



余振強紀念第二中學

Yu Chun Keung Memorial College No.2

香港薄扶林置富徑一號

1 Chi Fu Close, Pokfulam, Hong Kong

Tel.: (852) 25518285

Fax: (852) 28753867

Website: <http://www.yck2.edu.hk>

E-mail: office@yck2.edu.hk

2024/25 School Circular No.1

2nd September, 2024

Dear Parent/Guardian,

Notes to Parents for the New School Year

Stepping into September, the new school year begins and students get back to school to continue with their studies. The school has set “Humility; Services; Love” as the theme of this year to establish the correct attitudes of self-appreciation and self-love for students and cultivate their spirit of respecting others and mutual acceptance.

Please note the following arrangements for the New School Year:

1. Students should arrive at school before 8:20 am and check in with their Student Smart Cards upon entering the school campus. The school will inform parents of their child’s attendance records including being late and absent as soon as possible through the eClass App service. In addition, the school will send information about students’ learning activities to parents through the eClass App. (Newly enrolled students will receive their Student Smart Cards in late September.)
2. Different charges for students of different levels are listed in Reply Slip 1 of this circular. Please tell your child to pay the fees to the school office on 4th September (Wednesday). Payment made by cheque should be crossed and payable to ‘The IMC of Yu Chun Keung Memorial College No.2’. Please remember that student’s name, class and class number should be written on the back of the cheque. For those with financial difficulties, please contact their class teachers.
3. To ensure students can learn in a pleasant and harmonious environment, maintaining good school order and establishing an excellent school ethos are indispensable. At the beginning of the new school year, we will ask all students to bear in mind the requirements and stipulations regarding the proper standard of school uniforms, their appearance, and behaviours. We also invite you, the parents, to work with us by reading pages 14-17 of the Student Handbook with your child. We hope our students can respect their promises and be in strict compliance with the undertaking.
4. Clubs and Uniform Groups activities will be scheduled after school on Thursday from 1:45 pm to 2:55 pm. For more details, please refer to the notice on clubs which will be distributed to students in early September.
5. To facilitate communication between parents and teachers, the school has printed the Student Handbook, Student Enrolment Form and Student Information Sheet. Please instruct your child to use a blue or black ballpen to fill in the required information. After checking the information, please sign the documents and the Parent’s signature tag for future communication between parents and the school.
6. Students can apply for subsidies from the ‘School-based After-school Learning and Support Program’ and ‘Student Activities Support Grant’ in order to participate in Life-wide Learning activities organised by the school. Eligible students are usually from families receiving CSSA (Comprehensive Social Security Assistance). To ensure the subsidies can help eligible students, please fill in the relevant information on the Student Information Sheet for the school to make special arrangements. All information in the Student Information Sheet is confidential. Aside from giving support to students who are in need, the ‘Life-wide Learning Grant’ of our school aims to benefit all students disregarding their financial conditions.
7. Student Travel Subsidy, Textbook Subsidy and Subsidy for Internet Access Charges
 - (1) Parents approved by the Student Financial Assistance Agency (SFAA) have to return a copy of the ‘Certificate of Eligibility’ to the school office from 3th September (Tuesday) to 13th September (Friday). Newly approved applicants should return the form to the school office as soon as possible.
 - (2) Parents who have never applied the subsidy but wish to do in the 2024/25 academic year can obtain Form A and the related application documents from our school office, District Office or the SFAA Office. The completed application form, together with copies of the required documents should be sent back to SFAA.

8. If students want to enjoy MTR fare concessions, we have to apply for a Personalised Octopus with "Student Status". MTR Corporation are going to further digitalise the Scheme's application process covering both new and renewal applications starting from 2024/25 academic year, Details can be referred to the posters posted outside the school office or via MTR mobile.



