



1st September, 2022

Dear Parents,

Matters Concerning the New School Year (2022-2023)

At the beginning of the new school year, we would like to notify parents of the important information of our school so that you can better understand the school's policies. The details are as follows.

1. Electronic notification system and e-Parent App

To facilitate parents' checking of school notices and hence improve the home-school communication and to be environmentally friendly, our school has implemented the electronic notification system and launched the "e-Parent App". Notices will be sent to your eClass account and uploaded to the eClass website under "What's New". You can read and sign the school notices on the eClass website conveniently. After installing the "e-Parent App", you can also instantly receive school information on the eClass website, view and reply to electronic notices with your smartphones or tablets. Kindly be reminded to check the school eClass website and e-Parent App regularly to avoid missing any notices.

2. Application procedures for personal leave and sick leave

The school calendar has been uploaded onto the school website and students must attend classes according to the school calendar. During the school year, the school has arranged various activity days, such as the Sports Day, Inter-house Music Competition and post-exam activity week, which are listed on the school calendar and students are required to attend all these functions. We hope to foster students' respect for the school and the spirit of abiding by the school rules. Your cooperation with the school is highly appreciated. If students want to apply for leave of absence, they have to submit an application to the school three working days in advance. The application form can be obtained from the General Office or downloaded from the school website or eClass website. **Please note that travelling, attending the wedding banquets of relatives and friends or family visits will not be accepted as reasons for applying for personal leave.** If students have to leave Hong Kong for an important reason, parents should seek approval from the school before making any arrangements. Any absence without approval from the school will be regarded as truancy.

If students need to apply for sick leave, parents should call the school office at 2490 3307 before 7:45 a.m. Students must submit a leave letter or a sick leave certificate issued by a registered doctor (with the student's name, class and class number written on the back) to the class teacher on the day when they return to school. Those who take sick leave during the examination or test periods, or for two or more days on normal school days, must submit a sick leave certificate issued by a registered doctor.

3. Assessment of students' academic performance

In order to reduce students' examination stress and promote learning, our school adopts different modes and methods of assessment. In addition to the examinations in the first and second terms, a Uniform Test is scheduled in each term (Please refer to the school calendar for the test dates). Continuous assessment tasks and learning attitude are also components of the annual total score.

	Assessment Methods (Percentage of the Score for the Term)			Percentage of Annual Total Score**
First Term	Continuous Assessment* (15%)	Uniform Test Results (15%)	Examination Results (70%)	33.3%
Second Term	Continuous Assessment* (15%)	Uniform Test Results (15%)	Examination Results (70%)	66.7%

*Quizzes (5%), Regular Assignments (5%) and Learning Attitude (5%)

**Since the S6 students will leave school to prepare for the HKDSE examination in the second term, the results of the Mock Examination will be counted as the total score for the school year.

If tests or examinations cannot be conducted because of the suspension of classes due to the COVID-19 pandemic as announced by the Education Bureau, the score of that term or the whole school year will be based on students' performance in online classes (including their attendance record) and regular assignments. Please remind your child to attend online classes and submit assignments on time.

4. Promotion and retention

The school will follow established procedures to determine the promotion, probationary promotion or retention of students in the following school year according to their performance and needs. Students' academic performance, conduct and attendance are all criteria for consideration. Please urge your child to work hard and pay attention to his/her conduct and attendance.

5. Streaming mechanism

The school's streaming mechanism is based on the principle of catering for learner diversity so as to enhance the effectiveness of learning and teaching. The details are as follows:

I. Junior Forms

- The top 34 to 36 students (based on the Annual Total Score of the whole year) in the whole level will be assigned to Class A while the rest of the students will be assigned to Classes B, C and D evenly based on their Annual Total Score to better cater for learner diversity.
- In order to meet the different learning needs of students, they are grouped into classes in Chinese Language, English Language and Mathematics lessons based on their annual results of the three respective subjects. S1 and S2 students are streamed into five groups for English lessons, and four groups for Chinese and Mathematics lessons. S3 students are streamed into four groups for English, Chinese and Mathematics lessons.

II. Senior Forms

Students are streamed according to the electives they take, regardless of their grade ranking.

6. Privacy issues with regard to school photos

For record-keeping and informational purposes, photos and videos may be taken during school activities for documenting the activities, uploading to the school website and producing publications. Students or parents who do not wish to be photographed should inform the school in writing and refrain from being photographed while filming was in progress.

7. School complaint management mechanism

The Education Bureau has implemented the “Enhanced School Complaint Management Arrangements” in all public and DSS schools since 1st September, 2017. After consulting the staff and the Parents-Teachers’ Association Committee, our school has formulated the school-based “Guidelines and Procedures for Handling Complaints”, which have been approved by the School Management Committee and taken effect since the 2017-2018 school year. Details of the mechanism have been uploaded to the school website.

