



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/

1 September 2025

Dear Parents/Guardians,

Class Arrangements and Instructions for Students in the 2025-2026 School Year

Please pay attention to the following 19 school announcements. **(Parents should sign the paper reply slip and return it to the school.)**

(1) Timetable Arrangement

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

*During the activities on the these two days, students must bring their own lunch or order a meal box from the school's lunch supplier. Please refer to the previously issued notice for details on ordering.

Date	Participating Students	Activity	Dismissal Time
3/9	S.1 and S.2	Volunteer Training Workshop	4:00 pm
8/9	S.1	Counseling Team Orientation Activity	3:45 pm

Remarks:

1. S.1 students are required to attend the "Campus Familiarization" and "Healthy School" seminars after school on 2 September (Tuesday) and 4 September (Thursday). On these days, students do not need to stay for lunch, but dismissal will be delayed until 1:00 pm.
2. The school office hours are from 8:00 am to 5:15 pm.
3. The school opens from 7:30 am to 5:15 pm. Unless there are special activities arranged, students should leave school by 5:15 pm.
4. If the school arranges for students to stay for extracurricular activities, the responsible teacher will inform parents through notices, the student handbook, or the Grwth mobile app.
5. To promote the holistic and balanced development of students, the school will offer extended classes on the following Fridays, providing a variety of "Other Learning Experiences" courses. The dismissal time on these days will be extended to 4:15 pm. The specific dates are as follows:

2025 : 10/10, 24/10, 31/10, 7/11, 14/11; 2026 : 27/3, 10/4, 17/4, 24/4, 8/5



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(2) Lunch Arrangements during Full-day Classes

1. Starting from 9 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 " Danny Catering Service Limited ". Lunch orders for September must be completed through the app on or before **4 September (Thursday)**.

This app offers a multifunctional online meal ordering service for parents, including: placing orders, cancelling orders, viewing order history, and receiving the latest updates from the provider in real time. It also supports various online payment methods as well as offline payment at 7-Eleven convenience stores, helping parents save time and streamline the process. Parents can conveniently check their personal order records at any time.

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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. Tang Pak Kin at 2495 3363.

(3) Photo-taking for Student ID Card

The school will arrange for a photography company to come to the school on **11 September (Thursday)**, 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 Grwth mobile app

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 Grwth mobile app 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.



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

In alignment with our school's educational philosophy of fostering both moral and intellectual development, the criteria for student promotion and retention are based not only on academic performance but also on behavioral conduct. Before the end of the term, all teachers will engage in collaborative discussions centered on each student's growth and learning progress to determine arrangements regarding retention, trial promotion, and graduation. The following areas will be taken into consideration:

- Academic Performance: The average score for the school year must meet the expected level.
- Attendance: The average attendance rate for the school year must be 90% or above.
- Conduct and Behavior: The grade must be B- or above, and the learning attitude must be good.

1. Promotion and Repeat Criteria for S.1 to S.5:

- (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) Any student participating in promotion trials who does not meet the school's requirements for academic performance or conduct during the trial period will be required to be demoted or assisted by the school in seeking other educational pathways.

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.



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(7) Weighting of School Assessment Scores

- 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% Class Performance	10% Continuous Assessment	10% Learning Portfolio	10% First-Term Test	60% First-Term Exam	100% Mid-Term Exam	10% Class Performance	10% Continuous Assessment	20% Learning Portfolio	60% Final Exam
	Others	10% Class Performance	10% Continuous Assessment	20% Learning Portfolio	60% First-Term Exam	100% Mid-Term Exam	10% Class Performance	10% Continuous Assessment	20% Learning Portfolio	60% Final Exam	
S2		10% Class Performance	10% Continuous Assessment	20% Learning Portfolio	60% First-Term Exam	100% Mid-Term Exam	10% Class Performance	10% Continuous Assessment	20% Learning Portfolio	60% Final Exam	
S3 to S5		20% Continuous Assessment			80% First-Term Exam	100% Mid-Term Exam	20% Continuous Assessment			60% Final Exam	
S6		20% Continuous Assessment			80% First-Term Exam	100% Mock Exam					

