

CHAN SHU KUI MEMORIAL SCHOOL

COPY

School Circular No.: S16/17-005 ~ 013
To: All Parents

1 September 2016

Circulars

I have read the following circulars and understand the matters concerned.

Circular No.	Students Concerned	Title
S16/17-005	Form 1 to Form 5	Matters Regarding Physical Education Lessons
S16/17-006	Form 1 to Form 6	The School Textbook Assistance (TA) Scheme/The Student Travel Subsidy (STS) Scheme/ The Subsidy Scheme for Internet Access Charges (SIA)
S16/17-007		The Use of Mobile Phones
S16/17-008		The Hong Kong Jockey club Life-wide Learning Fund Parents'/Guardians' Fund Acceptance Statement
S16/17-009		Scholarships and Grants Scheme
S16/17-010	Form 4 and Form 5	Fee for Other Learning Experiences (S4 & S5)
S16/17-011	Form 1 to Form 5	Promotion Criteria
S16/17-012	Form 1 to Form 6	Academic Committee-Award Programmes
S16/17-013		Disciplinary Measures for Students

Name of student: _____

Name of parent: _____

Class: _____ Class no.: _____

Signature: _____

Date: _____

Please return the reply slip to your class teacher on or before 5 September, 2016.

Chan Shu Kui Memorial School

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School Circular No.: S16/17 – 005
To: All Parents

1 September 2016

Matters Regarding Physical Education Lessons

Our School places great emphasis on students' whole person development. With Physical Education lesson being an important part of this, all F.1 to F.5 students must attend regular P.E. lessons. If your child has any illnesses or injuries that, according to his / her doctor's diagnosis, prevent him / her from attending the lessons, please apply for exemption with the doctor's certificate. If your child's health condition changes in any time during the year, please inform the School immediately.

Regarding students' P.E. uniform, please pay attention to the style and colour as specified in the student handbook or on the school website when you order P.E. uniform for your child. (<http://www.cskms.edu.hk/info/UniformWEB/UniformFrameset.htm>). Please note the following:

1. Summer P.E. uniform includes a short-sleeved T-shirt and a pair of track pants. P.E. shorts can only be worn during P.E. lesson.
2. Winter P.E. uniform includes a short-sleeved T-shirt, a pair of track pants and a jacket. P.E. shorts can only be worn during P.E. lesson.
3. P.E. uniform can only be worn on the days students have P.E. lesson, or on the days students have special extra-curricular activities. Proper uniform must be worn on all other days.

To ensure that students have the opportunity to learn the skills of different ball games in full-size courts and have more space for different sport activities and competitions, the School may use the School playground or the playground in Fa Hui Park for P.E. lessons.

For enquires, parents are welcome to contact Mr. CHOW Chor Hau, the Head of Physical Education Department, at 2380-0241.

Thank you very much for your attention.



A handwritten signature in black ink, appearing to read 'Chui Sze Ming'.

CHUI Sze Ming
Acting Principal

Chan Shu Kui Memorial School

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School Circular No.: S16/17-006

1 September 2016

To: All Parents

**The School Textbook Assistance (TA) Scheme / The Student Travel Subsidy (STS) Scheme /
The Subsidy Scheme for Internet Access Charges(SIA)**

Background

The Working Family and Student Financial Assistance Agency is now accepting applications for 'The School Textbook Assistance (TA) Scheme/The Student Travel Subsidy (STS) Scheme/ The Subsidy Scheme for Internet Access Charges (SIA)'. For more information, please visit the website of the Student Finance Office <http://www.wfsfaa.gov.hk/sfo>.

Important points to note:

1. Our students can apply for 'The School Textbook Assistance (TA) Scheme / The Student Travel Subsidy (STS) Scheme/ The Subsidy Scheme for Internet Access Charges (SIA)'.
2. Families who apply for financial assistance for the first time should ask your child to obtain the application form from our school office as soon as possible.
3. Families who are already receiving financial assistance should receive an 'Eligibility Certificate' (the pink form) from Working Family and Student Financial Assistance Agency. Please fill in the form and submit it to our school office on or before 7th September, 2016. For those who have not received the 'Eligibility Certificate', please fill in the form and submit it to the school office once you have received it.

Applicants who have any enquiries concerning the application procedures may contact our office staff at 2380 0241 or the Student Finance Office at 8226 7067.

Thank you very much for your attention.



A handwritten signature in black ink, appearing to read 'Chui Sze Ming', is written over a horizontal line.

CHUI Sze Ming
Acting Principal

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CHAN SHU KUI MEMORIAL SCHOOL

School Circular No.: S16/17-007
To: All Parents

1 September 2016

The Use of Mobile Phones

The use of mobile phones is not allowed in the school premises. In the event of emergencies, students may use the phone in the school office to contact their parents. Under special circumstances, students may be granted permission to bring their mobile phones to school. Parents must seek approval from the School by submitting a letter to the class teacher explaining why a mobile phone is needed.

