲存他人物品。
5. 學生需小心保管手提電話鎖頭及鎖匙。如有遺失或損壞，學生需自行承擔財物損失，本校一概恕不負責。
6. 為了監察學生有否履行以上守則，本校老師可與學生家長或監護人在場情況下，開啟手提電話儲存櫃檢查，務請相關人士配合本校。
7. 電話儲存櫃為學校貴重財產，學生需愛惜使用。若蓄意破壞，需照價賠償。
8. 本校將因應實際需要而修改守則，學生須遵守最新公布的指引或守則。

違反守則的懲處及跟進：

學生在以下情況會被視為違反攜帶手提電話回校及手提電話儲存櫃的守則：

1. 學生被發現於學校上課時沒有將其電話存放於手提電話儲存櫃內，會被處分。本校會暫時保管該電話，並即日通知家長即日到校取回。
2. 學生在學校範圍使用手提電話或展示手提電話(包括放學時間、星期六及學校假期)，將被記缺點一個。
3. 再次違規者，校方會考慮給予進一步之懲處，包括記小過及取消其攜帶手提電話回校的資格。
4. 學生未經批准，擅自攜帶手提電話回校，或已獲批准，但未能遵守上述規則之學生，一經發現，手提電話會被老師暫時代存，然後安排家長到校領取，並按情況輕重給予處分。除手提電話外，校方亦禁止學生在未經許可下攜帶其他通訊、影音及電子娛樂產品回校，本校懇請家長提醒子女切勿攜帶上述物品回校。



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

(二十) 中三級生涯規劃活動日程

貴子弟為本屆中三級學生，即將面對選科抉擇，為協助家長及同學了解選科資料及升學途徑，使同學可根據自己的志向選擇合適的科目，本校將為中三級同學舉行以下生涯規劃活動。活動日程如下：

日期	內容	形式
2024年10月30日	中三級生涯規劃課(1): 選科講座 -介紹本校開設的選修科目 -選修科組合	學生:實體 家長: YOUTUBE 網上直播
2025年2月	職向評估(SDS)問卷調查(與家福會合辦)	學生網上完成問卷
2025年2月12日	中三級生涯規劃課(2) -選科考慮因素 -高中升學資訊 -模擬選科	學生:實體 家長: YOUTUBE 網上直播
2025年2月26日	中三級生涯規劃課(3) 職向評估 (SDS)結果分析(與家福會合辦)	學生:實體
2025年4月1日	模擬人生初中體驗活動	學生:實體
2025年4月至6月	為有需要的同學提供個人升學輔導	學生:實體
2025年4月25日	中三升中四選科簡介會(教務組) -由教務組講解中三選科程序	學生:實體

*以上活動日期或模式有可能因應實際情況作調整。

請家長敦促 貴子弟出席，讓同學能為選科升學及早作出規劃。如有興趣了解相關升學資訊，歡迎瀏覽本校生涯規劃組網頁：<https://sites.google.com/byknmc.edu.hk/lifeplaning/>



或致電本校 2495 3363 與郎慧英副校長或湯紫怡老師聯絡。



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

(二十一) 中六級升學及就業活動

貴子弟為本屆中六級學生，即將面對升學及就業抉擇，為協助家長及同學了解中六後升學途徑及升學就業資訊，本校將為中六級同學舉行一系列講座、活動、工作坊。活動日程如下：

日期*	內容	形式*
2024年9月25日	2024 香港中學文憑考試報考講座 (考評組) 中六級簡介學生學習概覽 (教務組) 派發大學聯招報名通告	學生:實體
2024年10月中旬	大學聯招報名工作坊	學生:實體
2024年10月4日	院校參觀及課程體驗	學生:實體
2024年10月30日	中六級升學講座(內地)	學生:實體 家長: YOUTUBE 直播
2024年10月下旬至 12月上旬	為中六級同學提供個人升學及就業輔導	學生:實體/ZOOM
2024年11月19日	中六級模擬放榜體驗活動 (Soci-Game)(與家福會合辦)	學生:實體
2024年11月20日	中六級升學講座(大專院校)	學生:實體
2024年11月27日	中六級升學講座(大專院校)	學生:實體
2024年12月4日	中六級升學講座(大專院校)	學生:實體
2024年12月18日	中六級升學講座(大專院校)	學生:實體
2024年12月	EAPP 報名講座	學生:實體/ZOOM
2025年1月15日	升學及職業講座	學生:實體
2025年7月	文憑試放榜講座	學生:ZOOM 家長:ZOOM 網上參加

*以上活動日期或模式有可能因應實際情況作調整。

請家長敦促 貴子弟出席，好讓同學能及早為自己升學及就業作出規劃。如有興趣了解相關升學資訊，歡迎瀏覽本校生涯規劃組網頁：<https://sites.google.com/byknmc.edu.hk/lifeplaning/>



或致電本校 24953363 與郎慧英副校長或湯紫怡老師聯絡。



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

(二十二) 中六級周四課後測驗

為提升中六級同學的學業水平，充分準備香港中學文憑試，以爭取優異成績，本校將安排周四課後測驗。除非有特殊理由，否則同學必須出席所有測驗。有關測驗詳情，請參閱下列時間表及有關細節。

