



Circular Ref.: 18/19-31

Dear Parents,

November School Circular (F.4 - F.6)

Please take note to the following issues.

1. First Term Examination

- First Term Examination of Form Four to Form Six will be held from 12th November (Monday) to 23th November (Friday)
- The examination is scheduled to conduct in the morning (Students attending written examination should come to school by 7:50am). Parents are advised to take note of the dates and time of the examination. Enclosed herewith is the first term examination timetable for your kind reference. Please urge your children to prepare for the examination and try their best in the revision.

(Should there be any special circumstances occurred during the examination, for example, class suspension announced by the Education Bureau, the examination affected on that date will be cancelled and the make-up examination arrangement will be announced later. The remaining examination will not be affected.)

- Oral examinations will be arranged as follows :

Chinese Language	Please refer to the examination timetable attached. #
English Language	Please refer to the examination timetable attached. #

Any students who are late for Chinese and English Oral examinations are not allowed to re-take. (Please refer to the documents or admission forms to be issued by the concerned subjects for details of the oral examination arrangement)

- Students who fail to attend the examination due to sickness are required to submit a Sick Leave Certificate issued by a doctor and a parent's letter, otherwise, zero marks will be given to the examination papers involved and will be regarded as truancy.)
- Students are not allowed to bring a mobile phone or a smart watch with them during the examination (please refer to the Conduct of Examination in the Student Handbook). Students found with these items will be treated as "attempting to cheat".
- Examination schedule and related matters will also be uploaded to the school website <http://www.ssshk.edu.hk>

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2. Arrangement of the use of Self-Study Room (Rm 101) and School Library

In order to encourage students to make good use of after school period for reading, revision and doing homework, the Self-Study Room (Rm 101) and the School Library are open for students during normal school days as follows:

Venue	Closing hours on normal school days	Remarks
Self-Study Room (Rm 101)	9:00p.m.	<ul style="list-style-type: none"> ➤ There will be alumni from universities on duty to assist students in their study from 4:00 p.m. to 7:00 p.m. ➤ There will be parent volunteers on duty to accompany and take care of students from 7:00 p.m. to 9:00 p.m.
School Library	6:30p.m.	/

Staying after school for study, other than designated remedial classes, is voluntary. There is no need for registration, however, students using the Self-Study Room and the School Library are obliged by the requirements set. Students should keep the venues clean and quiet to avoid disturbance to other users. Please contact our Vice Principal, Mr. Tse Sui Fai for enquiry at 28843581 during office hours

Please also note that during exam periods, the School Library and Self-Study Room will close at 5:00 p.m. and there will be no alumni on duty in the Self-Study Room (Rm 101).

Yours sincerely,



Ms. To Yuk Yin

Principal

31st October 2018

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【 Reply Slip 】

To : Principal To Yuk Yin

I have read all the items in this notice.

Parent's signature : _____

Name of Student : _____

Class : _____ Class No.: _____

Date : _____

Please sign and reply this notice on eClass platform on or before 5 November (Monday).