



Circular Ref: 17/18-92

Dear Parents :

F.4 Summer vacation notes and School opening ceremony

1. Duty schedule for teachers of Life and Career Planning Team and Student Counseling Team

Teachers of Life and Career Planning Team and Student Counseling Team will be on duty in the following date to answer students about further studies, career and personal matters. Details are as follows:

	Life and Career Planning Team	Student Counseling Team
Date	11 th July	
Time	9:30 a.m. — 11:30 a.m.	
Venue	Room 313	Room 312B

2. School Closing Ceremony

School closing ceremony of this academic year will be held on 10th July (Tuesday). All students are required to wear school uniforms and arrive at school before 7:50 a.m. Students' appearance and hair style should meet the requirement of the school, or otherwise, they are not allowed to participate in the ceremony. (School closing ceremony will end at 9:30 a.m. followed by school dismissal.)

3. Purchase of school items

The school offers a variety of exercise books, school badges, school ties, sportswear and school designated woolen sweaters, etc. for students to buy. Details are as follows:

Date	Time	Selling Venue
12 th & 13 th July	9:00 a.m. — 12:30 p.m. and 2:00 — 4:00 p.m.	Tuck shop at canteen
19 th August	10:30 a.m. — 12:00 n.n.	
21 st August	12:00 n.n. — 1:30 p.m.	

4. Purchase of textbooks

Textbook order form 2018-19 will be distributed on the day of the school closing ceremony. Ordering service is offered by Joint Publishing (HK) this year. Students who have ordered to buy textbooks can take their books at the school gymnasium on 3rd August (Friday). Details are as follows.

Students promoting to F.1	Students promoting to F.2	Students promoting to F.3	Students promoting to F.4	Students promoting to F.5	Students promoting to F.6
9:00-11:00	10:30-12:00	11:30-13:00	13:00-14:30	14:00-15:30	14:00-15:30

5. School registration for next academic year

- (1) Students who are promoted to F.2 or F.3 are considered to be registered with the school by signing on the reservation list on the day of the school closing ceremony. Students who are promoted to F.4, F.5 or F.6 are considered to be registered with the school by signing on the reservation list at the time of Tong Fai payment.
- (2) Result of class allocation for students who are promoted to F.4 will be posted on the notice board of Academic affairs outside school hall on the day of the school closing

ceremony on 10th July.

(3) F.4, F.5 and F.6 students are required to pay Tong Fai (2018-19). Details are as follows.

Form	Annual fees	Remarks
F.4 F.5 F.6	HK\$530.-	Tong Fai for F.4 to F.6 students are collected at one time as agreed by the Education Bureau and Parent-Teacher Association. Should you have any queries, please feel free to contact school general office.

Students are required to pay Tong Fai of the next academic year in the following time and venue.

2018-2019	Date	Time	Venue
F.4, F.5, F.6	10 th July (School closing ceremony)	9:30 a.m. — 12:00 n.n	School Hall
F.4, F.6	7 th August	9:00 a.m. — 12:00 n.n. and 1:30 p.m. — 4:00 p.m.	Library
F.5	8 th August	9:00 a.m. — 12:00 n.n. and 1:30 p.m. — 4:00 p.m.	

- The cheque should be made payable to 「**The Incorporated Management Committee of Salesian English School**」. Student's name and Class should be written on the back of the cheque. If you pay in cash, be sure to pay the actual amount, or otherwise, not accepted.
- If the student's parent is a civil servant who wishes to apply for "2018-2019 local education allowance", he/ she can apply through the concerned department by his/ her own before the next academic year starts.
- Drop-out students should submit a letter to the school general office as soon as possible on or before the school closing ceremony stating the reasons of dropping out so that we can report it to the Education Bureau.

6. **Celebration of the Feast Day of the Assumption of Mary**

Celebration of the Feast Day of the Assumption of Mary will be held on 15th August (Wednesday). All Catholic Students, Students of Catechism Class and Sodalties as well as interested students are cordially invited to participate in the Mass at 8:30a.m. in the chapel in primary section, and then followed by a Mary's Football Match. Please contact Father Leung for participating in the football match.

7. **Newspaper subscription during summer vacation**

The summer order forms of Ming Pao, Sing Tao and South China Morning Post (SCMP) have been sent to the library. Students are welcome to take the order forms if interested. Please send it back to the relevant newspaper office on your own upon filling in the form. For any enquiries, please contact the school librarians.

8. During the summer vacation, students may return to school and seek assistance if they have any difficulties or needs, please make an appointment with individual teachers, counseling teachers or school social worker, etc. by calling the school general office at 2884 3581 during office hours.

9. In order to prevent the spread of influenza, any students who return to Hong Kong from the affected areas should wear surgical masks within seven days as preventive measures. If they have fever or flu-like symptoms, they should go to the clinic or hospital for medical treatment as soon as possible. If a student has symptoms of fever and respiratory tract infection, he should call the school for a sick leave. He should return to school or join the school activities at least 48 hours after the symptoms disappear.
10. Students are not required to wear school uniforms during the summer vacation between 11th July and 17th August but should keep a decent appearance. Students are required to bring their student card and tap card when they are in or out of the school. Students are required to wear summer school uniforms on or after 20th August when they return to school.
11. Student photos for 2018-19 academic year will be taken on 4th September (Day 1). Students are required to bring a school tie and wear summer school uniforms. Hair style should meet the school standards (please refer to the student handbook). Each student is required to pay HKD15.00 (original cost is HKD30.00 which covers the cost of electronic student card (HKD20.00) and a dozen photos (HKD10.00). Each student is subsidised HK\$15.00 by school). Fees will be collected in October.
12. Students who participate in the summer vacation activities to be organized by school or subsidized by the Education Bureau should bring necessary items and assemble at the designated place on time. For details, please contact the responsible teacher. In the course of activities, students are required to pay attention to the safety regulations and behave well.
13. School opening ceremony of the next academic year (2018-19) will be held on 3rd September (Monday). All students are required to wear summer school uniforms and arrive at school before 7:50a.m. (School will dismiss at 10:00a.m. on that day)

Yours sincerely,



Ms. To Yuk Yin

Principal

26th June, 2018