- (1) Class Performance : Student behavior and performance
- (2) Continuous Assessment : Uniform tests / quizzes (or other whole-class assessments)
- (3) Learning Portfolio : Classroom achievements and learning outcomes



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2. Other Subjects

Level Subject		Whole Year (100%)							
		First-Term Exam				Final Exam			
		30% of Whole Year				70% of Whole Year			
S1-2	Home Economics/ Design & Technology/ Putonghua/ AD/PE	25% Class Performance	25% Continuous Assessment	50% Learning Portfolio		25% Class Performance	25% Continuous Assessment	50% Learning Portfolio	
S1-2	Computer History/Geography	10% Class Performance	10% Continuous Assessment	20% Learning Portfolio	60% First-Term Exam	10% Class Performance	10% Continuous Assessment	20% Learning Portfolio	60% Final Exam
S3	Capstone Project	100% Continuous Assessment				100% Continuous Assessment			
S3-5	AD/PE								
S4-5	Buddhist Studies								
S3	Computer History/Geography	20% Continuous Assessment	80% First-Term Exam			20% Continuous Assessment	80% Final Exam		
S6	Buddhist Studies/AD	Mock Exam (Continuous Assessment 100%)							
	PE	Mock Exam (Scores of Whole Year: Continuous Assessment 20% & Mock Exam 80%)							

(8) Acceptable Use Policy (AUP) For Student Use Of Generative AI Technology

This Acceptable Use Policy (AUP) outlines the standards and guidelines for student usage of GENERATIVE ARTIFICIAL INTELLIGENCE ("Service") that can be used to create new content, including but not limited to audio, code, images, text, simulations, and videos at Buddhist Yip Kei Nam Memorial College ("the School"). By accessing this Service, you agree to abide by this AUP.

1. Purpose

The Service is an innovative tool that can enrich learning experiences. The purpose of this AUP is to ensure the responsible, ethical, and legal use of the Service in a manner that upholds academic integrity.

2. Acceptable Use

Students may use the Service to assist generating ideas for projects and creatives, and learning about new concepts. However, students must always clearly acknowledge any content that was generated or assisted by the Service. Additionally, students should not over-rely on the Service but instead use it as a supplementary tool to enhance their own learning.



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3. Prohibited Use

Students **must not**:

- a. Use the Service to generate content and submit it as their own original work.
- b. Use the Service to generate content that violates any laws, school regulations, or this AUP.
- c. Enter any personal data into the Service, except as expressly permitted by the School's data protection policies and procedures.
- d. Use the Service for non-academic and personal purposes.

4. Privacy, Data Protection, and Confidentiality

Students must adhere to all laws and regulations relating to data protection and privacy. Confidentiality of student-related information must be maintained at all times. Any data entered into the Service must be anonymized and must not violate the privacy rights of individuals or the data protection policies of the School.

5. Monitoring and Compliance

The School reserves the right to monitor student's use of the Service to ensure compliance with this AUP. Violations may result in disciplinary action.

Remarks: Senior form students who have used AI tools in SBA must be properly acknowledged, just like any other reference sources.

(9) 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 12 September (Friday)**.



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

Regarding the application for the "School Textbook Assistance and Student Travel Subsidy 2025-2026", 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 class teachers on or before **5 September (Friday)** 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
 - (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 2025 (Friday)** 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 2025 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.



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(11) Charges for Specific Purposes and Other Charges

Details of charges for 2025-2026 are shown as follows:

1. 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	\$123.00	\$91.80	\$107.00	\$140.00	\$137.00	\$134.30
Smart Student ID Card	\$16.00	--	--	\$16.00	--	--
Textbooks for Chinese	--	--	--	\$138.00	\$132.70	--
Maths Exercise	--	--	--	--	--	\$9
Compass Programme	\$8.6	\$7.7	--	--	--	--
Total Fees	\$597.6	\$549.5	\$557	\$744	\$719.7	\$593.3

To be collected via Grwth mobile app by 12 September (Friday).

