



靈糧堂怡文中學
Ling Liang Church E Wun Secondary School
電話：2109 4000 傳真：2109 4066

Circular 2020/2021 No.013

29th September, 2020

Dear Parents/ Guardians,

Arrangements for the 2020-2021 New School Year (II)

Please read the arrangements for the new school term as below:

1. Revised School Calendar and Timetable

Please refer to Annex 1 for the revised school calendar. Please note the change as follow:

The School Sports Day on 8th October (Thursday) and 9th October (Friday) will be cancelled. Students will return to school to attend a normal lessons.

Starting from October, the timetable will be revised. Please refer to the table below for details:

Time	Timetable
8:15 - 8:35	Attendance taken by class teachers
8:35 - 8:55	Lesson 1
8:55 - 9:15	Lesson 2
9:15 - 9:35	Lesson 3
9:35 - 9:55	Lesson 4
9:55 - 10:15	Recess
10:15 - 10:35	Lesson 5
10:35 - 10:55	Lesson 6
10:55 - 11:15	Lesson 7
11:15 - 11:35	Lesson 8
11:35 - 11:55	Recess
11:55 - 12:15	Lesson 9
12:15 - 12:35	Lesson 10
12:35 - 12:55	Lesson 11
12:55	Students will be dismissed in batches

2. Distribution of Student Handbook

Arrangements for school rules and regulations, leave procedures, requirements for tests and examinations as well as promotion, contingency measures in the event of inclement weather and other information are listed in the student handbook.

Please read and then sign the signature column on p.9 of the handbook personally, and urge your children to have their name signed the undertaking on p.7 of the handbook.

3. Student Health Service

In view of the latest development of COVID-19, the Student Health Service can only offer health assessment for the S1 students in 2020/21. All documents are given to each S1 student on 23rd September (Wednesday).

4. Accident & Emergency Arrangements

In case of emergency or accident, the school will call an ambulance, accompany the student concerned to the Emergency Room (ER), and parents will be notified immediately. ER charge (HK\$180) and other medical expenses will be paid by the parents.

Should you have any special requests, please inform to the class teacher by letter before 5th October (Monday).

5. Collecting Information of Student's Family Financial Status

In this school year, our school will receive grants from the Education Bureau to fund students to participate in different activities. To properly make use of the funding, our school is now collecting information of family financial status. All information will be kept confidential and will be destroyed at the end of the semester.

Please refer to the circular of 2020/2021 No.014 "Collecting information of Student's Family Financial Status" for details. Should you have any enquiries, please contact Mr. Lee of the School General Office at 2109 4000.

6. Parent/Guardian Signature Style Record

Information will be given to parents through "School Newsletter", "Parent Circular" and/or "Home-school Communication" on Student Handbook. Please sign the reply slips concerned after reading.

To ensure that the information will be noted by you, please provide us your signature style and return the relevant record before 5th October (Monday) to the class teacher.

7. Application for Bringing Mobile Phone to the School

Basically, students are not allowed to bring mobile phone to school as it may affect learning or incur losses. If case of emergencies or for other special reasons, parents may contact our school office first and our staff will transfer your messages to students. Meanwhile, we understand that some parents do worry about students on their way to school or after school hours. If parents really want to know about their safety and whereabouts outside school via mobile phones, application could be made.

All students will receive an application form for bringing mobile phone to school. Whether parents want to apply for it or not, the application forms should be returned to class teachers before 5th October (Monday).

Even if a student is permitted to bring a mobile phone to school during the exemption period, the phone will still be kept by the school during school hours. Display and use of mobile phones are strictly prohibited in the school area before or after school hours.

8. Special Requests to Wear Ornaments and Declaration of natural non-black hair

Students' appearance should be neat and simple. According to the Safety Guidelines on Physical Education set by EDB, students should not wear ornaments when taking part in physical activities. Therefore, accessories or trendy clothes are not allowed in school. If students need to wear a necklace or bracelet for religious or other special reasons, parents have to apply for such permission.

All students will receive an application form for making special requests to wear ornaments and declaration of natural non-black hair. If a special request is needed, parents have to explain the reasons behind together with a photo of the ornament(s). Whether parents want to apply for it or not, the application form has to be returned to class teachers before 5th October (Monday).