8. Measures for tropical cyclones and heavy persistent rain

According to Circular No. 4/2016 issued by the Education Bureau on 28th June, 2016, the following arrangements in the event of inclement weather will be made:

I. Tropical Cyclones

- (i) If there are signs of a tropical cyclone in the morning, students should pay close attention to the announcements made by the Hong Kong Observatory and the Education Bureau via the radio or television.
- (ii) If Tropical Cyclone Warning Signal No. 1 or No. 3 is issued by the Observatory, and the Education Bureau **does not announce the suspension of secondary schools**, students will need to attend classes as usual.
- (iii) When Tropical Cyclone Warning Signal No. 8 or above is issued by the Observatory, classes will be suspended immediately and proper arrangements will be made for students to return home at an appropriate time under safe conditions according to the guidelines issued by the Education Bureau.
- (iv) If Tropical Cyclone Warning Signal No. 8 or above is issued by the Observatory while students are on the way to school, the school will implement the contingency plan to keep the school premises open, arrange staff to take care of the students who have arrived at school and arrange the students to return home under safe conditions.

II. Heavy Persistent Rain

- (i) If there is heavy persistent rain in the morning, students should pay close attention to the announcements made by the Hong Kong Observatory and the Education Bureau via the radio or television.
- (ii) Unless the Education Bureau makes a special announcement through the broadcast, when the Amber Rainstorm Warning Signal is issued, students must attend classes as usual.
- (iii) If the Red or Black Rainstorm Warning Signal is issued by the Hong Kong Observatory from 5:30 to 8 a.m., classes will be suspended all day. The school will implement the aforementioned contingency measures.
- (iv) If students are notified of the suspension of classes on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions. Students who have arrived at school should stay at school, and the school will arrange them to return home under safe conditions.
- (v) If the Red or Black Rainstorm Warning Signal is issued during school hours, **students will continue to attend classes** until the end of normal school hours and under safe conditions. For safety reasons and in accordance with the regulations of the Education Bureau, students may have to stay at school for lunch and the following arrangements will be made.
 - (1) When the Red or Black Rainstorm Warning Signal is still in effect at or after 11:30 a.m., the school will activate the “Lunch at School” arrangement in order to allow enough time for the food suppliers to prepare lunchboxes and deliver them to the school.
 - (2) The school will order take-away lunchboxes for students who will need to pay the fee on the next school day, or let students buy food at the tuck shop. Parents can also choose to deliver lunch to school in person. For details, please refer to the options listed on the reply slip. The choice made will be effective throughout the school year.
 - (3) Lunchtime will remain unchanged on that day (i.e. 12:45 — 1:55 p.m.). Students who go out for

lunch after the rainstorm signal is lowered must return to school on time. If the Red or Black Rainstorm Warning Signal is lowered at or after 1:30 p.m., students must stay at school during lunchtime to avoid any danger caused by the need to rush back to school for the lessons in the afternoon.

III. Arrangements for school days, examinations and special events

- (i) If the Education Bureau announces the suspension of classes, the school day shall be cancelled, and classes must follow the original school day in the school calendar on the following day.
- (ii) In the event of class suspension on an examination day, the rest of the examinations will be postponed until the first day of class resumption. For details, please refer to the examination notices to be distributed in due course.
- (iii) On special event days (e.g. the Swimming Gala, Sports Day, Outdoor Learning Day, etc.), in case of adverse weather, but the Education Bureau has not announced the suspension of classes, the school will decide if the event will be held as scheduled taking into account the weather conditions. If there are special arrangements, the school will post them on the school website and send them via the e- Parent App before 6:15a.m. on the same day. Students can visit the school website at <http://www.twgss.edu.hk> for information.
- (iv) As inclement weather conditions vary from district to district, even if the Education Bureau does not announce the suspension of classes, parents can exercise their discretion in deciding not to send their children to school if they consider the weather or road traffic conditions unsatisfactory. However, please call the General Office in the morning to apply for leave and submit a leave letter the following school day.
- (v) If you have any enquiries regarding the arrangement in the case of inclement weather conditions, please contact Mr LIM Kwan-yiu or Ms LEUNG Hiu-muk, Assistant Principals, at 2490 3307.

9. School suspension arrangements in emergency situations

The Education Bureau issued Circular No. 9/2015 on 11 June, 2015, advising schools on the arrangements to be made in emergency situations. As mentioned in the circular, in case of **emergency situations other than inclement weather conditions**, such as outbreaks of infectious diseases, natural disasters and sudden disruptions in transport services, the Education Bureau may advise all kindergartens, primary schools, secondary schools and special schools in Hong Kong or in individual districts to suspend classes, taking the safety of students as the primary consideration. When the Education Bureau announces the suspension of classes, parents should not send their children to school.

