



Circular No. 23001

1<sup>st</sup> September, 2023

Dear Parents/ Guardians,

**Circulars, documents, fees and schemes for the new academic year 2023-2024**

- (1) Attached please find a number of parent circulars. Also, there are documents and fees that your son/ ward has to handle at the beginning of the new academic year. For details, please refer to the table attached.
- (2) School Textbook Assistance Scheme, Student Travel Subsidy Scheme, Subsidy Scheme for Internet Access Charges
  1. Applicants who received the eligibility certificate (in yellow colour) from the Working Family and Student Financial Assistance Agency, Student Finance Office (SFO) should pass the certificate to our school's General Office by 7<sup>th</sup> September, 2023 (Thursday).
  2. If applicants need to apply for the School Textbook Assistance, their "Application for Student Financial Assistance Schemes" should reach the SFO on or before 31<sup>st</sup> October, 2023 (Tuesday). Please contact the General Office or visit the SFO homepage at [www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo) for more information.
- (3) A print-out of the Student Profile of your son/ ward has been distributed. Please check the information e.g. email addresses carefully and amend in block letters if necessary. Please return the signed print-out to the form teacher by 7<sup>th</sup> September, 2023 (Thursday).
- (4) Students should have collected the application form for Student Health Service. Please submit the completed form to the form teacher by 15<sup>th</sup> September, 2023 (Friday).
- (5) Placing orders and taking measurements for the school blazer

The supplier would come to school and take measurements for the school blazer on 15<sup>th</sup> September, 2023 (Friday). Attached please find a copy of the order form (in Chinese). Please complete the order form and return it to the supplier together with a deposit of \$100 on 15<sup>th</sup> September, 2023 (Friday). Students will receive their school blazers on 1st November, 2023 (Wednesday).

  1. For any reasons, if a student is not able to place the order on 15<sup>th</sup> September, 2023 (Friday), he should make his purchase at the supplier's store in Kowloon City.
  2. Kindly note that the school blazer is a compulsory uniform item for S1-S6 students.

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- (6) The Pastoral Division of the school would like to share some positive parenting skills to help parents enhance communication with their son. Please take time to visit the home-school cooperation webpage (Link: <https://bit.ly/3R3RONA>).
- (7) The school has already registered the “MTR student travel scheme”. You may apply for the student octopus card online. For details, please visit :  
[MTR > MTR Student Travel Scheme](#)



Thank you for your attention.

Yours faithfully,



Lee Ting Leung  
Principal



敬啟者：

### 新學年通告、文件、費用及計畫

謹附上新學年通告、文件、收費及各類計畫等資料。請細閱通告及文件，並協助貴子弟處理有關事宜。

#### 一、 通告、文件、表格及收費安排

有關新學年各類通告、文件、表格及收費安排詳情，請參閱附表。

#### 二、 申請學校書簿津貼、學生車船津貼、上網費津貼

1. 凡已收到學生資助處在職家庭及學生資助事務處發出的資格證明書(黃色)的學生，須於二〇二三年九月七日(星期四)或之前把資格證明書交回本校校務處。
2. 首次申請資助的家庭，如欲申請學校書簿津貼，必須於二〇二三年十月三十一日(星期二)或以前向學生資助處提交「學生資助計劃綜合申請」。請聯絡校務處或瀏覽學生資助處網頁[www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo)了解詳情。

#### 三、 學生紀錄表

謹附上的學生紀錄表乙份，請閣下覆核各項資料，包括監護人及家長的電郵地址，加以簽署，並囑咐貴子弟在二〇二三年九月七日(星期四)或之前交回班主任。如有更新，請以正楷填寫。

#### 四、 學生健康服務申請表

填妥之申請表需於二〇二三年九月十五日(星期五)或之前交回班主任。

#### 五、 校褸(西裝外套)訂購事宜

校服公司將於二〇二三年九月十五日(星期五)到校為學生辦理訂購和度身。詳情請參閱附上校服公司的校褸訂購表格。請填妥隨本通告附上之訂購表格，並囑咐貴子弟於當日連同訂金\$100 交予校服公司。校服公司將於二〇二三年十一月一日(星期三)派發校褸予學生。