9. The 'Notice from Discipline and Guidance Committee', 'Laboratory Safety Rules' and 'Design and Technology Room Rules' have been attached to this notice. Please read them carefully and remind your child to follow the rules strictly. (See Attachment 2, 3 and 4)
10. Students will be notified of the School House they belong to. They must attend the First General Meeting of their House on 12th September, (Leo House & Michael House) and 10th October (Paul House & Gregory House), from 1:45 pm to 2:55 pm. On the respective meeting days, the school dismissal time for relevant members will be around 2:55 pm, and for non-relevant members, around 1:45 pm.
11. Photographers from a photo company will come to our school on 10th September (Tuesday) to take passport photos for all students. The cost is HK\$20 for a dozen photos, and HK\$30 for two dozen photos.
12. If a student needs to be sent to the Accident and Emergency hospital for intermediate treatment due to injury or sickness, the school will consult his parents or guardian at once and require them to go to the Accident and Emergency to deal with the treatment issues. If the school cannot get in touch with the student's parents or guardian, the school staff will accompany the student to the Accident and Emergency Department of any hospital for medical treatment, so as not to delay the treatment. The school will notify the parents or guardians to reach the hospital as soon as possible to take care of the student. The above arrangements are mainly for protecting the safety of students. We hope that parents can understand and authorize the school to handle the matter.
13. In order to take proper care of your child at school, the school needs to know his/her health condition. Please fill in the information of your child's health condition on Reply slip 2.
14. The school would like to get your permission to use images of your son/daughter from school functions for any educational and promotional purposes. Please complete and return the consent form for the use of students' images and videos on Reply slip 3

Yours faithfully,

A handwritten signature in black ink, appearing to read 'LI Tak-fai', written over a thin horizontal line.

LI Tak-fai, Stephen
Principal

Humility; Services; Love



Yu Chun Keung Memorial College No.2
The First Two Weeks of School (2024-25)

2nd Sept (Monday)

| Time | Events |
|---------------------|----------------------|
| 8:25 am - 8:55 am | Class Teacher Period |
| 9:00 am - 10:30 am | Opening Ceremony |
| 10:30 am - 10:50 am | Recess |
| 10:50 am - 12:00 am | Class Teacher Period |

From 3rd Sept to 6th Sept (Tuesday to Friday)

| Time | 3/9(Tuesday) | 4/9(Wednesday) | 5/9(Thursday) | 6/9(Friday) |
|---------------------|---|------------------------|------------------------|------------------------|
| 8:25 am - 8:45 am | Morning Assembly / Class Teacher Period | | | |
| 8:45 am - 9:20 am | Class Teacher Period / Assembly | Class Teacher | 1 st lesson | 1 st lesson |
| 9:20 am - 9:55 am | | 2 nd lesson | 2 nd lesson | 2 nd lesson |
| 9:55 am - 10:30 am | | 3 rd lesson | 3 rd lesson | 3 rd lesson |
| 10:30 am - 10:50 am | Recess | | | |
| 10:55 am - 11:30 am | 4 th lesson | 4 th lesson | 4 th lesson | 4 th lesson |
| 11:30 am - 12:05 am | 5 th lesson | 5 th lesson | 5 th lesson | 5 th lesson |
| 12:05 pm - 12:40 pm | 6 th lesson | 6 th lesson | 6 th lesson | 6 th lesson |
| 12:40 pm - 12:55 pm | Class Teacher Period | | | |

Start from 9th Sept (Monday)

| Time | Monday / Tuesday / Wednesday | Thursday | Friday |
|---------------------|---|--|------------------------|
| 8:25 am - 8:45 am | Morning Assembly / Class Teacher Period | | |
| 8:45 am - 9:20 am | 1 st lesson | 1 st lesson | 1 st lesson |
| 9:20 am - 9:55 am | 2 nd lesson | 2 nd lesson | 2 nd lesson |
| 9:55 am - 10:30 am | 3 rd lesson | 3 rd lesson | 3 rd lesson |
| 10:30 am - 10:50 am | Recess | | |
| 10:55 am - 11:30 am | 4 th lesson | 4 th lesson | 4 th lesson |
| 11:30 am - 12:05 am | 5 th lesson | 5 th lesson | 5 th lesson |
| 12:05 pm - 12:40 pm | 6 th lesson | 6 th lesson | 6 th lesson |
| 12:40 pm - 1:45 pm | Lunch | | |
| 1:45 pm - 2:20 pm | 7 th lesson | Extra-Curricular Activities / Mentorship / | 7 th lesson |
| 2:20 pm - 2:55 pm | 8 th lesson | Class Teacher Period / .Special Events | 8 th lesson |
| 2:55 pm - 3:30 pm | 9 th lesson | | 9 th lesson |
| 3:30 pm - 4:05 pm | 10 th lesson | | |

Note :

Whole-day school for students starting from 9th September, S1-3 students have to stay at school for lunch.



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Attachment 2

2nd September, 2024

Dear parents,

Notice from Discipline and Guidance Committee

To ensure a better place for learning and uphold the ethos of the school, we would like our students to remember the following rules and requirements. We hope students can pledge to observe the rules in the new school year. We would also like to work with parents hand-in-hand in the rules' implementation **(Please see the attachment for reference)**.