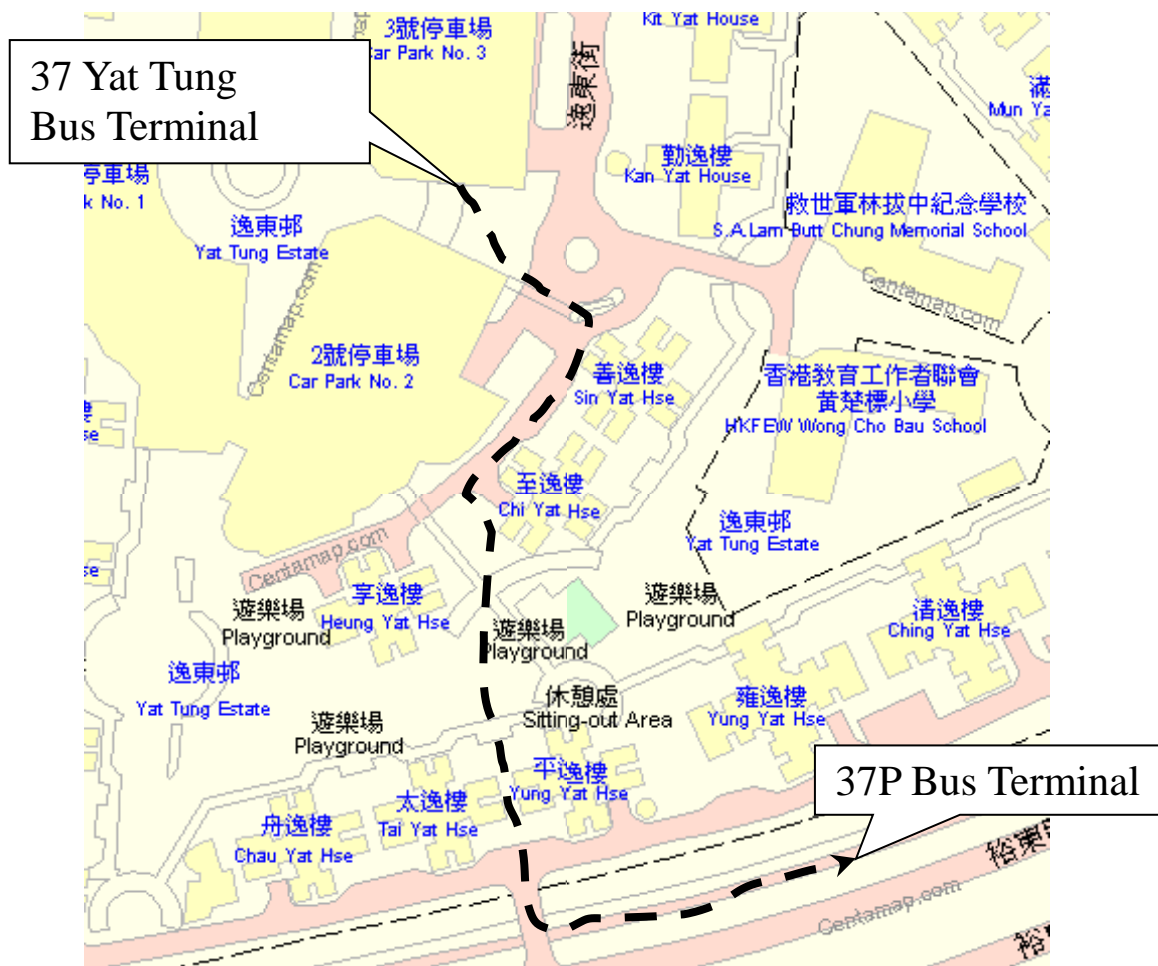
In addition, the hair root and hair tip of students in general should have the same color. If it is not the case, the school will make follow-up investigation. To strengthen parent-school communication and avoid misunderstanding, the school has to know the natural color of students' hair.

If S.1 students and new intakes were born with natural non-black hair, parents have to fill in a Declaration Form of Natural Non-black Hair together with supporting documents. (Please refer to the declaration form for details.) The form should be returned to class teachers before 5th October (Monday).

9. Application for Permission to Take the School Lift

If your children need to use the school lift for health reason, you are required to apply for permission in written form with supporting documents and give it to the Discipline Committee on or before 5th October (Monday).

10. 37P Bus Service



11. The e-Student Newspaper Subscriptions

To help our students develop the newspaper-reading habit and enhance their understanding of society, our school is going to arrange newspaper subscriptions for this academic year. Please refer to the circular of 2020/2021 No.010 “The e-Student Newspaper Subscriptions” for details. Parents and students can subscribe the recommended newspaper at their own will.