日期	科目	地點
26/9/2024	中國語文	禮堂
3/10/2024	英國語文	
17/10/2024	數學必修部分	
24/10/2024	數學延伸部分(單元二)*	
31/10/2024	公民與社會發展	
7/11/2024	地理	
21/11/2024	經濟/歷史/旅遊與款待/物理/化學/視覺藝術	
28/11/2024	倫理與宗教/中國歷史/生物/資訊及通訊科技/企業，會計及財務概論	

*測驗地點改為 103 室。

備註：

1. 所有學生必須出席有關測驗。如因病缺席，須於翌日到校務處交家長請假信及醫生紙；如代表學校比賽或領獎而缺席，則須於測驗日前到校務處交附有負責老師簽署的請假申請表，以便校務處跟進。如申請獲確認，可豁免當天的課後測驗。
2. 各測驗的成績將計算在有關科目的持續性評估內。
3. 中、英、數、公民及選修科目測驗時間為 1 小時（下午 4:05 至 5:05）；視覺藝術科為 45 分鐘（下午 4:05 至 4:50），同學須於開考前 10 分鐘到達試場（禮堂）準備。

此致
貴家長

佛教葉紀南紀念中學

校長



謹啟

二零二四年九月二日



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

2 September 2024

Dear Parents/Guardians,

Class Arrangements and Instructions for Students in the 2024-2025 School Year

Please pay attention to the following 22 school announcements. **(Parents should sign the paper reply slip and return it to the school.)**

(1) Timetable Arrangement

Date	Lesson Time	Details	Remarks
2/9	8:15 am – 11:00 am	Opening Ceremony	Students must wear proper school uniform and bring their stationery when returning to school.
3/9 – 9/9	8:15 am – 12:40 pm	Half-day Class	For half-day school sessions, students do not need to have lunch at school.*
From 10/9	8:15 am – 4:00 pm	Whole-day Class	S.1 to S. 3 students must have their lunch at school.

* S1 students need to participate in the orientation activities organized by the Guidance Team on 9th September (Monday). The activities will end at 3:45 p.m. Students should either bring their own lunch or order a lunch box from the school's lunch supplier "Delicious Chef King".

Remarks:

1. S1 Students need to attend Healthy School Seminar after school on **5 September (Thursday)**, they may leave school at 1:20 pm.
2. The school office hours are from 8:00 am to 5:15 pm.
3. The opening time of the school is 7:30 a.m. If there is no special arrangement, students should not return to school earlier than the above time.
4. If the school arranges students to stay in school to participate in extra-curricular activities, the teacher in charge will notify the students through the announcements, student handbooks or Grwth mobile app.

(2) Lunch Arrangements during Full-day Classes

1. Starting from 10 September (Tuesday), S1 to 3 students will stay at school for lunch. For S4 to 6 students, they can arrange their own lunch. S1 to 3 parents can prepare lunch items for their children (need to take the lunch to school before 12:45) or order lunch boxes from the lunch supplier "Delicious Chef King". If you want to order lunch boxes for your children on September, please fill in the lunch order form and return it to the class teacher with the receipt **on or before 4 September (Wednesday)**.

Meal Return Arrangement:

- (1) **Meals cannot be returned on the same day, but lunch boxes can be retained.** If necessary, parents should notify the staff of the school office upon the request for leave to retain the lunch box and pick it up at school before 5pm on the same day.



- (2) If a student applies for a leave due to personal reasons and cancels the lunch box he or she ordered, parents or the student should notify the class teacher and complete an online cancellation form (<https://forms.gle/oEzQ6pmdShqZe1u18>) **three working days before the request for leave** so that the meal can be returned. Otherwise, the request for meal return will be invalid. Upon valid request, the supplier will automatically deduct the amount from the payment in the following month.



- (3) If the Education Bureau announces the class suspension before 8:30am or the class is suspended due to weather conditions, the supplier will postpone the lunch for that day to the following day and provide lunch boxes as scheduled for the remaining days.
2. The school provides a reheating service for self-brought lunch boxes:
- (1) Students should bring their lunch boxes to the covered playground on the ground floor between 8:00-8:10 am and place them in the refrigerator for storage.
 - (2) Students must use stainless steel lunch boxes, and label them clearly with the student's name and class.
 - (3) Students can collect their lunch boxes from the covered playground on the ground floor between 1:00-1:10 pm on the same day.

Should you have any enquiry, please contact the class teacher or Mr. Chau Wai Po at 2495 3363.

(3) Photo-taking for Student ID Card

The school will arrange for a photography company to come to the school on 13 September (Friday), to take student photos for the new school year. This service is provided free of charge to all students.

(4) Daily Homework and Examination Scope on School Website

The daily homework of Secondary 1 to 3 will be notified to parents through the Grwth mobile app after school every day, and the examination scope of each level will be uploaded on the school website on time for parents to check.

(5) School Calendar

The school calendar is pre-printed in the student handbook and uploaded on the school website, and all fixed holidays are listed in the school calendar. If a student needs to take personal leave (including taking public exams), he/she must submit a leave request letter two days before the school day, and it will be approved by the Discipline Team.