The use of mobile phones is prohibited within the school campus at all times. Should students be found using their mobile phones in school, their phones will be confiscated and can only be retrieved by parents.

Thank you for your cooperation.



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CHUI Sze Ming
Acting Principal

Chan Shu Kui Memorial School

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School Circular No.: S16/17-008
To: All Parents

Date: 1 September 2016

The Hong Kong Jockey Club Life-wide Learning Fund Parents'/ Guardians' Fund Acceptance Statement

“The Hong Kong Jockey Club Life-wide Learning Fund” (The Fund) has been rolled out to support students to participate in life-wide learning (LWL) activities organized or recognized by the School. The target students include those receiving “Comprehensive Social Security Assistance” (CSSA), full grant under School Textbook Assistance Scheme (STAS-Full), half grant under School Textbook Assistance Scheme (STAS-Half), or other financial support.

- I agree to let my child accept The Fund. (Please tick “✓” the appropriate box in the following.)
- My family is receiving “Comprehensive Social Security Assistance”(CSSA). **(If the copy of certificate has not been submitted, please submit it to the general office.)**
- My child is receiving **full grant** under School Textbook Assistance Scheme (STAS-Full).
- My child is receiving **half grant** under School Textbook Assistance Scheme (STAS-Half).
- My family and I am not receiving the above assistance, but we are financially needy. **(Please submit this acceptance statement along with a parent’s letter with explanation.)**
- My child does not need The Fund.

Remark: Information provided by parents/ guardians will be kept confidential.

Name of Student : _____

Name of Parent : _____

Class : _____ Class no. : _____

Signature : _____

Date: _____

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Chan Shu Kui Memorial School

School Circular No.: S16/17-009

1 September 2016

To: All Parents

Scholarships and Grants Scheme

Every year, our school allocates a minimum of 10% of the tuition fee to the 'Chan Shu Kui Scholarships' to award students; The Chan Shu Kui Grants (Tuition Fee Remission) Scheme is also established to subsidise the tuition fees and extra-curricular activities of financially disadvantaged students. Details are as follows:

Chan Shu Kui Scholarships

One student from each class from F.1 to F.5 who shows the greatest improvement in average score will be awarded a scholarship of HK\$500. (The award ceremony will be conducted during the morning assembly on the first day of the new school year.)

Chan Shu Kui Grants (Tuition Fee Remission)

Grants are established for students from families with financial difficulties. With reference to the evaluation mechanism of the Student Financial Assistance Agency, the School will assess the eligibility of applicants and the level of assistance they should receive (from '1/5 Remission' to 'Full Remission'). Our school may exercise discretion in special circumstances.

Application Procedures for Tuition Fee Remission

Students can obtain application forms from the school office. Completed forms should be submitted to the school office together with the following documents:

- 1) Copies of documents showing eligibility for financial assistance issued by the Student Financial Assistance Agency. OR
- 2) Copies of certificate of Comprehensive Social Security Assistance recipients (for Medical Waivers). OR
- 3) A list of household monthly income and expenditure

The School will inform students of the application results and details individually.

Thank you very much for your attention.



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CHUI Sze Ming
Acting Principal

Chan Shu Kui Memorial School

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School Circular No.: S16/17-010

Date: 1 September 2016

To: Parents of S4 & S5 students

Fee for Other Learning Experiences (S4 & S5)

Other Learning Experiences is a compulsory part of the New Senior Secondary Curriculum which aims to help students develop positive values and attitudes, cultivate lifelong interests and widen their horizons. The curriculum covers Civil & Moral Education, Community Service, Career-Related Experiences, Aesthetic Development and Physical Development.

Our school provides a wide range of Other Learning Experiences, which includes visits, seminars, learning activities and performances, and external organisations will be invited to provide some of the above programmes. There is an annual fee of HK\$160 per student. The fee includes fees in organizing activities and production of learning materials for all programmes in the school year 2016-2017.

Students should bring their octopus card to make payment at the General Office before 12 September, 2016. For enquiries, please contact Mr. CHEUNG Wai Yin of the General Affairs Committee at 23800241.

Thank you very much for your attention.



A handwritten signature in black ink, appearing to read 'Chui Sze Ming', written over a horizontal line.