12. Order the School Winter Uniforms

School uniform supplier will come to the school to take measurement for the order of winter uniforms. The date and time are as follows:

Date	Time
5 th October (Monday)	12:00 noon – 5:00 pm
7 th October (Wednesday)	12:00 noon – 5:00 pm

Please fill in the order form (for students’ information and the quantity of items only) and submit it to the school uniform supplier on these dates. No deposit is required.

The date and time for distribution and change of school uniforms are as follows:

Date	Time	Remarks
19 th November (Thursday)	12:00 noon – 5:00 pm	Collecting uniforms
20 th November (Friday)	12:00 noon – 5:00 pm	Change uniforms

Please bring the receipt along with the balance payment for collection.

If you find your order not fit or for any reason need changes, the uniform company will come to school again on 20th November from 12:00 noon to 5:00 pm. Parents may also go to the office of uniform company during office hours after 20th November. If you prefer to obtain the uniform elsewhere, sample of the uniforms are available at the school for your reference.

If you do not collect the school uniforms within two weeks after the date of distribution, you will be deemed to have given up the school uniforms. Parents should bring their own bags when collecting the school uniforms. If plastic bags (handle bags) are required, the uniform company will charge HK \$1.

Uniform company: Hop Chung Uniform Limited

Address: Block B, 3/F. Por Yen Building, 478 Castle Peak Road, Cheung Sha Wan

Tel. no: 2387 6628

13. Fees for the New School Year

In order to reduce parents’ burden and inconvenience, the school has made orders from suppliers in reduced prices. Items and price are tabulated as below.

Charge items/articles	S1	S2	S3	S4	S5	S6
Student handbook	\$17	\$17	\$17	\$17	\$17	\$17
Exercise books and files (Whole set) (Remarks 1)	\$110.1	\$108.4	\$115	\$112.2	\$112	\$79.1
Parent-Teacher Association Membership Fee (Remarks 2)	\$15	\$15	\$15	\$15	\$15	\$15
Fees for Specific Purposes (Remarks 3)	\$300	\$300	\$300	\$300	\$300	\$150
Fees of Liberal Studies (Remarks 4)	----	----	----	\$43.5	\$110	\$66
Articles for Visual Art lessons for junior students (Remarks5)	\$40	\$40	\$40	----	----	----
eBook of CIT for junior students (Remarks 6)	\$170	\$145	\$145	----	----	----
eBook of STEM School-based Curriculum for junior students (Remarks 7)	\$112	----	----	----	----	----
Articles for D&T lessons for junior students	----	\$40	----	----	----	----
Total fee	\$764.1	\$665.4	\$632	\$487.7	\$554	\$327.1

Students should pay the relevant fees to their class teachers before 5th October (Monday) by ways of payment as listed on Item 14 of this circular.

14. Ways of Payment

Parents or students can pay in the following ways:

- By cash. (No change and not accept \$1,000 notes.)
- By crossed cheque. ("The IMC of Ling Liang Church E Wun Secondary School" as payee, with student's name, class and parent's contact number at the back of the cheque before returning it to the class teacher.)
- Transfer the amount of payment to the school account through ATM or online banking. Write student's name and class, parent's contact number at the back of bank slip before returning it to the class teacher. Details of the school bank account as below:

Name of Bank: Hong Kong and Shanghai Banking Corporation (HSBC)

Name of Bank Account: The IMC of Ling Liang Church E Wun Secondary School

Number Of Bank Account: 646-055186-002

If you have any enquiries, please contact Ms. Cheng of the school general office at 21094000.

Remarks:

1. Numbers of exercise books and articles for each levels are tabulated as below:

Item	Quantity of each levels					
	S1	S2	S3	S4	S5	S6
Long exercise book (Double pages)	26	27	27	20	21	14
Long manuscript exercise book	2	2	2	2	2	1
Single-lined paper (Pile)(50pcs)	1	1	1	5	4	3
Chinese essay writing paper (Pile)(25pcs)	1	1	1	2	1	1
Graph paper (Pile)(20pcs)	1	0	0	1	0	0
Plastic file (Red color) (Marked with the school badge)	3	3	2	2	2	2
Plastic file (Blue color) (Marked with the school badge)	5	5	5	4	5	3
Plastic file (Yellow color) (Marked with the school badge)	2	2	2	2	2	2
Plastic file (Black color) (Marked with the school badge)	6	6	9	4	5	3
Plastic file (Green color) (Marked with the school badge)	1	1	1	2	3	2
Total fee	\$110.1	\$108.4	\$115	\$112.2	\$112	\$79.1

2. Parent-Teacher Association (PTA) Membership Fee

According to the PTA Constitution, each family is treated as one member, which means, if more than one child of a family studies in our school, the family has to pay \$15 for the annual membership fee only.