#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.

2024/2025 Specified Fee Income and Expenditure Report:

Date	Items	Income(\$)	Expenditure(\$)	Total(\$)
09/2024–08/2025	Specified purpose fee and printing fee	277,200.00		
	Interests	874.21		
	Class photo-taking and photo-processing		(6,948.00)	
	Paper		(63,359.00)	
	Expenses for activities, maintenance, special furniture, equipment and works to enhance the school and meet the needs of students		0.00	
31/08/2025	Carry forward balance or overdraft to next school year	278,074.21	(70,307.00)	\$207,767.21

2. 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	\$16 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



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(12) 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 2025**. 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 12 September 2025 (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.

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.

(13) 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.



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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	✧ The school is closed for the whole day. ✧ Students who have not left home for school should stay at home to do revision. 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.
(ii) Issued before 6:00am to 8:00am	✧ Students do not need to attend classes. ✧ Students who have not left home for school should stay at home to do revision. 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. ✧ 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.
(iii) issued at or after 8:00am	✧ 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 19 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.



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(14) School-based After-school Learning and Support Program – "External Enrichment Courses"

Purpose of the Program: To support needy students to participate in after-school learning activities (including academic or non-academic).

Eligibility Criteria:

1. Students who are recipients of Comprehensive Social Security Assistance (CSSA) are eligible to apply.
2. Students who have been granted full subsidy under the Student Financial Assistance Scheme are also eligible to apply.
3. Discretionary quotas may be granted to:
 - (1) Students who receive half subsidy under the Student Financial Assistance Scheme.
 - (2) Students from families experiencing financial difficulties, contingent upon a recommendation from the class teacher.

Application Procedures:

1. Students must fill out the "External Enrichment Courses" financial assistance application form.
2. The discretionary quota must be verified by the class teacher.
3. Students must submit an INVOICE from the organization, including:
 - (a) Course name, number of sessions, and hours.
 - (b) Title: Buddhist Yip Kei Nam Memorial Secondary School.
 - (c) Organization's stamp.
4. Please return the completed form and the organization's invoice to Vice Principal Ms Long Wai Ying or Teacher Ms Tse Pui Yee.
5. The application form will be reviewed and the approval results will be notified to the students. And all the submitted information will be kept confidential.
6. Students may receive **partial funding or no funding at all (funding will be distributed as evenly as possible based on government allocation; students who have never received funding will be given priority).**

Funding Amounts:

Student Category	Funding Percentage	Annual Funding Limit
Students receiving CSSA	70%	\$7000
Students with full subsidy under the scheme	70%	\$7000
Students with half subsidy under the scheme	Up to 30%	\$2500
Families in financial difficulty	Up to 30%	\$2500



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(15) 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.

This academic year's drug testing program has expanded upon the existing screening for five commonly abused substances in Hong Kong—namely cannabis, cocaine, methamphetamine, ecstasy, and ketamine—by introducing a new test for etomidate. Etomidate is a recently emerging substance of abuse that is both addictive and harmful, posing a serious threat to the physical and mental well-being of adolescents. In response to the potential risks associated with this new drug, the Narcotics Division has decided to include it in the testing scope to strengthen prevention and early intervention efforts.

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 special room 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.



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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 Mr. Chan Chi Lung, Mr. Ip Michael or Miss Leung Kam Yi at 2495 3363.