(6) School Policy on Student Promotion and Repeat, and S6 Graduation Requirements

To implement the school's educational philosophy of attaching equal importance to morality and intelligence, the school will consider not only the students' academic performance but also their conduct while formulating the criteria for students' promotion and retention. In order to encourage students to keep making progress, our school has re-examined and revised the requirements and criteria for students' repeat, promotion on trial and graduation. Details are as follows:



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

- Academic Result — an average of 30 scores or above required for the academic year
- Attendance Rate — an average of 90% or above required for the academic year
- Behaviour and Conduct — Grade B- or above with good learning attitude

1. S1 to 5 Promotion and Repeat Criteria:

- (1) Students who fail to meet any of the above conditions will be included in the "Consideration for Repeating".
- (2) If the student's learning attitude or strategy is not good enough to meet the school's promotion requirements, the student must complete the "Summer Class for Growth and Value-Addedness" during the summer vacation and meet the school's requirements before promotion on trial at the school's discretion.
- (3) For students who are promoted on trial, if their academic performance or conduct still fails to meet the school's requirements during the period of taking the test for promotion on trial, the school has the right to order the student to a lower form or helps refer the student to another suitable school for further education.

2. S6 Graduation Requirements

- (1) S6 students must meet the above three requirements in order to be awarded a graduation certificate issued by the school.
- (2) If the student fails to meet any of the above conditions, the school will issue a completion certificate. If students fail to meet the above requirements due to special reasons, they can apply to the school for discretionary treatment, but the students and their parents must provide sufficient justifications and submit relevant supporting documents to the school, and the school will consider their application. As for whether to accept the application, the school has the final decision.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

(7) Weighting of School Assessment Scores

2. All Subjects (except Home Economics, Design and Technology, Putonghua, Computer, History/Geography (S1-3), Buddhist Studies (S4-6), Art Development and PE)

Level Subject		Scores of Whole Year (100%)					
		30% of Whole Year			20% of Whole Year	50% of Whole Year	
S1	Chinese English Maths	10% First-Term Test	10% Continuous Assessment (e.g. quizzes, project studies...)	80% First-Term Exam	100% Mid-Term Exam	20% Continuous Assessment (e.g. quizzes, project studies...)	80% Second-Term Exam
	Others	20% Continuous Assessment (e.g. quizzes, project studies...)		80% First-Term Exam	100% Mid-Term Exam	20% Continuous Assessment (e.g. quizzes, project studies...)	80% Second-Term Exam
S2-5		20% Continuous Assessment (e.g. quizzes, project studies...)		80% First-Term Exam	100% Mid-Term Exam	20% Continuous Assessment (e.g. quizzes, project studies...)	80% Second-Term Exam
S6		20% Continuous Assessment (e.g. quizzes, project studies...)		80% First-Term Exam	100% Mock Exam		

3. Other Subjects

Level Subject		Whole Year (100%)			
		First-Term Exam 30% of Whole Year		Second-Term Exam 70% of Whole Year	
S1-2	Home Economics/ Design & Technology/ Putonghua	100% Continuous Assessment (e.g. assignments, quizzes, project studies...)		100% Continuous Assessment (e.g. assignments, quizzes, project studies...)	
S3	Capstone Project				
S1-3	AD/PE				
S4-5	Buddhist Studies				
S1-3	Computer History/Geography	20% Continuous Assessment	80% First-Term Exam	20% Continuous Assessment	80% Second-Term Exam
S6	Buddhist Studies/AD	Mock Exam (Continuous Assessment 100%)			
	PE	Mock Exam (Scores of Whole Year: Continuous Assessment 20% & Mock Exam 80%)			



(8) Personal Data Processing Statement for Students and Parents or Guardians

The school is committed to handling all personal data in accordance with the provisions of the Personal Data (Privacy) Ordinance.

Personal data about students and parents or guardians are processed as follows:

1. The personal data of students will be used for student registration, student records or to provide reference for counseling services, while the personal data of parents or guardians will be mainly used for communication or data verification;
2. The personal data of students collected by the school will only be disclosed to the school staff, the IMC and other relevant government departments or agencies and will not be used for the above purposes with other agencies. If the school needs to use the personal data of the student/parent or guardian for other purposes, the school will seek the consent of the parent or guardian in advance;
3. The school will strengthen communication with the community through different media such as webpages, leaflets, publications, etc., which may include the names, classes, personal awards, photos or video clips of students of the school, etc.;
4. In accordance with the data protection principles in the Personal Data (Privacy) Ordinance, subjects who have provided personal data have the right to access and correct their personal data. To access and correct personal data, please submit a written request to the Principal;
5. The public areas of the school are equipped with a video recording system, which is only used for internal security purposes, but it may also collect students' appearance and activities. All recordings are generally stored for a maximum of four weeks and then deleted.

Remarks: If parents do not agree to the above arrangements, please notify the school in writing **on or before 13 September (Friday)**.

