



可立中學(普色園主辦)
Ho Lap College (Sponsored by Sik Sik Yuen)
九龍新蒲崗爵祿街 15 號 15 Tseuk Luk Street, San Po Kong, Kowloon
電話/Tel : (852) 2322 2229 傳真/Fax : (852) 2320 2414
網址/Website : <http://www.holap.edu.hk>



2024-2025 Circular September 2024

2nd September 2024

Dear Parents / Guardians,

At the beginning of the new school year, I would like to wish all students a fruitful learning journey. Please note the following arrangements for the new academic year.

1. Arrangement for lessons of the new academic year

New school term starts on 2nd September 2024. 3rd and 4th September are special school days. School starts at 8:05 am and ends at 12:15 pm.

Starting from 5th September, the arrangement for lessons is as follows:

Time	Lesson
8:05-8:20	Assembly/Class Period
8:20-9:00	1 st period
9:00-9:40	2 nd period
9:40-10:20	3 rd period
10:20-10:40	Recess
10:40-11:20	4 th period
11:20-12:00	5 th period
12:00-12:40	6 th period
12:40-13:50	Lunch
13:50-14:30	7 th period
14:30-15:10	8 th period
15:10-15:50	9 th period

2. Outstanding Achievements in the 2024 HKDSE

Our students have achieved outstanding results in the 2024 Hong Kong Diploma of Secondary Education Examination (HKDSE), gaining admissions to undergraduate programmes at prestigious local universities, including the University of Hong Kong, the Chinese University of Hong Kong, the Hong Kong University of Science and Technology and the Hong Kong Polytechnic University, etc. The percentage of students attaining 332A in core subjects exceeded the territory-wide standard. Additionally, 10 subjects attaining Level 3 or above and 8 subjects attaining Level 5 or above surpassed the territory-wide standard. Teachers and students will continue to strive for excellence together.

3. The weightings of the continuous assessment, uniform tests and examinations

Two uniform tests and two examinations (except S.6) are arranged every year. The passing percentage of all subjects in S.1-S.6 is 50%. The weightings of continuous assessment, uniform tests and examinations are as follows:

S.1-S.5					
First Term			Second Term		
First term Uniform Test	Continuous Assessment	First term Examination	Second term Uniform Test	Continuous Assessment	Final Examination
10%	6%	24%	10%	10%	40%

S.6		
First term Uniform Test	Continuous Assessment	Mock Examination
15%	15%	70%

4. Helping students become self-disciplined

The school is committed to collaborating with parents in cultivating students with good character, courtesy and self-discipline. Parents are advised to urge their children to comply with the school regulations strictly. Please refer to the student handbook for the school regulations.

5. Guidelines on bringing mobile phones to school

Students are allowed to bring mobile phones to school provided that they have actual needs and are approved by their parents. However, students are not allowed to use mobile phones at school without teachers' permission to ensure that learning and school life are not affected. Upon arrival at school, students have to make sure the phones are switched off and will not emit sounds until they leave school. They should also be responsible for keeping their mobile phones properly. If students are found to have violated the regulations, they will be issued a demerit.

6. Annual General Meeting (AGM) of Parent-Teacher Association (PTA) and S.1 and S.2 Parents' Meeting

The AGM of PTA and S.1 and S.2 Parents' Meeting has been scheduled on 4th October 2024 (Friday) from 6 to 8 p.m. The rundown of the whole event is listed below:

1. AGM of PTA (Annual and financial report)
2. Thematic Talk on Positive Education
3. Briefing on Healthy School Programme
4. Meeting S.1 and S.2 class teachers



We cordially invite you to attend the above-mentioned event. Due to limited seating capacity, we welcome at most two parents from each family to attend. Students are not required to attend the meeting.

7. ePayment – DirectPay

Our school has launched the ePayment system since last year. Parents are strongly encouraged to use the system for the convenient and safe settlement of various payments to the school. ePayment eliminates the need for cash transactions and the chance of cash loss. Parents are requested to download the AlipayHK App and complete the procedures of registration if they do not have an account of AlipayHK. The school ePayment notices will be distributed to parents via eClass Parents App. Payments will be settled by the parents' AlipayHK accounts. For details, please refer to the app installation guide (Annex I) and ePayment user guide (Annex II).

ePayment notice video <https://youtu.be/YeKZJbU8ehM>

8. Collecting fees for learning materials and other miscellaneous items

Please note the details of learning materials and miscellaneous items that students from each form must purchase for 2024- 2025. Either AlipayHK, cash or cheque is acceptable. The cheque should be made payable to "The IMC of Ho Lap College (Sponsored by the Sik Sik Yuen)". The name, class and class number of the student should be written on the back of the cheque. If paid by cash or cheque, students are to settle the payment during the class period on **4th September 2024** (Wednesday).