Application for the refund of extra payment could be made through the school office.

3. Fees for Specific Purposes

According to Education Bureau Circular No.14/2012, the school is approved by the Education Bureau to charge students on 'Non-standard items'. Hence, each S1 to S5 student needs to pay \$300 whereas each S.6 student pays \$150 every school year. The fees will be spent on air-conditioning of non-standard rooms, improving the facilities of learning and teaching, as well as printing of teaching materials.

If your child is the recipient of the Financial Assistance Scheme, you can apply for an exemption from paying the fees for specific purpose. A duly completed fee-exemption application form could be put in the designated collection box outside the school office on or before 30th October (Friday). Students should pay the fees for specific purpose in advance and will get refunded if they are granted an exemption.

Should you have any enquiries, please contact Mr. Lee of the school General Office at 2109 4000.

4. Fees for Liberal Studies for senior students*:

Levels	Item	Fee
S4	LSHKET Bi-weekly Magazine (March 2021 to June 2021)	\$43.5
S5	LSHKET Bi-weekly Magazine (Whole School Year)	\$110
S6	LSHKET Bi-weekly Magazine (September 2020 to February 2021)	\$66

**for each senior student*

5. Items required of the Visual Art Lessons for junior students:

A5 drawing book, poster paint, oil paint, wooden colour pencils, sketch pencils, paint brushes, palette, eraser, mould clay, scissors, white glue, glue, drawing papers, colour papers, pottery clay etc. (All the items listed are shared in groups of 4 students, excluding A5 drawing book.)

6. eBook of CIT for Junior students

- S1 students: The S.1 eBook of Computer and Information Technology included two-year license. (The S.1 eBooks you bought this academic year, the eBooks can be used in S.1 and also can be used for reference in the next academic year.)
- S2 students: The S.2 eBook of Computer and Information Technology included two-year license. (The S.2 eBooks you bought this academic year, the eBooks can be used in S.2 and also can be used for reference in the next academic year.)
- S3 students: The S.3 eBook of Computer and Information Technology included one-year license. (The S.3 eBooks you bought this academic year, the eBooks can be used in S.3 only.)

7. eBook of STEM School-based Curriculum for junior students

- S1 students: The eBook of STEM School-based Curriculum can be used at home.

Students are advised to buy the whole set as all the listed items are required for the whole school year. If they want to purchase on their own, they should inform the school before 5th October by letter. To simplify administrative procedures, all students should pay the whole amount first. Once the application is approved, all the advance payment will be refunded.

Please sign the reply slip and urge your child to return it to the class teacher before 5th October (Monday). Should you have any enquiries, please contact the class teacher or teacher-in-charge at 2109 4000.

Yours faithfully,

Mr. Law Wai Man
Principal

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Reply Slip

_____, 2020

Dear Principal,

I have noted the details of the Circular 2020/2021 No.013 on “Arrangements for the 2020-2021 New School Year (II)” and

* I entrust the school on behalf of me to buy the articles and items, the total amount is \$ _____.

Payment Options:

- * By cash. (No change and do not accept \$1,000 notes.)
- * By crossed cheque and the Cheque No. is: _____ .
 (“The IMC of Ling Liang Church E Wun Secondary School” as payee, with student’s name and class, and parent’s contact number at the back of the cheque before returning it to the class teacher.)
- * Transfer the amount of payment to the school account through ATM or online banking.
 (Write student’s name and class, parent’s contact number at the back of bank slip before returning it to the class teacher.)

Signature of parent/guardian: _____

Name of parent/guardian: _____

(Block Letter)

Contact telephone number: _____

Name of Student: _____ Class: _____ Class No: _____

*Please tick in the box as appropriate.