1. Appearance

- ✧ Students must wear neatly and have good taste;
- ✧ Students must not wear any accessories.

2. Ethics

- ✧ Be punctual;
- ✧ Be responsible;
- ✧ Be polite and respectful;
- ✧ Be careful of one's speech and pay respect to others;
- ✧ Behave oneself in public places;
- ✧ Keep the school and public facilities clean.

3. Learning

- ✧ Do not go to bed very late to avoid dozing off in lessons;
- ✧ Go back home and study when out of school;
- ✧ Hand in homework on time.

For details of the aforementioned requirements, please refer to p. 14 – 17 in the Student Handbook. We hope students can be nurtured in an environment of love and care.

Best Regards,

Discipline and Guidance Committee

Attachment – Disciplinary Actions

I. Leave of Absence and Being Late for School

1. If a student comes to school due to personal matters or illness, even if it has been less than half a day, the school will regard it as a half-day absence.
2. Students whose attendance rate is below 85% must get a prior approval first before sitting exams.

II. Disciplinary Consequences

| Accumulated times | Consequence |
|--|-------------|
| 5 times | Warning |
| 10 times | 1 Demerit |
| 20times | 1 Demerit |
| 30times | 1 Demerit |
| 40 times | 1 Demerit |
| Extremely Late for School Late for 45 minutes in mornings and afternoons. Late for 10 minutes for each lesson with no reasonable reasons. | 1 Demerit |
| Truancy Late for a two-period time in mornings and afternoons. Late for over 20 minutes for each lesson with no reasonable reasons. | 2 Demerits |
| Note: Students who are given demerit for being late for school will be arranged for a meeting with parents by the Discipline and Guidance Committee. | |

III. Mobile Phones

1. Not putting mobile in the locker

| Accumulated times | Consequence |
|-------------------|-------------|
| 5 times | Warning |
| 10 times | 1 Demerit |
| 20times | 1 Demerit |
| 30times | 1 Demerit |
| 40 times | 1 Demerit |

2. Using mobile phones in the lesson

Students will be given a demerit. In extreme cases, parents will be arranged to meet with DGC teachers.

IV. Violations of Rules on Uniform and Appearance

| Violation | Accumulated times | Punishment |
|-------------------------|-------------------|------------|
| Untidy Uniform | 5 times | Warning |
| Unacceptable Appearance | 10 times | 1 Demerit |
| | 20times | 1 Demerit |
| | 30times | 1 Demerit |
| | 40 times | 1 Demerit |

Note:

- (1) Students with bizarre hair style and dyed hair will be asked to phone their parents immediately
 - (a) Junior form students will be accompanied by parents to home and tidy up;
 - (b) Senior form students will be asked to go home at once and tidy up.
- (2) This list is not meant to be exhaustive. Students should refer to the Student Handbook for details. The school will ask students to live up to the standards.
- (3) Students with worn uniform and shoes must submit a parent's letter for exemption from punishments. Clothes and shoes must be produced as evidence upon request.

- ※ All violations can be cleared through Correction Schemes for Offenders. For details, please refer to p. 40 in the Student Handbook.
- ※ A school uniform inspection is carried out in Morning Assemblies on Monday mornings. On other days, it is carried out by class teachers in classrooms.



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Laboratory Safety Rules

2nd September, 2024

Science experiments are the necessary means of acquiring scientific knowledge. Laboratory safety relies on students' strict compliance with the following laboratory safety rules.

1. Students must be accompanied by a teacher when entering the laboratory.
2. Students cannot move or use any instruments or equipment without teacher's permission.
3. Students cannot do any experiment without teacher's permission.
4. Students must follow teacher's instructions for using laboratory instruments and chemicals correctly.
5. Eating, running and throwing objects are strictly prohibited in the laboratory.
6. When carrying out an experiment, students must be on high alert for any possibility of danger to ensure the safety of all.
7. Students cannot dispose of or pour chemicals or waste into the sink without authorization.
8. Keep the laboratory clean and tidy;
9. Keep the fire escape clear.
10. Students must report immediately to the teacher for accidents or any damage done.
11. Student cannot take or use any items in the first-aid kit without teacher's permission.
12. Students need to compensate for any damage done in the laboratory on purpose.

If the violation of the rules is mild, students will not be allowed to do experiments as punishment. But if the violation is serious, they will be subject to strict disciplinary action. For the safety of all, please make sure that your child remember the above rules.