	Items	S.1	S.2	S.3	S.4	S.5	S.6
1	Fees for special purposes – improving school facilities and equipment for students ¹	\$210	\$210	\$210	\$210	\$210	\$210
2	Tong Fai ¹	-----	-----	-----	\$340	\$340	\$340
3	Exercise books and student handbook (Refer to the table below)	\$95.0	\$95.0	\$94.8	\$90.6	\$90.6	\$73.2
4	Annual fee for Parent-Teacher Association ²	\$20	\$20	\$20	\$20	\$20	\$20
5	House fee	\$10	\$10	\$10	\$10	\$10	\$10
Total amount:		\$335	\$335	\$334.8	\$670.6	\$670.6	\$653.2

Note 1 If parents have financial difficulties, they can apply to the school for exemption, but they must submit an application letter with income proof documents by **6th September**. Moreover, parents who have applied for the Comprehensive Social Security Assistance (CSSA) and Full Subsidy for School textbook assistance (Full Subsidy) are not required to apply if the allowance includes the above fees.

Note 2 The PTA fee will be collected on a family basis. Students with siblings studying in our school will be counted as one unit. The fee will be paid by the elder brother or sister.

Price list for exercise books and student handbook

Items	Unit Price / \$	S1		S2		S3		S4		S5		S6	
		Qty	Sub-total	Qty	Sub-total	Qty	Sub-total	Qty	Sub-total	Qty	Sub-total	Qty	Sub-total
Single line paper (A4, single sheet, 100 pieces)	9.0	---	---	---	---	---	---	2	18.0	2	18.0	2	18.0
Short exercise book	1.2	15	18.0	15	18.0	14	16.8	8	9.6	8	9.6	6	7.2
Long exercise book (40 pages)	2.5	3	7.5	3	7.5	2	5.0	1	2.5	1	2.5	1	2.5
A4 Folder (green)	3.5	2	7.0	3	10.5	2	7.0	1	3.5	1	3.5	1	3.5
A4 Folder (yellow)	3.5	3	10.5	2	7.0	3	10.5	1	3.5	1	3.5	1	3.5
A4 Folder (blue)	3.5	2	7.0	2	7.0	3	10.5	1	3.5	1	3.5	1	3.5
F4 Folder (5 layers, Transparent)	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0
F4 Folder (5 layers, red)	5.0	2	10.0	2	10.0	2	10.0	2	10.0	2	10.0	2	10.0
F4 Folder (5 layers, yellow)	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0
F4 Folder (5 layers, blue)	5.0	1	5.0	1	5.0	1	5.0	2	10.0	2	10.0	1	5.0
F4 Folder (5 layers, purple)	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	---	---
F4 Folder (5 layers, green)	5.0	1	5.0	1	5.0	1	5.0	1	5.0	1	5.0	---	---
Student handbook	10.0	1	10.0	1	10.0	1	10.0	1	10.0	1	10.0	1	10.0
Total (per student) / \$:		95.0		95.0		94.8		90.6		90.6		73.2	

9. Borrowing of personal lockers

To facilitate students' learning, the school provides personal lockers for students to keep their books and learning materials. Students who want to apply for the use of personal lockers should read the attached regulations (Annex III) carefully and agree to abide by the related regulations. Students will forfeit the right to use the lockers if they fail to comply with the regulations.

10. Rules and regulations in PE lessons

For reasons of security and hygiene, please refer to the attached rules and regulations (Annex IV) applicable to Physical Education lessons. Any application for exemption from PE lessons should be made by submitting a parent's letter with a medical certificate to the PE teacher for the school's consideration and approval.

11. Sik Sik Yuen Bursary Grants

"To act benevolently and to teach benevolence" is the motto of Sik Sik Yuen, and hence Sik Sik Yuen Bursary Grants were established to help students with financial needs. For details of the grants, please refer to the circular released via eClass on 28th June or our school website. The deadline for submitting application forms and related documents is **6th September 2024** (Friday).

12. Grantham Scholarships Fund - Grantham Maintenance Grants (Applicable to S. 4 - S. 6 students only)

The Fund provides maintenance grants to students who are in financial need as assessed under a means test. The student-applicant must not be in receipt of the Comprehensive Social Security Assistance (CSSA) in his/her name or as a member of the applicant's family. Applications from repeaters will not be considered except under very special circumstances. Students who wish to apply for the Scheme may obtain application forms from class teachers. Students should return the completed application forms with the required documents to class teachers on or before **12th September 2024** (Thursday). For details, parents and students should refer to the webpage of Student Finance Office (SFO).