(16) Guidelines for Disciplinary Measures

This year, all teachers will continue to strengthen their care for students' performance, aiming to cultivate self-discipline and adherence to school rules among your children. We also encourage parents to maintain close communication with the school to foster home-school cooperation, promote good character in students, and create a positive school environment. The key disciplinary measures are summarized as follows:

1. Behavioral Performance:

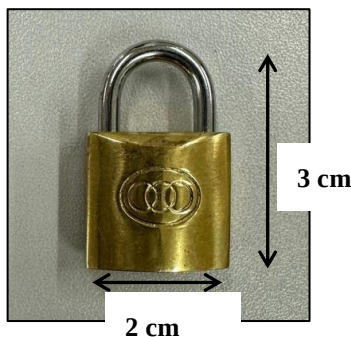
The school has always focused on students' behavior on campus, including classroom conduct, attendance, and uniform appearance. However, it is common for adolescents to make mistakes during their growth process. For students who misbehave, the school will not only provide gentle admonitions and advice but also ensure that class teachers and disciplinary staff maintain regular contact with parents to encourage students to improve their behavior. For detailed school rules, uniform requirements, disciplinary procedures, and examination regulations, please refer to the student handbook or the school's website (Disciplinary Section), and encourage your children to strictly adhere to them.

2. Mobile Phone Management:

The school is concerned about students bringing valuable items to school, especially expensive mobile phones. Students are allowed to bring mobile phones to school, but they must complete a consent form. Upon arriving at school in the morning, students must turn off their phones and place them in the designated storage locker. If a student is found using or displaying their phone on campus or near the school gate without teacher approval, the teacher will address it according to the school's electronic device usage policies.

3. Use of Lockers:

The school provides each student with a locker in the classroom, which will be assigned by the class teacher at the beginning of the term. Students will be guided on how to use the lockers to reduce the burden of carrying books daily. Students must bring their own lock and key, and submit a spare key to the class teacher for emergencies. Parents are advised to choose a sturdy stainless steel lock, and the use of combination locks is prohibited. After the graduation ceremony, the school will arrange for locker clear-outs, so students must clean out their locker items and remove their locks before the end-of-term examinations; otherwise, the school will dispose of the contents. Students should not store items in classroom drawers to avoid loss. The lock size should not exceed 3 cm in length and 2 cm in width, as shown below:





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(17) Application for Bringing Mobile Phones to School and Guidelines for Electronic Device Usage

To optimize the current policy regarding students bringing mobile phones to school and to enhance the security of stored phones, the school has installed lockers in each classroom. These lockers are not only for storing books but also for storing mobile phones. Students must place their phones in designated lockers and retrieve them after school. The details are as follows:

Guidelines for Bringing Mobile Phones and Using Electronic Devices:

1. If a student needs to bring a mobile phone to school, a consent form must be signed by a parent to register the phone's details.
2. Students must turn off their mobile phones before entering the school campus and may activate them only after leaving school. This rule also applies to sports days, graduation ceremonies, and all school activities. For outdoor activities (such as field trips, camping, or excursions), the responsible teacher will make the decision.
3. To protect privacy, recording with electronic devices on campus without explicit school permission is strictly prohibited.
4. Each student may only bring one mobile phone that has been approved by the school; other unapproved electronic devices are not permitted on campus.
5. Mobile phones may not be used or displayed anywhere within the school grounds. Violations will be handled according to the disciplinary guidelines of the school.
6. Students must turn off their phones when they arrive at school and place them in the designated locker before the morning class ends, securing the locker until retrieval after school.
7. High school students who take their mobile phones out for lunch must return the phones to the locker before the start of the seventh period.
8. If a student leaves early, the school office will arrange for a staff member to accompany the student to their assigned locker to retrieve their phone, and the locker door will be locked immediately afterward.
9. If a student is late or forgets their key, they must hand their mobile phone to the school office, which will log the student's information and the time submitted; the student must sign for retrieval upon leaving school.
10. Unless approved by a teacher, mobile phones must be stored in lockers at all times.
11. During special school events (such as exams, comprehensive learning days, trip days, and post-exam activity days), students must turn off their phones and keep them secure; phones may not be used or displayed on campus.

Students who need to bring a mobile phone to school should complete the **[Annex 3]** mobile phone application consent form for school follow-up.