CHUI Sze Ming
Acting Principal

Chan Shu Kui Memorial School

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School Circular No.: S16/17-011
To: All Parents

Date: 1 September 2016

Promotion Criteria

In order to encourage students to strive for the best in their studies and set up their study plan at the beginning of the school year, the promotion criteria are listed as follows:

Form One to Three	Form Four and Five
<p>CMI Classes</p> <ul style="list-style-type: none">- Obtain a pass in at least two of the following: Chinese Language, English Language or Mathematics <u>AND</u>- Obtain a pass in overall Average Mark <u>AND</u>- Obtain B- or above in Conduct <p>EMI Classes</p> <ul style="list-style-type: none">- Obtain a pass in English Language <u>AND</u>- Obtain a pass in Chinese or Mathematics <u>AND</u>- Pass in overall Average Mark <u>AND</u>- Obtain B- or above in Conduct	<ul style="list-style-type: none">- Obtain a pass in any four subjects (Core + Electives) <u>AND</u>- Obtain a pass in overall Average Mark <u>AND</u>- Obtain B- or above in Conduct
<ol style="list-style-type: none">1. The full mark for all subjects is 100. The passing mark of each subject is 50 for Form One to Three students and 40 for Form Four and Five students.2. Re-examinations will be arranged for students who fail to meet the above criteria.3. Form Four and Five students are required to take Chinese Language, English Language, Mathematics, Liberal Studies and at least two elective subjects under the New Senior Secondary Curriculum.4. Students are required to hand in their assignments on time. Students' conduct grade will be affected if they fail to do so. These students are also required to finish their assignments before leaving the school.	

It is hoped that students will abide by the school rules and work hard to meet the above criteria. For any enquiries, please contact the Academic Committee at 2380 0241.



CHUI Sze Ming
Acting Principal

Chan Shu Kui Memorial School

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School Circular No.: S16/17-012
To: All Parents

1 September 2016

Academic Committee - Award Programmes

With the School's continuous emphasis on academic achievements including results in tests and exams, learning attitude in class as well as homework performance, the following awards will be bestowed to students with excellent performances.

1. Chan Shu Kui Scholarship

The Chan Shu Kui Scholarship will be awarded to F.1 – F.5 students (one in every class) who make the greatest improvement in their average exam scores in the second term compared with the first term.

2. Best Performer Scheme

Students with exceptional performance in exams (e.g. the best performer in every class, form or subject) will be awarded book vouchers and a certificate.

3. Diligence Award

To encourage a positive learning attitude and punctual homework submission, a good mark will be awarded to students who have no late homework submission at the end of the academic year.

4. Best Subject Performance Award

Students who show great academic accomplishments in exams and homework or take up duties as subject representatives will be nominated by their teachers and they will be awarded a good mark.

5. Outstanding Award

A valuable outing opportunity will be given to students who demonstrate excellent performance in extra-curricular activities.

6. Best Improved Award

The Parents and Teachers Association will present awards to students with significant improvement in both conduct and academic results.

7. Most Motivated Learner Award (F.1 – F.3)

Teachers will give stamps to students who are motivated and enthusiastic in class. Students who get the most stamps every month will be given a 'Star of the Month' certificate. A good mark will be given to students with three certificates or more at the end of the school year.

8. Proud-Of-You Scheme (F.1 – F.3)

The School will send a letter of appreciation to the primary school principals of students' alma mater to recognize the top ten achievers in F.1 – F.3

Thank you very much for your attention.



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CHUI Sze Ming
Acting Principal

CHAN SHU KUI MEMORIAL SCHOOL

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School Circular No.: S16/17-013
To: All Parents

Date: 1 September 2016

Disciplinary Measures for Students

We aim to nurture our students' positive values and attitudes towards life and self-management. We appeal for your support in ensuring your child's compliance with the school rules and codes of conduct. Students should be punctual to school, comply with the school's uniform and appearance policy and submit assignments on time.

Students who violate the school rules will be sent to detention on the same day or the next day after school.

For enquiries, parents are welcome to contact Mr. LEUNG Kin Shing or Mr. LI Man King at 2380 0241. Thank you very much for your attention.



CHUI Sze Ming
CHUI Sze Ming
Acting Principal

Late school attendance		Breaking the school's uniform and appearance policy	
Number of records accumulated	Measures to be taken	Number of records accumulated	Measures to be taken
3	Class teacher will contact the parents concerned and a warning letter will be issued	3	Class teacher will contact the parents concerned and a warning letter will be issued
4	Students will be sent to Detention Class	4	Students will be sent to Detention Class
5	One bad mark will be recorded and the class teacher will meet the parents concerned	5	One bad mark will be recorded and the class teacher will meet the parents concerned
10	One bad mark will be recorded and the Form Discipline Coordinator will meet the parents concerned	10	One bad mark will be recorded and the Form Discipline Coordinator will meet the parents concerned
15	One minor demerit will be recorded. The Discipline Master will meet the parents concerned	15	One minor demerit will be recorded. The Discipline Master will meet the parents concerned

Non-submission of assignments	
Number of records accumulated	Measures to be taken
1	Students will be sent to Detention Class
5	Class teacher will contact the parents concerned and a warning letter will be issued
10	One bad mark will be recorded and class teacher will contact the parents concerned
15	One bad mark will be recorded and the Head of Academic Committee will contact the parents concerned
20	One minor demerit will be recorded