SFO: Grantham Scholarships Fund - Grantham Maintenance Grants

<https://www.wfsfaa.gov.hk/sfo/en/other/grantsloans/grantham/9.1.10.htm>



13. Application for School-based After-school Learning and Support Programmes and Student Activities Support Grant

The funds aim to offer more support and chances to underprivileged students. The details are as follows:

1. Subsidized Programmes:
 - (a) **School-based After-school Learning and Support Programmes:**
School-based learning activities such as remedial courses, application fees for academic tests or examinations, application fees for entering the Speech and Music Festival, fees for outings or entrance fees of visits.
 - (b) **Student Activities Support Grant:**
Extra-curricular activities organized by the school such as application fees, tuition fees of interest classes or miscellaneous fees related to the approved training programmes.
2. Eligibility Criteria: Students who are in receipt of the Comprehensive Social Security Assistance (CSSA) Scheme or School Textbook Assistance (Full Grant).
3. Application Method: Please indicate your application in the reply slip. Those who receive the Comprehensive Social Security Assistance (CSSA) should hand in a copy of the certification issued by the Social Welfare Department. Once you are confirmed qualified for the subsidies, application is not required throughout the school year. The teacher-in-charge of each activity will apply the subsidy for your child but the amount differs case by case. For information, please pay attention to related circulars. For those who have other difficulties, please apply via a separate form which can be obtained from the school office.
4. Application Period: **2nd September 2024 to 15th August 2025**

14. School Textbook Assistance, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges

1. For students who have not applied for these subsidies before, please obtain the application form from the General Office or download one from the webpage of the Student Finance Office (SFO).
2. Upon receiving the temporary notification issued by the SFO, students should submit the Eligibility Certificate (EC) issued by the SFO to class teacher(s) **on or before 6th September 2024 (Friday)**. The document will be stamped with the school chop and sent to the SFO by school.
 - (a) If the student's family is in receipt of the Comprehensive Social Security Assistance (CSSA) and the application for the subsidies in 2024/25 has been approved, the submission of the EC is not required.
 - (b) Parents are advised to make a photocopy of the EC before submitting it to the school.
3. The Student Travel Subsidy (STS) Scheme provides travel subsidy to students residing beyond 10 minutes' walking distance from school and travelling to school by public transport.
4. The Subsidy Scheme for Internet Access Charges (SIA) is for needy families to meet the Internet access charges for e-learning at home for their children (e.g. the charges on broadband Internet service or SIM cards provided by operators of fixed or mobile telecommunications services). The SIA is granted on a household basis. Eligible families will receive a flat-rate cash grant, regardless of the number of children in the family.
5. Please refer to the webpage of the SFO for details of other kinds of financial assistance.



15. MTR Student Travel Scheme (2024 - 2025)

MTR Cooperation Limited is going to further digitalize the Scheme's application process, including both new and renewal applications, starting from the 2024 - 2025 academic year to bring greater convenience for applicants. For details, please refer to the following website:



16. Student Health Service

Students who are interested in participating in the Student Health Service must complete the "Application and Consent Form for Student Health Service 2024 - 2025" and submit the document with the parent's signature **on or before 6th September 2024 (Friday)** to class teachers. Class teachers will distribute the documents to students on 4th September. For details, please refer to the homepage of the Department of Health:



17. 2024/25 Seasonal Influenza Vaccine School Outreach (Free of Charge) Programme

The Department of Health will provide influenza vaccine (injectable-quadrivalent inactivated seasonal influenza vaccine) to our school and arrange medical institution to administer seasonal influenza vaccine to S.1 to S.6 students on **8th November 2024 (Friday)**. The participation form and consent form will be distributed to students by class teachers on **3rd September 2024**. Students who wish to participate in the seasonal influenza vaccination must return the forms on or **before 10th September 2024 (Tuesday)**. When filling in the consent form, please refer to the Notes on Attachment (Annex V). **Please note that late submissions will be considered as opting out of vaccination. Students who do not wish to be vaccinated must also return the consent form for school records.**

18. Statement on Students' Consent to Being Photographed, Video-taped and Recorded

In order to provide a better understanding on our campus life to the public, parents and students, our school, Sik Sik Yuen or organizations specified by our school will photograph, video-tape and record students' actions during school lessons and activities. The media recorded may be published and displayed internally (on platforms including but not limited to our school website, school publications, Parent-Teacher Association newsletters and educational websites specified by our school) for the purpose of sharing our goodwill and effort in education with members of the public. Parents please indicate on the reply slip if you consent to your child being photographed, video-taped or recorded.