靈糧堂怡文中學
校曆表 2020-2021 School Calendar

月份 Month	日 Sun	一 Mon	二 Tue	三 Wed	四 Thu	五 Fri	六 Sat	校務及假期 Events / Holidays
九月 Sept			1*	2*	3 A1	4 B1	5	1 開學禮 Start of Term Ceremony 2 開學事務日(S1-S6) School Admin. Day (S1-S6) 3 上學期課堂開始 18 家長晚會 Parents' Night 25 畢業禮預備日 Preparation for Speech Day 26 2019/20 年度畢業禮 Speech Day 28 畢業禮補假 Holiday following Speech Day
	6	7 A2	8 B2	9 A3	10 B3	11 A4	12	
	13	14 B4	15 A5	16 B5	17 A1	18* B1	19	
	20	21 A2	22 B2	23 A3	24 B3	25* A4	26*	
	27	28	29 A5	30 B5				
十月 Oct					1	2	3	1 國慶日 National Day 2 中秋節翌日 Holiday following the Mid-Autumn Festival 12,14 校服儀容檢查日 Uniform Checking Day 16 一條龍升中講座 Through-train Talk on Admission to S1 23~24 領袖生訓練營 Prefects' Training Camp (待定 To be confirmed) 26 重陽節翌日 The Day following Chung Yeung Festival 27/10~6/11 中六級上學期考試 S6 First Term Examination
	4	5 ①	6 ②	7 ③	8 ④	9 ⑤	10	
	11	12 ①	13 ②	14 ③	15 ④	16 ⑤	17	
	18	19 ①	20 ②	21 ③	22 ④	23 ⑤	24	
	25	26	27 ②	28 ③	29 ④	30 ⑤	31	
十一月 Nov	1	2 ^T	3 ^T	4 ^T	5 ^T	6 ^T	7	2~6 中一至中五級上學期統測 S1-S5 First Term Uniform Test 16,18 校服儀容檢查日 Uniform Checking Day 27 家長晚會 Parents' Night
	8	9 ①	10 ②	11 ③	12 ④	13 ⑤	14	
	15	16 ①	17 ②	18 ③	19 ④	20 ⑤	21	
	22	23 ①	24 ②	25 ③	26 ④	27* ⑤	28	
	29	30 ①						
十二月 Dec			1 ③	2 ②	3 ④	4 ⑤	5*	1 轉上星期三課堂 Wednesday Lessons 2 教師發展日 Staff Development Day 2 中六級模擬放榜 Mock Release of Results for S6 students 5 家長講座及課程體驗活動 E Wun Experiential Learning Day 9 拍攝畢業相及班相 School Photo Day 14~18 多元智能挑戰營 Smart Teen Challenge Camp (待定 To be confirmed) 16 自動向善截數日 Self-improvement Scheme Deadline 16~22 福音周 Gospel Week 22 聖誕崇拜及慶祝活動 Christmas Service & Celebration 23/12~2/1 聖誕及新年假期 Christmas & New Year Holiday
	6	7 ①	8 ②	9 ③	10 ④	11 ⑤	12	
	13	14 ①	15 ②	16 ③	17 ④	18 ⑤	19	
	20	21 ①	22* ②	23 ③	24 ④	25 ⑤	26	
	27	28	29	30	31			