(9) Matters concerning "School Textbook Assistance and Student Travel Subsidy"

Regarding the application for the "School Textbook Assistance and Student Travel Subsidy 2024-2025", if the applicant did not receive the textbook subsidy in the previous school year and has completed the online electronic application form in May this year or has mailed the application form directly to the Student Financial Assistance Agency, the Student Financial Assistance Office will report the result in late August. It will be mailed directly to the applicant. Parents who are assessed as eligible to apply for financial assistance will be issued a "Certificate of Eligibility" for each child in school. Please return the certificate to the School Office on or before **9 September (Monday)** so that the school can verify it and send it to the Student Financial Assistance Office. If parents receive the Certificate of Eligibility **after the start of classes**, they are also required to return the Certificate of Eligibility to the school **within two weeks after the issue date**.

Remarks:

1. Before submitting the "Certificate of Eligibility", check whether Part 2 items 5, 6, 7, 8 and 9 have been completed and whether Part 3 has been signed.
2. If your parents need **to apply for the above allowances but have not yet applied**, they can apply through **one of the following ways**:
 - (a) The electronic application form can be completed online and submitted together with the complete supporting documents. The electronic application form and related application documents are available on the "SFO E-Link - My Application (Pre-primary, Primary and Secondary Level Subsidy Schemes)" webpage (<https://ess.wfsfaa.gov.hk/espps>). If the applicant has submitted the electronic application form online, there is no need to submit the paper application form separately. Or



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

(b) Complete the paper application form and return it directly to the Student Finance Agency together with the complete supporting documents. Parents can obtain application forms from various District Offices or Regional Education Service Offices (there are still a few application forms in our school, and your children can also obtain them from our school office). After completing the application form, the applicant needs to send it to the Student Finance Office for processing.

3. Applicants who need but have not yet applied must complete the electronic application form online on or before **31 October 2024 (Thursday)** and upload the complete supporting documents or submit the "Student Financial Assistance Scheme Comprehensive Application" to the Student Finance Office; otherwise, it will not be accepted. A school textbook allowance will be issued. If the applicant submits the "Student Financial Assistance Scheme Comprehensive Application" on or after 1 November 2024 and applicants who can successfully pass the means test, the student travel allowance will be issued from the date of receipt of the application form or the effective admission date of the applicant, depending on the circumstances of individual cases.

(10) Tong Fai, Charges for Specific Purposes and Other Charges

Details of charges for 2024-2025 are shown as follows:

1. Tong Fai

Level	Annual Tong Fai	Collection Date
S1-3	Free	--
S4-6	\$300.00	To be collected via Grwth mobile app by 16 September (Monday)

2. Charges for Specific Purposes and Other Charges

Level	S1	S2	S3	S4	S5	S6
# Specific purpose fee and printing fee	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00	\$450.00
*purchase of school exercise book	\$124.30	\$90.80	\$96.70	\$97.50	\$97.50	\$87.50
Smart Student ID Card	\$19.00	--	--	\$19.00	--	--
Life and Society Exercise	--	\$130.00	\$174.00	--	--	--
Textbooks for History	\$110.00	\$130.00	--	--	--	--
Textbooks for Geography	--	\$131.00	--	--	--	--
Maths Exercise	--	--	--	--	--	\$27.70
Total Fees	\$703.30	\$931.80	\$720.70	\$566.50	\$547.50	\$565.20

To be collected via Grwth mobile app by 16 September (Monday).

#Specific purpose fee and printing fee are used to improve the school's teaching facilities and provide appropriate learning materials.

*The above charges include the fees of purchasing student handbooks, exercise books and folders for schools.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

2023/2024 Specified Fee Income and Expenditure Report:

Date	Items	Income(\$)	Expenditure(\$)	Total(\$)
09/2023–08/2024	Specified purpose fee and printing fee	265,950.00		
	Interests	1,695.99		
	Class photo-taking and photo-processing		(2,850.00)	
	Paper		(48,469.00)	
	Expenses for activities, maintenance, special furniture, equipment and works to enhance the school and meet the needs of students		0.00	
31/08/2024	Carry forward balance or overdraft to next school year	267,645.99	(51,319.00)	\$216,326.99

3. Approved List of Fines/Charges/Fees for Specific Purposes in Aided and Caput Schools

The Permanent Secretary for Education has given blanket approval for aided and caput schools to collect fines, charges and fees for specific purposes from students in ways as detailed in and subject to the requirements below

Items	Approved ceilings (effective from 1 September 2024 and subject to revision)
1. Replacement of student card	\$19 per copy
2. Transcript (second copy)	\$35 per copy
3. Fine for serious damage to or loss of library book	The original cost of the book
4. Wilful damage to school property	The full cost of repair/ replacement of the item

(11) **Student Health Record File**

Physical Education (PE) is part of the school curriculum and every student is required to take PE. However, parents must be aware that if your child suffers from some diseases, such as heart disease, vascular disease, tuberculosis, unhealed trauma, visceral disease, eclampsia or other diseases that are not suitable for PE, you should seek your doctor for advice. If your child needs a temporary or long-term exemption from PE, he/she must submit a registered medical certificate before **the end of November 2024**. In addition, in order to allow students to have a better understanding of personal health and enable the school to provide more appropriate health support to your children, parents are requested to complete the [Annex 1] "Student Health Record File" (see remarks) **before 13 September 2024 (Friday)** and return the form to the class teacher for processing and record keeping. If you discover any changes in your child's health in the future, please notify the class teacher immediately.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

Remarks:

1. The information collected in this questionnaire will be used for record/application for exemption from participation in physical education. The school may disclose this information to other government departments for matters related to education and health. You must provide your child's personal data on this form. If the information provided is insufficient, the school may not be able to provide appropriate health support to students and process applications for exemption from physical education classes.
2. You have the right to access and correct your personal data in accordance with Articles 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, the right of data access, including obtaining a copy of the personal data contained in this form/record.