19. The Quality Education Fund – Provision of Subsidy to Needy Students for Purchasing Mobile Computer Devices

This year, the Quality Education Fund continues to subsidize secondary schools to purchase mobile computer devices **for loan** to needy students.

Eligible Beneficiaries include students who receive the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department or a full grant/half grant of the School Textbook Assistance Scheme (STAS). Also, student beneficiaries should **not** have received similar government assistance before, including the Community Care Fund Assistance Programme, unless the assistance was received at least 3 years ago and the computer device can no longer match the school's education needs. If your family faces financial difficulties but is not receiving CSSA or STAS due to special circumstances, you may provide the school with a parent's letter and supplementary information. We will try to identify the needs according to school-based criteria.

According to the Disbursement Arrangements, the subsidy will be disbursed to schools for purchasing the devices for students. Please note that the ownership of the computer devices **belongs to the school** under this funding. Students must comply with the "Acceptable Use Policy" (AUP) and return the borrowed equipment when they leave school for various reasons (including graduation, transfer to another school, etc.) Please return the slip with a copy of the certification (if applicable) **on or before 5th September 2024**.

20. Arrangements for school classes in case of bad weather and emergencies

When Hong Kong is affected by tropical cyclones, persistent heavy rain or thunderstorms, flooding or traffic disruptions may result. The EDB will make appropriate public announcements to inform parents whether they should arrange their children to attend school or not. Besides, in case of suspension of classes under emergencies, students will be properly arranged to leave school based on parents' preference. Please note the corresponding measures:

Weather conditions	Corresponding measures
1. When the Amber Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 3 or below is issued	Students should attend school as usual.
2. When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3 or 1 by 5:30 am	Unless a previous announcement has been made by EDB to the effect that classes will be suspended for the entire day, classes will continue as usual.
3. When the Red or Black Rainstorm Warning Signal is issued from 5:30 am onwards and before 6:00 am	(a) Classes are to be suspended all day. Test or examination on that day (if any) will be postponed to the first school day after the examination. (b) Students who have not left for school should stay home. (c) The school will implement contingency measures and arrange staff to look after the students who might arrive at school and ensure that conditions are safe before allowing students to return home.
4. When the Red or Black Rainstorm Warning Signal is issued from 6:00 am onwards and before 8:00 am	(a) Classes are to be suspended all day. Test or examination on that day (if any) will be postponed to the first school day after the examination. (b) Students who have not left for school should stay home. (c) The school will keep the premises open and implement contingency measures to look after students who have arrived at school. (d) Students who have already arrived at school should remain in school until it is safe for them to return home.
5. When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 above is issued	(a) Students do not have to attend school that day. (b) School tests or examinations will be postponed.
6. If warning signals related to inclement weather conditions are issued during lessons	The school will continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.

If class suspension is required owing to inclement weather conditions or emergencies, students will be properly arranged to leave school based on parents' preference. Please indicate your preference in the reply slip.

21. Fees / charges for Accident and Emergency (A&E) services and insurance for students

If any student falls sick or has minor accidents during lessons or activities held at school, teachers who have the first-aid certification will give immediate care to students. If prompt treatment is needed, the school will immediately call the police or ambulance service. The student's parent will be informed and a staff member will be arranged to accompany the student to the hospital. New fees and charges of public hospital services provided by the Hospital Authority are effective as of 18 June 2017. The charge of using accident and emergency services is \$180 per eligible person (holder of a Hong Kong Identity Card issued under the Registration of Persons Ordinance). Therefore, the student's parent is to pay such a fee. Please note the following guidelines:

1. Upon arriving at the Accident & Emergency Department of a public hospital, the student will be given treatment by the medical staff.
2. The student will receive the 'payment advice'. If the payment cannot be settled immediately, it can be settled later.
3. Any patient who cannot afford medical expenses in the public sector can apply for a medical fee waiver at the Medical Social Services Units of public hospitals.
4. The school has purchased accident insurance for all students. If any student is injured during school activities and needs to seek medical treatment, he/she can claim medical expenses if relevant medical certificates are provided by registered Chinese medicine practitioners or doctors. Whether the application for compensation is successful or not is subject to the final approval of the insurance company.

22. Celebration of Wong Tai Sin's Birthday

The school is going to celebrate the birthday of Master Wong Tai Sin on **25th September 2024 (Wednesday)**. On that day, the school starts at **8:05 a.m.** and ends at **12:45 p.m.**

Should you have any inquiries, please do not hesitate to contact the school office.

