



Circular Ref.: 19/20-35

Dear Parents,

## **November School Circular and Bill payments for 1<sup>st</sup> stage (Form 5)**

Please take note to the following issues.

### **1. First Term Examination**

- First Term Examination of Form Four to Form Six will be held from 11<sup>th</sup> November (Monday) to 22<sup>th</sup> 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>

### **2. Bill payments for 1<sup>st</sup> stage**

The school has launched to use the "electronic toll collection system" to simplify the payment process. Parents may pay the school fees by the following two methods.

#### 1) PPS by telephone / online

The merchant code of our school is **6326**. Please refer to [Appendix 1] for details.

#### 2) "Over-the-counter bill payment service" offered at Circle K and VanGo.

Parents should bring along the bill for making payment at the counters of the above-mentioned convenience shops. Receipt should be kept upon payment.

Below are the miscellaneous fees for F.5 students to be settled in the first stage of this academic year.

Items	Particulars	Form 5
Fees for Specific Purposes (1st term)	To subsidise the deficit of the government allowance, such as facilities & equipment in classroom.	100
Photo	---	10
Parent-Teacher Association Fee	---	50
Student Union Fee	---	30
Other Subjects		
Religious Knowledge	Notes, worksheets and folders	43
Chinese Language	Notes, composition papers and folders	200
English Language	Notes and folders	120
Mathematics	Exam drills exercises, school-based notes and worksheets, exercise books	95
Liberal Studies	Worksheets, revision notes, supplementary materials, mock exam drills, and answer scripts samples	50
Newspaper subscription (Liberal Studies)	Mingpao LS section subscription (selected Mon & Thurs, 53 issues)	63.6
<b>Total amount (in HK\$)</b>		<b>\$761.1</b>

Please kindly make payment via the above-mentioned methods **on or before 15<sup>th</sup> November (Friday)**. For any enquiries regarding "electronic toll collection system", please feel free to call our School General Office at 2884 3581.

### 3. 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)	7:00p.m.	There will be alumni from universities on duty to assist students in their study from 4:00 p.m. to 7:00 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

30<sup>th</sup> October 2019



**November School Circular and Bill payments for 1<sup>st</sup> stage (Form 5)**

**【 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 4 November (Monday).