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

1. Guidelines of the Education Bureau for various severe weather and school contingency measures

Tropical Cyclone Signal	Action Taken
When the Observatory issues Tropical Cyclone Warning Signal No. 1 or No. 3	Unless otherwise notified, classes will continue as usual.
When the Observatory issues the No. 8 Warning / Tropical Cyclone Warning Signal No. 8 or above	The school is closed and students should stay at home to study.
When the Observatory replaces Tropical Cyclone Warning Signal No. 8 or above with No. 3	Unless the Education Bureau has announced in advance that all schools must suspend classes for the whole day, our school will resume classes according to the following arrangements: If Tropical Cyclone Warning Signal No. 3 is issued before 5:30am, classes will resume at our school.
When the Observatory replaces Tropical Cyclone Warning Signal No. 3 with No. 1 or cancels all tropical cyclone warning signals	The school will resume classes unless it has been announced in advance that all schools must be closed for the whole day.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

Rainstorm Warning Signal	Action Taken
Amber	Unless otherwise notified, classes will continue as usual.
Red or Black	
(i) Issued before 5:30am to 6:00am	<ul style="list-style-type: none"> ✧ The school is closed for the whole day. ✧ Students who have not left home for school should stay at home to do revision. <p>The school will keep the school premises open, and arrange emergency measures to take care of students who may return to the school; when it is safe, students will be arranged to leave school and go home in sequence.</p>
(ii) Issued before 6:00am to 8:00am	<ul style="list-style-type: none"> ✧ Students do not need to attend classes. ✧ Students who have not left home for school should stay at home to do revision. <p>The school will keep the school premises open and arrange emergency measures to take care of students who may return to the school; when the situation requires, it will contact parents as soon as possible to take their children home or authorize the school to arrange students to leave school and return to school in an orderly manner under safe conditions.</p>
(iii) issued at or after 8:00am	<ul style="list-style-type: none"> ✧ If students learn that classes are suspended on their way to school, they are advised to observe rain, roads, slopes or traffic conditions to decide whether to continue to school. ✧ The school will continue classes until the normal school dismissal time; when the situation requires, it will contact the parents as soon as possible to bring their children home or authorize the school to arrange the students to leave the school and go home in an orderly manner under safe conditions.

2. Weather-related precautions or measures

(1) Parents can decide whether to send their children to school due to bad weather conditions. If the weather, roads, slopes or traffic conditions in the area are bad, they should keep their children at home for the safety of their children. For students who are late due to inclement weather or flooding or who are absent on the day at the discretion of their parents, the school will handle these situations at their discretion, and your child will not be penalized for being late or absent.

(2) In exceptional circumstances, the Education Bureau may declare school closures in one or more districts. If the Education Bureau announces the closure of schools in **Kwai Tsing District** or **the area where students live**, there is no need to return to school.

(3) Parents and students are advised to pay close attention to the latest announcements by the Education Bureau and the Observatory on radio and TV broadcasts. The school will also issue relevant school announcements through the school website and Grwth mobile app.

(4) If classes are suspended during the exam period, the exam subjects on that day will be postponed to the next class day. For details, please refer to page 17 of the Student Handbook.

In order to let the school understand the situation of the students' families, please fill out the Student Personal Information Questionnaire in [Annex 2] and fill in the emergency contact person and the arrangement for dismissal in bad weather so that the school can follow up.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

(13) School-based After-school Learning and Support Program – Off-campus Enrichment Courses

Purpose of the Program: To support students with financial needs to participate in after-school learning programs (off-campus)

Funding principles:

1. Accept applications from students receiving Comprehensive Social Security Assistance (CSSA)
2. Accept applications from students who have been approved for full grant under the Student Financial Assistance Scheme
3. Discretionary quotas:

(1) Students who have been approved for half grant under the Student Financial Assistance Scheme*

(2) Students from families with financial difficulties*

(*Recommendation by the class teacher is needed)

Application Procedures:

1.	Students are required to fill in the Application Form for Off-campus After-school Learning Subsidy.
2.	The class teacher will verify the information submitted by the students.
3.	Students should submit the invoice issued by the institution, including: (a) name of the course, number of lessons, class hours (b) invoice title: Buddhist Yip Kei Nam Memorial College (c) seal of the institution
4.	Please submit the completed form and the invoice issued by the institution to Ms. Long Wai Ying or Ms. Tse Pui Yee.
5.	Ms. Long Wai Ying or Ms. Tse Pui Yee will examine the application and notify the students of the result before the activities. The submitted information will be handled confidentially.
6.	Students may receive partial or no financial assistance. (The amount of government funding will be distributed among applicants as equally as possible. Students who have never received assistance will be given priority.)