月份 Month	日 Sun	一 Mon	二 Tue	三 Wed	四 Thu	五 Fri	六 Sat	校務及假期 Events / Holidays
一月 Jan						1	2	4,6 校服儀容檢查日 Uniform Checking Day 11~22 中一至中五級上學期考試 S1-S5 First Term Examination 11~27 中六級畢業試 S6 DSE Mock Examination 25 下學期開始 Start of Second Term 30 中三成長日營 S3 Growth Day Camp
	3	4 ①	5 ②	6 ③	7 ④	8 ⑤	9	
	10	11 ^E	12 ^E	13 ^E	14 ^E	15 ^E	16	
	17	18 ^E	19 ^E	20 ^E	21 ^E	22 ^E	23	
	24	25 ①	26 ②	27 ③	28 ④	29 ⑤	30	
	31							
二月 Feb		1 ①	2 ②	3 ③	4 ④	5* ⑤	6	5 校友夜(半天上課) Alumni's Night (Half-day school) 9 轉上星期三課堂 Wednesday Lessons 10~20 農曆新年假期 Lunar New Year Holiday 22,24 校服儀容檢查日 Uniform Checking Day 27 家長日 Parents' Day
	7	8 ①	9 ②	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22 ①	23 ②	24 ③	25 ④	26 ⑤	27*	
	28							
三月 Mar		1	2 ②	3 ③	4 ④	5 ⑤	6	1 家長日後假期 Holiday following Parents' Day 8 中六級學習假期開始 Start of S6 Study Leave 2~15 教師專業發展周 Teacher Professional Development Week 13 中二成長日營 S2 Growth Day Camp 14 東涌靈糧堂教育主日 Tung Chung Ling Liang Church Education Sunday 17 轉上星期五課堂 Friday Lessons 17 初中半天課堂；高中上午課堂，下午參與福音盛會「生命教育勵志分享會」 S1-S3 Half-day school; S4-5 Half-day Lessons (AM), HK Gospel Festival (PM) 17 專業發展周總結會(下午) Staff Development Day (PM) 19 靈糧堂聯校退修日 LLC Joint School Retreat Day 29/3~10/4 復活節假期 Easter Holidays
	7	8 ①	9 ②	10 ③	11 ④	12 ⑤	13	
	14	15 ①	16 ②	17* ③	18 ④	19	20	
	21	22 ①	23 ②	24 ③	25 ④	26 ⑤	27	
	28	29	30	31				
四月 Apr					1	2	3	4 清明節 Ching Ming Festival 12~16 中一至中五級下學期統測 S1-S5 Second Term Uniform Test 19,21 校服儀容檢查日 Uniform Checking Day 24 中一成長日營 S1 Growth Day Camp 27,28 全港性系統評估(說話評估) S3 TSA (Oral Assessment) 30 全港性系統評估(說話評估)(後備日) Reserve for S3 TSA (Oral Assessment)
	4	5	6	7	8	9	10	
	11	12 ^T	13 ^T	14 ^T	15 ^T	16 ^T	17	
	18	19 ①	20 ②	21 ③	22 ④	23 ⑤	24	
	25	26 ①	27 ②	28 ③	29 ④	30 ⑤		

月份 Month	日 Sun	一 Mon	二 Tue	三 Wed	四 Thu	五 Fri	六 Sat	校務及假期 Events / Holidays
五月 May							1	1 勞動節 Labour Day
	2	3 ①	4 ②	5 ③	6 ④	7 ⑤	8	19 佛誕 Buddha's Birthday Holiday
	9	10 ①	11 ②	12 ③	13 ④	14 ⑤	15	24,26 校服儀容檢查日 Uniform Checking Day
	16	17 ①	18 ②	19	20 ④	21 ⑤	22	28 半天課堂及畢業禮預備日 Half-day school & Preparation for Speech Day
	23	24 ①	25 ②	26 ③	27 ④	28* ⑤	29*	29 畢業禮 Speech Day
	30	31						31 畢業禮後備日或畢業禮補假 Reserve for Speech Day / Holiday following Speech Day
六月 Jun			1 ②	2 ③	3 ④	4 ⑤	5	2 自勵向善截數日 Self-improvement Scheme Deadline
	6	7 ①	8 ③	9	10 ^E	11 ^E	12	8 轉上星期三課堂 Wednesday Lessons
	13	14	15 ^E	16 ^E	17 ^E	18 ^E	19	9 教師發展日 Staff Development Day
	20	21 ^E	22 ^E	23 ^E	24 ^E	25 ^E	26	10~25 中一至中五級期終考試 S1-S5 Final Examination
	27	28	29	30				14 端午節 Tuen Ng Festival
七月 Jul					1	2	3	16,17 全港性系統評估 S3 TSA
	4	5	6	7	8	9	10	16~18 中六畢業福音營 S6 Graduation Camp
	11	12	13	14	15	16	17	21 全港性系統評估(後備日) Reserve for S3 TSA
	18	19	20	21	22	23	24	28~30 解卷日 Mark Checking Days
	25	26	27	28	29	30	31	
八月 Aug	1	2	3	4	5	6	7	1 香港特別行政區成立紀念日 HKSAR Establishment Day
	8	9	10	11	12	13	14	2~12 試後活動 Post Examination Activity Days
	15	16	17	18	19	20	21	8~9 中一新生註冊日 Registration Day (S1 New Students)
	22	23	24	25	26	27	28	12 升學輔導日 Counselling Day
	29	30	31					13 結業禮 End of Term Ceremony
備註 Remarks	○ 教師發展日, 學生不用上課 Staff Development Day (No school for students) E 考試 Examination T 統測 Uniform Test * 特別事項 Special Occasion							