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(18) **Calculator Purchase Notice**

To meet the needs of the mathematics curriculum, the school is arranging the purchase of calculators for students. The designated model is CASIO FX-50FH (II), priced at HK\$300. All calculators used by students must be of a model approved by the Hong Kong Examinations and Assessment Authority (HKEAA). Parents are reminded to ensure that the calculator bears the label “H.K.E.A.A. APPROVED” on the device.

If a student already owns a calculator that meets the above requirements, there is no need to purchase a new one.

Parents may choose to purchase the calculator through the school or obtain it independently. For school purchases, please sign and return the reply slip on or before 12 September (Friday), and follow the instructions in the electronic payment notice to settle the relevant fee (if applicable). For enquiries, please contact Vice Principal Ms. Long Wai Ying at 2495 3363.

(19) **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*
26 November, 2025	Career and Life Planning Lesson (1): Subject Selection Talk	Students: In-person Parents: Live stream on YouTube
11 March, 2026	Career and Life Planning Lesson (2): - Considerations for Subject Selection - Further Education Information - Mock Subject Selection	Students: In-person Parents: Live stream on YouTube
March 2026	Self-Directed Search Assessment (SDS): Questionnaire Survey (co-organised with HKFWS)	Students: Online questionnaire
8 April, 2026	Career and Life Planning Lesson (3): Analysis of Self-Directed Search Assessment (SDS) Results (co-organised with HKFWS)	Students: In-person
14 April, 2026	Life Simulation Experience Activity	Students: In-person
April - June 2026	Individual counseling for students in need	Students: In-person
15 April, 2026	Introduction to Subject Selection for S3 to S4(Academic Affairs Committee) - Explanation of the subject selection process for S3 by the Academic Affairs Committee)	Students: In-person

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



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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.

Yours faithfully,

Mr. Lam Chi Wai, Jimmy
Principal



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【 Annex 1 】

Student Registration No.

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Buddhist Yip Kei Nam Memorial College

【 Student Health Record File 】

2025-2026

Name : _____ Class : _____ Class No. : _____ Age : _____

1. If the student has suffered from the following diseases, please indicate 「✓」 in the appropriate box and list details.

**Current Student just fill in the "Other" column for additional information (09/2025-08/2026)*

Disease	Those who have been ill, please indicate✓	Age at the time of illness	Disease information
Glucose hexaphosphate dehydrogenation deficiency			
Asthma			
Epilepsy			
Convulsions caused by high fever			
Kidney disease			
Heart disease			
Diabetes			
Hearing impairment			
Hemophilia			
Anemia			
Other blood diseases			
Drug sensitivity			
Vaccine susceptibility			
Food sensitivities			
Other sensitivities			
Tuberculosis			
Minor surgery			
Major surgery			
Others *(Yes/No) Updated Info.			

***Please delete as appropriate**

P.T.O.



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2. Please specify if the student **can attend PE lessons or participate in any other type of school activity:**

【Please put 「✓」 in the appropriate box and give details.】

☐ The above-mentioned students **are physically fit** to participate in PE lessons (on-campus and off-campus), land games and extra-curricular activities.

☐ The above-mentioned students **are not suitable** for PE lessons. The medical certificate will be submitted to the school before the end of November.

Reasons for Exemption from PE lessons : _____

☐ Please **exempt** the above student from PE lessons from _____ to _____. The medical certificate will be submitted to the school for reference.

Name of disease : _____

3. Other additional information :

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Date: _____



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【 Annex 2 】

Student Health Record File (2025-2026)

Personal Information:

Student's Name : _____ Class/Class No. : _____ () STRN : _____

Father's Name : _____ Occupation : _____ Contact Phone No. : _____

Mother's Name : _____ Occupation : _____ Contact Phone No. : _____

Guardian's Name : _____ Occupation : _____ Contact Phone No. : _____

Please put ✓ in the appropriate box :

(1) Parents are our graduates : ☐ Yes ☐ No

(2) Sibling is studying at our school : ☐ Yes (Please specify name and class : _____) ☐ No

(3) Live with family members : ☐ Yes ☐ No (Please specify relationship : _____)

(4) Primary school before admitting to our school (*For S1 students to fill in) : _____

(5) **Allowance/Aid:** (Put ✓ in the appropriate box)

(If you have selected "Yes", please return a copy of the relevant subsidy/assistance certification document.)