Assistance amount:

Types of Students	Percentage of Assistance	Maximum Amount of Assistance per School Year
Students receiving Comprehensive Social Security Assistance (CSSA)	70%	\$7,000
Students receiving full grant under the Student Financial Assistance Scheme	70%	\$7,000
Students receiving half grant under the Student Financial Assistance Scheme	Not more than 30%	\$2,500
Students from families with financial difficulties	Not more than 30%	\$2,500



(14) Healthy School Program

In order to stimulate the health development of young people, our School has received funding from the Beat Drugs Fund (BDF) and cooperated with the Scout Association of Hong Kong – The Friends of Scouting to implement the Healthy School Program. The Program is divided into two parts. The first part is "Healthy School Anti-Drug Activities" (content: various activities are arranged for students in different forms at different sessions), aiming to strengthen students' abilities to face growth challenges through group activities and training camps. All training activities are free of charge, and School Notice will be distributed accordingly later. The second part of the Healthy School Program is the "School Drug Testing Scheme", which is to strengthen the determination of students who have not taken drugs to keep staying away from drugs. Even when faced with peer pressure to experiment with drugs, students will steadfastly respond with a resounding "NO" effectively curbing the proliferation of drug use on campus. Furthermore, this program aims to motivate students, particularly those newly introduced to drugs, to break free from their substance dependency and seek assistance. Simultaneously, it aspires to offer essential support to those students determined to overcome their addiction.

Details of the Program are shown as follows:

1. Participation in the Program is voluntary. Parents and students can refer to the guidelines for the "School Drug Testing Scheme" online (website: <https://www.nd.gov.hk/tc/HSP.html>). Parents should discuss with the children before completing the "School Drug Testing Scheme" Consent Form to express your and your child's preference.
2. During the implementation of the Scheme, the school drug testing team (the Friends of Scouting) will visit the School from time to time and randomly select at least 20% of the participating students for testing every school year.
3. Testing process: The principal/or any designated staff member acting on his or her behalf shall notify the selected students and direct them to the location where the sample will be collected. The school drug testing team will conduct a screening interview with the students concerned and brief them on the purpose of collecting hair/urine samples. The students concerned can provide samples in the toilet cubicles to protect personal privacy. The sample collection bag will be labeled with a sample code, and no personally identifiable information will be attached to the sample to ensure data confidentiality and protect privacy. The samples will be sent to the Government Laboratory by the people in charge of sample collection, while non-essential samples will be promptly and properly destroyed.
4. Students who are selected can also:
 - A. refer himself or herself to the Friends of Scouting's support program without participating in the test;
 - B. refuse to attend the test; or
 - C. withdraw his or her consent to participate in the Scheme.
5. The Government Laboratory will prepare two identical laboratory test result reports. The original and the copy will be collected by the School and the authorized personnel of the school drug testing team respectively. The principal/or any designated staff member acting on his or her behalf will notify the parents/guardians of the selected students of the laboratory test results.

Our School will distribute the "School Drug Testing Scheme" Consent Form" to all students later. Please discuss the relevant matters with your child, indicate your child's preference, and ask your child to fold and seal the signed consent form and return it to the class teacher. This Scheme has educational significance and is important to your child. It is hence hoped that you will actively support it and take this opportunity to discuss drug-related issues with your child in order to strengthen your child's determination to stay away from drugs. Should you have any enquiry about the above information, please contact Ms. Yung Hiu Ching at 2495 3363.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

(15) Get Set Goal Camp for S1 Students

The details are shown as follows:

Purpose of Activity	To assist S1 students in building self-confidence and establishing a positive outlook on life, and cultivate students' attitude to face challenges and persist in completing tasks.
Date	4 October, 2024 (Friday)
Venue	HKYWCA Sydney Leong Holiday Lodge
Gathering Time	8:15am
Gathering Place	School's covered playground
Time of Dismissal	5:00pm
Place of Dismissal	School's covered playground
Teacher-in-charge	Ms. Yung Hiu Ching (teacher), and Ms. Lee Wai Fun (social worker)
Remarks	<ul style="list-style-type: none">● Students should wear neat sportswear (track pants and short-sleeved top) and sports shoes.● Students should follow the instructions of teachers, social workers and on-site instructors during activities, and mind their language and manner.● Students should bring water, a towel, general medicines, some cash, the ID card, as well as a jacket, mosquito repellents, a hat and rain gear as needed.● During the activity, students may be required to run and join competitions, and there are hence certain physical requirements. Please fill out the <u>Personal Health Questionnaire and Declaration Form in [Appendix 3]</u> to let us understand the student's health status so that we can make appropriate arrangements during the activity.

On the event day, social workers and on-site instructors will be responsible for guiding the participating students. Please remind your child to attend the activity on time.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

(16) Visit to Tsing Yi Public Library

The details are shown as follows:

Date	1C & 1D: 16 September, 2024 (Monday) 1A & 1B: 17 September, 2024 (Tuesday)
Venue	Tsing Yi Public Library
Gathering Time	2:00pm
Gathering Place	School's covered playground
Time of Dismissal	4:00pm
Place of Dismissal	Classroom
Teacher-in-charge	Ms. Lai Wai Yee and Ms. Long Wai Ying

(17) "iTeen Integrity" Visit to the ICAC

On 20 September, 2024 (Friday), after the fifth period class, there will be a lunch break (12:20-1:30 p.m.). After finishing lunch, students need to gather and board a coach bus to go to the Independent Commission Against Corruption (ICAC) for a visit and activity. The visit to the ICAC will last until 4 p.m. Afterwards, students will board the coach bus again to return to the school and be dismissed.