1. 如學生因缺席或其他原因未能於二〇二三年九月十五日(星期五)辦理訂購和度身，學生須親自往校服公司位於九龍城的分店購買。
2. 請注意校褸(西裝外套)是中一至中六學生校服的必須項目。

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六、 家校合作

本校牧養部望能分享一些正面的家長教育技巧，以協助加強親子溝通。懇請閣下積極參與家校合作，撥冗瀏覽本校相關網頁(連結：<https://bit.ly/3R3RONA>)，攜手協助孩子學習及成長。

七、 港鐵學生乘車優惠計劃

本校已登記網上申請港鐵學生乘車優惠計劃，閣下可自行到港鐵官方網站進行網上申請學生八達通。詳情請參閱：

[MTR > MTR Student Travel Scheme](#)



此致

各家長



陳瑞祺（喇沙）書院校長

李丁亮 啟

二〇二三年九月一日



Item 項目		S1	S2	S3	S4	S5	S6	Return Item & Date 須交回項目及日期
1.	Circular 23001 (This circular) 此通告 23001	✓	✓	✓	✓	✓	✓	---
2.	Circular 23002 (Homework Assignments) 通告 23002 「有關功課事宜」	✓	✓	✓	✓	✓	✓	---
3.	Circular 23003 (Absence Procedure and Regulations Governing Bringing Mobile Phone & Valuable Items to School and Attitude Improvement Class (AIC)) 通告 23003 「告假手續」及「攜帶貴重物品回校守則及留堂班事宜」	✓	✓	✓	✓	✓	✓	---
4.	Circular 23004 (Arrangement of Fees Collection) 通告 23004 「繳交學校費用安排」	✓	✓	✓	✓	✓	✓	Proof of Payment by Email 經電郵提供繳費證明 (7/9/2023)
5.	Circular 23005 (Reading Scheme & Reading Requirement) 通告 23005 「中一至中三級閱讀獎勵計劃及閱讀要求」	✓	✓	✓	---	---	---	---
6.	Circular 23006 (Full e-communication through eClass Applications) 通告 23006 「全面使用 eClass 通訊」	✓	✓	✓	✓	✓	✓	
7.	Circular 23007 (Permission for Publication of Works Videos and Photographs of Students) 通告 23007 「學生作品、視頻或照片的發布許可」	✓	✓	✓	✓	✓	✓	Reply Slip 回條 7/9/2023
8.	Circular 23008 (Bringing Mobile Phones to School) 通告 23008 「攜帶手提電話回校」	✓	✓	✓	✓	✓	✓	Reply Slip 回條 7/9/2023
9.	BYOD Acceptable Use Policy 「學生自攜裝置使用規定」	✓	✓	✓	✓	✓	✓	Reply Slip 回條 7/9/2023
10.	Student Profile 學生紀錄表	✓	✓	✓	✓	✓	✓	Form 表格 7/9/2023
11.	Parental Consent Form (PE & Sports) and Medical History Record 家長同意書(體育運動)及學生身體狀況表	✓	✓	✓	✓	✓	✓	Form 表格 7/9/2023
12.	Student Health Service Application Form 學生健康服務申請表	✓	✓	✓	✓	✓	✓	Form 表格 15/9/2023
13.	Student Reflection Form 自我反思紀錄	✓	✓	✓	✓	✓	✓	Form 表格 11/9/2023
14.	Two Copies of School Calendar (For parents & students) 校曆表兩份 (家長及學生各一份)	✓	✓	✓	✓	✓	✓	---
15.	Class Timetable 上課時間表	✓	✓	✓	✓	✓	✓	---

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16.	School Blazer Order Information (Victoria Uniform) 校褸訂購須知(維多利校服公司)	✓	---	---	---	---	---	Reply Slip 回條 15/9/2023
17.	School Textbook Assistance Scheme, Student Travel Subsidy Scheme, Subsidy Scheme for Internet Access Charges 學校書簿津貼、學生車船津貼、上網費津貼	✓	✓	✓	✓	✓	✓	Eligibility Certificate 資格證明書 7/9/2023
18.	Life Education and Home Period Timetable 生命教育及班主任課時間表	✓	✓	✓	✓	✓	✓	---

Remarks 備註: ✓ Applicable 適用 --- Not applicable 不適用