☐ Yes (Please fill in the following blanks)

☐ CSSA No.: _____

☐ Rehabilitation Services Central Referral System No.: _____

☐ Social Welfare Department File No.: _____

☐ Book allowance (*full/half allowance)

☐ Others : _____

☐ Do not apply for allowance/aid.

(*Please delete as applicable)

(6) Others: (Put ✓ in the appropriate box)

(1) In case of inclement weather, the way that student leaves school is:

☐ Parents/ Guardian ☐ on his/her own when it is safe to do so

(2) In case of emergency, the first person who should be contacted is:

Name : _____ Relationship with students : _____ Contact Phone No. : _____

Parent's Signature : _____

Date : _____

The information on this form is for our school records and treated confidentially.



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【 Annex 3 】

Mobile Phone Carrying Application & Undertaking Form

(Please return to the class teacher for collection)

Details of the mobile phone to be brought to school:

Phone Brand: _____

Phone Model: _____

Phone Number: _____

Student Undertaking

I, _____ (Student Name) _____ (Class) _____ (Student Number), hereby undertake to take proper care of my personal mobile phone. **I understand that I am solely responsible for any loss or damage.** I also agree **not to turn on, display, or use the phone within the school premises. The phone must be switched off and stored in the assigned locker** to avoid disrupting the learning environment.

If I violate the above undertaking, the school reserves the right to confiscate and hold the phone. Repeated violations will require a parent to retrieve the phone from school, and the device will be kept by the school thereafter. Non-compliance may result in disciplinary action according to school regulations, including formal demerits for serious cases.

Student Name: _____ Class: _____

Student Signature: _____ Date: _____

Parent Consent

I am the parent/guardian of _____ (Student Name), and I acknowledge my child's application to bring a mobile phone to school. I agree to this arrangement and will remind my child to comply with the above undertaking. Should my child breach the agreement, I understand that the school has the right to confiscate the phone and issue disciplinary action, including demerits.

Parent Name: _____

Parent Signature: _____ Date: _____

Note: The mobile phone must be stored in the student's assigned locker at all times. The school will not be held responsible for any damage.



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Reply Slip

Dear Principal,

I have received the following school notices and fully understood the contents:

- (1) Timetable Arrangement
- (2) Lunch Arrangements during Full-day Face-to-face Classes
- (3) Photo-taking for Student ID Card
- (4) Daily Homework and Examination Scope on School Website
- (5) School Calendar
- (6) School Policy on Student Promotion and Repeat, and S6 Graduation Requirements
- (7) Weighting of School Assessment Scores
- (8) Acceptable Use Policy (AUP) For Student Use Of Generative AI Technology
- (9) Personal Data Processing Statement for Students and Parents or Guardians
- (10) Matters concerning "School Textbook Assistance and Student Travel Subsidy"
- (11) Tong Fai, Charges for Specific Purposes and Other Charges
- (12) Student Health Record File
- (13) Arrangements under Inclement Weather Conditions
- (14) School-based After-school Learning and Support Program – "External Enrichment Courses"
- (15) Healthy School Program
- (16) Guidelines for Disciplinary Measures
- (17) Application for Bringing Mobile Phones to School and Guidelines for Electronic Device Usage
- (18) Calculator Purchase Notice
- (19) S3 Career Planning Activity Schedule

Yours faithfully,

Parent's Signature: _____

Parent's Name: _____

Student's Name: _____

Class: _____ Class No.: _____

Date: _____ September 2025