- I. Regarding the suspension of classes, parents are requested to pay attention to the announcement on the school website. The school will also notify parents of the updated information through the e-Parent App.
- II. In order to address the practical needs of our school, an appropriate number of staff will be on duty during the suspension period to handle school affairs and answer parents' enquiries. If parents cannot arrange for relatives or friends to take care of their children on that day, they can contact the General Office staff (Tel: 2490 3307) for alternative arrangements.
- III. During the suspension period, all examinations, tests and extra-curricular activities will be postponed or cancelled. Unless otherwise announced by the Hong Kong Examinations and Assessment Authority, public examinations conducted by the Authority **will be held as scheduled**, and students must take the examination on time. Please pay attention to the relevant announcements by the HKEAA.
- IV. To avoid disruption to students' learning, teachers will prepare learning materials and extra-curricular reading materials to be uploaded to the school intranet during the class suspension period. If necessary online lessons are arranged, parents are requested to pay attention to the learning progress of their children.
- V. For the sake of students' safety, parents are advised to let their children stay at home during the suspension of classes to study or read extra-curricular reading materials to enrich their knowledge.
- VI. If the school does not announce the suspension of classes in an emergency situation, parents can decide whether to send their children to school taking into account their individual circumstances. If parents think that roads, slopes, traffic or other emergencies have not returned to normal, parents should keep their children at home. If students are absent or late due to an emergency, special arrangements will be made and students will not be penalised.
- VII. If you have any enquiries, please contact Ms PO Tsz-yan, Assistant Principal, at 2490 3307.

10. Collection of fees

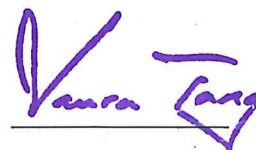
In order to promote the whole-person development of students and create a fruitful and enjoyable school life for them, our school collects the Students' Association Membership Fee, House Fee and Extra-curricular Activity Fee (S4 to S6) etc. from each student at the beginning of the school year. However, to reduce the financial burden of parents, **no Extra-curricular Activity Fee (\$148 per student) will be collected from S4 to S6 students this year.** In addition, the school has set the number of exercise books and fees according to the usage of each subject at each level. The fees are listed in the table below.

Date of Collection	Item	Fee		Cheque or Cash Payment
5 Sept (Monday)	House Fee	\$30.00	Total: \$155 (S1-S3) \$52 (S4-S6)	Cheque payable to: Tsuen Wan Government Secondary School
	Students' Association Membership Fee	\$22.00		
	Extra-curricular Activity Fee (S4 to S6)	Not to be collected this year		
	Exercise Book Fee	S1 — S3: \$103 S4 — S6: To be confirmed		
	Parents-Teachers' Association Membership Fee	\$150.00		Please refer to the letter issued by the Parents-Teachers' Association for details.

Parents are kindly requested to pay by crossed cheque (one cheque for one payee) if possible and the name, class and class number of students should be written on the back of the cheque. In addition, our school is authorized to collect the "School Management Initiative Fund" from parents every year in accordance with the Education Bureau's introduction of school-based management. Parents will be notified of the details in October. **For families with financial needs, parents can contact Ms PO Tsz-yan, Assistant Principal, at 2490 3307 on or before 2 September 2022.**

Please fill in the reply slip and remind your child to hand in the fees, together with the reply slip, to the class teacher on 5 September (Monday).

Yours sincerely,



TANG Suk-ching
(Principal)

Reply Slip — Matters Concerning the New School Year (2022-2023)

(Please hand in this reply slip, together with the fees, to the class teacher on 5 September 2022.)

Dear Principal,

I have read and understand the contents of the following items:

1. Electronic notification system and e-Parent App
2. Application procedures for personal leave and sick leave
3. Assessment of students' academic performance
4. Promotion and retention
5. Streaming mechanism
6. Privacy issues with regard to school photos
7. School complaint management mechanism
8. Measures for tropical cyclones and heavy persistent rain

If my child has to stay at school for lunch due to the issue of rainstorm signals during this school year, he or she will choose

- ☐ 1. to have a lunchbox purchased by the school on his/her behalf (Students will need to pay for the lunchboxes on the following school day.)
- ☐ "Siu Mei" Rice (e.g. barbecued pork, roasted pork, poached chicken etc.): about HK\$35 — HK\$45
- ☐ Pork Chop Rice / Sliced Pork Rice / Beef Rice: about HK\$45 — HK\$55
- (The above information is subject to change depending on the choices provided by the food suppliers at that time.)
- ☐ 2. to go to the school tuck shop to buy food (As supply is limited, junior form students will be given priority.)
- ☐ 3. to arrange his/her lunch by him/herself (Lunchtime is from 12:45 — 1:55 p.m. If the rainstorm signal is lowered during lunchtime, students who go out for lunch must return to school on time. If the Red or Black Rainstorm Warning Signal is cancelled at or after 1:30 p.m., students still have to stay at school and are not allowed to go out for lunch.)

9. School suspension arrangements in emergency situations

10. Collection of fees

Date of Collection	Level	Item	Fee	Cheque or Cash Payment
5 Sept (Monday)	S1 — S3	House Fee, Students' Association Membership Fee and Exercise Book Fee	\$155	Cheque payable to: Tsuen Wan Government Secondary School
	S4 — S6	House Fee and Students' Association Membership Fee	\$52	

☐ I hereby hand in a cheque to pay the fees to be collected on 5 September.

Payee: Tsuen Wan Government Secondary School

Cheque No.: _____

Bank: _____

☐ I hereby hand in \$155 / \$52 in cash to pay the fees to be collected on 5 September.

*Please put a tick "✓" in the appropriate boxes.

Parent's Name: _____

Student's Name: _____

Parent's Signature: _____

Class: _____

Date: _____

Class Number: _____