Thank you very much for your kind attention.

Yours faithfully,




Ms. LAI Lok-ki
Principal

Reply Slip
(Please return the slip on or before 6th September 2024.)

Date: _____

Dear Principal,

I fully understand the following circulars and the contents of which are noted.

1. Arrangement for lessons of the new academic year
2. Outstanding Achievements in the 2024 HKDSE
3. The weightings of the continuous assessment, uniform tests and examinations
4. Helping students become self-disciplined
5. Guidelines on bringing mobile phones to school
6. Annual General Meeting (AGM) of Parent-Teacher Association (PTA) and S.1 and S.2 Parents' Meeting
 - I **would attend** the event. (Number of parents: _____)
I would like to know more about and/or discuss the following item(s) with the class teachers (if any):

 - I **would not attend** the event.
**Please tick the appropriate box.*
7. ePayment – DirectPay
8. Collecting fees for learning materials and other miscellaneous items
 - Annual fee for PTA:
Students with siblings studying in our school will be counted as one unit. The fee will be paid by the elder brother or sister. (if applicable)
Name of sibling: _____ Class: _____
9. Borrowing of personal lockers
 - My child needs to apply for the use of personal locker. I hereby confirm that my child has read the attached regulations carefully and agree to abide by the related regulations.
 - My child does not need to apply for the use of personal locker.
**Please tick the appropriate box.*
10. Rules and regulations in PE lessons
My child is physically fit / unfit (Reason: _____) for attending PE lessons.
** Please tick the appropriate box.*
11. Sik Sik Yuen Bursary Grants
12. Grantham Scholarships Fund - Grantham Maintenance Grants (only applicable to S.4 – S.6 students)
13. Application for School-based After-school Learning and Support Programmes and Student Activities Support Grant
 - My child will apply for the programmes/Grant.
 - My child is in receipt of the Comprehensive Social Security Assistance (CSSA) Scheme (please submit a copy of the relevant document.)
 - My child has been approved by the Student Financial Assistance Office for full funding for the 2024/2025 academic year.
 - I have special financial needs in my family, please indicate:
 - My child has been approved by the Student Financial Assistance Office for half funding (half subsidy) for the 2024/2025 academic year.
 - Other needs: An application letter detailing the family's financial situations such as family income, need to support family members or special financial difficulties, etc., must be submitted to the class teachers.
 - My child does not need to apply for the programmes/Grant.
** Please tick the appropriate box.*
14. School Textbook Assistance, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges
15. MTR Student Travel Scheme (2024 - 2025)
16. Student Health Service
17. 2024/25 Seasonal Influenza Vaccine School Outreach (Free of Charge) Programme

18. Statement on students' consent to being photographed, video-taped and recorded

- I **agree** my child to be photographed, video-taped and recorded by the school, Sik Sik Yuen or organizations specified by the school for the purposed mentioned.
- I **do not agree** my child to be photographed, video-taped and recorded by the school, Sik Sik Yuen or organizations specified by the school for the purposed mentioned. (A declaration form with the photo of your child will be given in this case for verification. Please sign the declaration form and return it to the school within one week.)

** Please tick the box if necessary, leaving blank means agreeing.*

19. The Quality Education Fund – Provision of Subsidy to Needy Students for Purchasing Mobile Computer Devices

- My child is **eligible** for application and **needs** to apply for financial assistance. My child:

- is currently receiving the Comprehensive Social Security Assistance (CSSA).

(Please attach a copy of the certification.)

- is currently receiving the School Textbook Assistance (Full Grant).

- is currently receiving the School Textbook Assistance (Half Grant).

Also, my child:

- have not received similar government assistance before, including the Community Care Fund Assistance Programme.

- have received similar government assistance before. However, the assistance was received at least 3 years ago, and the computer device can no longer match the school's education needs. (The computer device involved will be checked by our staff in this case.)

- My child is **eligible** but **does not need** to apply for financial assistance.

- My child is **not eligible** for application.

** Please tick the appropriate box.*

20. Arrangements for school classes in case of bad weather and emergencies

Arrangement for leaving school:

- My child will go home on his/ her own.

- My child will wait for parents/guardians to pick him/her up at school.

** Please tick the appropriate box.*

21. Fees / charges for Accident and Emergency (A&E) services and insurance for students

22. Celebration of Wong Tai Sin's Birthday

Parent's name: _____ Signature: _____

Student's name: _____

Student's class & class no.: _____ ()