(18) Code of Student Conduct

The school has always focused on the cultivation of students' morality, expecting students to be self-disciplined, respectful to teachers, and friendly to classmates. However, in the process of growing up, young people make mistakes occasionally, and it is difficult to avoid them. For students who have committed crimes, in addition to the school's earnest warning and persuasion, the discipline team also gives fair and reasonable punishments, so that students can learn lessons, take responsibility, and strive to make corrections. For detailed school rules, school uniforms, grooming rules and examination rules, please refer to the Student Handbook and urge your children to strictly abide by them.

(19) Application for Bringing Mobile Phone back to School and Using the Mobile Phone Storage Locker

Our school has always encouraged students to be with wisdom and compassion as their learning goals, and does not encourage students to bring mobile phones back to school so as not to affect their learning mood. Students are also prohibited from using and displaying mobile phones within the campus. Understanding that parents are concerned about their children's return to school, our school allows students to apply to the school to bring their mobile phones back to school. At the same time, to prevent mobile phones from affecting students' learning or causing problems such as damage and theft, the school will set up mobile phone storage cabinets for students to borrow. If students apply to bring mobile phones back to school, they must fill in the information on the reply slip, and parents and students must comply with the following requirements:

1. Please fill in the reply slip. Applicants need to fill in the reason for carrying a mobile phone, the brand and model of the mobile phone. The application letter shall be kept on file by the class teacher. If necessary, the application must be reapplied every year.
2. With the approval of the class teacher, the student can bring the phone back to school, but the phone must be turned off within the school premises, and the mobile phone must not be displayed in the school.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

3. Students in S1 to 3 who are approved to carry mobile phones must hand the phone to the class teacher during roll call every morning. The phone will be returned by the class teacher on the last teaching day or after school. The class teacher is only responsible for storing the phone for the student and is not responsible for any scratches or damage.
4. Students in S4 to 6 can apply to the school to use mobile phone storage cabinets. The rules are as follows:
 - 4.1 Students must turn off their mobile phones before entering the school and store them in designated mobile phone storage cabinets before 8:15am (morning session) and 2:10pm (afternoon session). Inside and lock the storage cabinet.
 - 4.2 Students must bring their own locks and are not allowed to use combination locks. They must also submit a backup key to the class teacher if it is needed urgently.
 - 4.3 The school office staff will lock the locker doors at 8:30am and 2:30pm. If students return to school after the above time, students are asked to hand in their mobile phones to the school office staff, which will keep them and pick them up after school.
 - 4.4 If students need to contact their parents during school, they can borrow a school phone from the school office.

Security and Reminders:

1. There is a 24-hour CCTV surveillance system near the storage cabinets. If any theft or damage occurs, the school will do its best to assist in the investigation. However, the school will not be responsible for any losses.
2. The opening hours of the mobile phone storage locker are as follows:
 - 7:30am to 8:30am; and
 - 1:00pm to 2:30pm; and
 - 4:00pm to 5:15pm.
3. Students must store and retrieve their mobile phones by themselves and are not allowed to let others do it for them.
4. Students are not allowed to transfer their mobile phone lockers to others, nor are they allowed to store other people's belongings on their behalf.
5. Students should keep their mobile phone locks and keys carefully. If any property is lost or damaged, students are responsible for their own property losses and the school will not be held responsible.
6. In order to monitor whether students have complied with the above rules, teachers of our school can open the mobile phone storage cabinet for inspection in the presence of parents or guardians of students. Relevant persons are requested to cooperate with the school.
7. The phone storage cabinet is a valuable property of the school and students must use it with care. If there is intentional damage, compensation will be paid according to the price.
8. The school will revise the code according to actual needs, and students must abide by the latest published code.

Penalties and follow-up for code violations:

Students will be deemed to have violated the rules for bringing mobile phones back to school and the mobile phone lockers in the following situations:

1. Students found not to have kept their phones in the mobile phone locker during class will be punished. The school will temporarily keep the phone number and notify parents to come to the school to retrieve it on the same day.
2. Students who use or display mobile phones in school (including school hours, Saturdays and school holidays) will be demerited.
3. For those who violate the rules again, the school will consider further punishment, including recording a minor demerit and being disqualified from bringing mobile phones back to school.



4. Students who bring mobile phones back to school without permission, or students who have been approved but fail to comply with the above rules, once discovered, will have the mobile phone temporarily stored by the teacher, and parents will be arranged to collect it at school, and punishment will be given according to the situation. In addition to mobile phones, the school also prohibits students from bringing other communications, audio-visual and electronic entertainment products back to school without permission. The school sincerely requests parents to remind their children not to bring the above items back to school.

(20) S3 Career Planning Activity Schedule

Your child who is a S3 student this year will soon face the choice of subjects. To help parents and classmates understand the subject selection information and study pathways so that students can choose appropriate subjects according to their own aspirations, our school will hold a program for S3 students. The schedule is as follows:

Date	Content	Format
30 October 2024	Secondary 3 Career Planning Course (1): Course Selection Seminar -Introduction to the elective subjects offered by our school -Elective subject combination	Student: in person Parents: YOUTUBE live broadcast
February 2025	Career Development Assessment (SDS) Questionnaire (co-organized with Family Welfare Society)	Online questionnaire completed by students
12 February 2025	S3 Career Planning Course (2) Career Development Assessment (SDS) Result Analysis (co-organized with Family Welfare Society)	Student: in person
26 February 2025	S3 Career Planning Course (3) - Factors to consider when choosing subjects -Senior form admission information -Simulated subject selection	Student: in person Parents: YOUTUBE live broadcast
1 April 2025	Simulated junior form experience activities	Student: in person
April – June 2025	Provide personal guidance for students in need	Student: in person
25 April 2025	Briefing session on subject selection from S3 to S4 (Academic Affairs Team) -The academic affairs team will explain the procedures for selecting subjects in Form 3	Student: in person

***The above activity dates or modes may be adjusted according to actual conditions.**

Parents are requested to urge their children to attend so that students can make early plans for choosing subjects and further studies. If you are interested in learning more about further studies, please visit the school's career planning team's website:

<https://sites.google.com/byknmc.edu.hk/lifeplaning/>



or contact Ms. Long Wai Ying (Vice Principal) or Ms. Tong Tsz Yee at 2495 3363.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX:2433 9009

E-mail:info@byknmc.edu.hk

WEB:http://www.byknmc.edu.hk/

(21) S6 Further Education and Employment Activities

Your child is an S6 student this year and will soon face the choice of further education and employment. In order to help parents and classmates understand the study pathways and employment information after S6, our school will hold a series of seminars, activities and workshops for S6 students. The event schedule is as follows:

Date*	Content	Format*
25 September 2024	2024 Hong Kong Diploma of Secondary Education Examination Application Seminar (Examination and Assessment Team) Introduction to S6 Student Learning Overview (Academic Affairs Team) Distribute University Joint Admissions Registration Notice	Student: in person
Mid-October 2024	Joint University Programs Admissions System Application Workshop	Student: in person
4 October 2024	School visits and course experiences	Student: in person
30 October 2024	Lectures on further studies for S6 (Mainland)	Student: in person Parents: YOUTUBE live broadcast
Late October to early December 2024	Provide personal guidance on further studies and employment for S6 students	Student: in person /ZOOM
19 November 2024	Simulated results release experience activity for S6 (Soci-Game) (co-organized with Family Welfare Association)	Student: in person
20 November 2024	Seminar on further studies for S6 students (tertiary institutions)	Student: in person
27 November 2024	Seminar on further studies for S6 students (tertiary institutions)	Student: in person
4 December 2024	Seminar on further studies for S6 students (tertiary institutions)	Student: in person
18 December 2024	Seminar on further studies for S6 students (tertiary institutions)	Student: in person
December 2024	Seminar for EAPP Registration	Student: in person /ZOOM
8 January 2025	Further education and career seminar	Student: in person
July 2025	HKDSE result release seminar	Student: in person Parents: YOUTUBE live broadcast

***The above activity dates or modes may be adjusted according to actual conditions.**

Parents are requested to urge their children to attend so that students can make early plans for their further education and employment. If you are interested in learning more about further studies, please visit the school's career planning team's website:

<https://sites.google.com/byknmc.edu.hk/lifeplanning/>



or contact Ms. Long Wai Ying (Vice Principal) or Ms. Tong Tsz Yee at 2495 3363.



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@byknmc.edu.hk

WEB: http://www.byknmc.edu.hk/

(22) Thursday after-school test for S6

In order to improve the academic level of S6 students and fully prepare for the Hong Kong Diploma of Secondary Education Examination to achieve excellent results, our school will arrange an after-school test on Thursday. Students must attend all tests unless there is a special reason. For test details, please find the timetable and details below.

Date	Subject	Venue
26/9/2024	Chinese Language	Hall
3/10/2024	English Language	
17/10/2024	Mathematics (Compulsory Part)	
24/10/2024	Mathematics (Module 2 of the Extended Part) *	
31/10/2024	Citizenship and Social Development	
7/11/2024	Geography	
21/11/2024	Economics/History/Tourism and Hospitality/Physics/Chemistry/Visual Arts	
28/11/2024	Ethics and Religion/Chinese History/Biology/ICT/BAFS	

* The venue for the test is changed to Room 103.

- Remark: 1. All students must attend the relevant test. If you are absent due to illness, you must submit a leave request letter and doctor's note from the parents to the school office the next day; if you are absent to compete or receive awards on behalf of the school, you must submit a leave application form signed by the responsible teacher to the school office before the test day. So that the school affairs office can follow up. If your application is confirmed, you will be exempted from the after-school test on that day.
2. The scores of each test will be calculated into the continuous assessment of the relevant subjects.
3. The test time for Chinese, English, Mathematics, CSD and elective subjects is 1 hour (4:05 to 5:05 pm); the test time for Visual Arts is 45 minutes (4:05 to 4:50 pm). Students must arrive at the examination venue (Hall) 10 minutes before the exam starts to prepare.

Yours faithfully,

Mr. Lam Chi Wai, Jimmy
Principal