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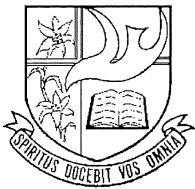
Design and Technology Room Rules

2nd September, 2024

The Design and Technology Room is a place for learning. Students must comply with the safety rules of the room.

1. Students cannot enter the restricted area of the room without the teacher's permission.
2. Students must be accompanied by the Design and Technology teacher for practical activities.
3. Students must take off their accessories like tie, scarf, watch and bracelet, etc. and put on their work clothes before doing practical work.
4. No slippers or sandals are allowed in the room.
5. Hair and clothes should be of moderate length.
6. Students should be on constant alert and observe the safety rules;
7. Students must strictly follow the teacher's instructions in experiments or operations and give up their personal opinions.
8. Eating, running, making noise and throwing objects are strictly prohibited in the room.
9. Students cannot use the tools or the medicines of the first-aid kit without the teacher's permission.
10. Students should take care of public property. They need to compensate for any damage done to the tools on purpose.
11. Students should report to the teacher immediately if a machine is found to be damaged or not working properly.

If the violation of the rules is mild, students will not be allowed to take part in practical activities as punishment. But if the violation is serious, they will be subject to strict disciplinary action. For the safety of all, please make sure that your child remember the above rules.



余振強紀念第二中學
Yu Chun Keung Memorial College No.2

FOR SCHOOL USE ONLY

Date: _____

Receipt No.: _____

2024-25 School Circular No. 1 Reply Slip 1

Dear parents,

I have read and fully understood the details of 2024-25 School Circular No. 1.

(1) I have told my child to bring the following fees to school:

| Item | Class | Price (\$) | | | | | |
|--|-------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | S.1 | S.2 | S.3 | S.4 | S.5 | S.6 |
| 1. Exercise books, Student Handbook | | 92.20 | 92.20 | 92.20 | 70.10 | 70.10 | 70.10 |
| 2. General Items (Printing Costs, Notebooks, Items for Tests or Exams) | | 273.80 | 273.80 | 273.80 | 274.90 | 274.90 | 279.90 |
| 3. Religious Studies activities & learning materials | | 135.00 | 135.00 | 135.00 | 60.00 | 60.00 | 60.00 |
| 4. Chinese Language Learning Materials; outdoor activities (including transportation fee) | | 200.00 | 200.00 | 200.00 | 200.00 | 200.00 | 100.00 |
| 5. Putonghua school-based textbook 《創意普通話》, Exercise Book | | 130.00 | 98.00 | 98.00 | / | / | / |
| 6. Mathematics Notebook & Study Materials | | 35.00 | 35.00 | 15.00 | 15.00 | 15.00 | 15.00 |
| 7. Music Workbook | | 36.00 | 36.00 | 36.00 | / | / | / |
| 8. "ICT for iGeneration" e-textbook and textbook | | 148.00 | 170.00 | 170.00 | / | / | / |
| 9. Student Smart Card (valid for three years: from S.4 to S.6) | | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 |
| 10. Fees for Specific Purposes In addition to service subscription and student insurance, the following equipment should be purchased and maintained: Special rooms' equipment, e-learning facilities, and mobile devices, special rooms' air-conditioning expenses (e.g. library), and other equipment that is above standard. | | 450.00 | 450.00 | 450.00 | 450.00 | 450.00 | 225.00 |
| 11. Parent-Teacher Association Annual Fee (If brothers or sisters are attending our school, it will be paid by the youngest child) | | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 |
| 12. Student Union Annual Fee | | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 |
| 13. Tong Fai (applicable to S.4 to S.6)* | | / | / | / | 340.00 | 340.00 | 340.00 |
| Total Amount | | 1,620.00 | 1,610.00 | 1,590.00 | 1,530.00 | 1,530.00 | 1,210.00 |

*If particular students have paid for Items (1 to 12), they only need to pay for Item (13) - Tong Fai.

Please check with your class teacher(s) for details.

**Payment by cheque should be crossed and payable to
'The IMC of Yu Chun Keung Memorial College No.2'
and the student's name, class and class number should written on the back of the cheque.**

- (2) I have noted the special arrangement for the First Week of school and that students can leave at 12:55 pm. (Attachment 1)
- (3) I have read the details of the rules and requirements regarding school uniform, appearance and conduct. My child will strictly follow the relevant rules in Attachment 2 of this circular and pages 14-17 of the Student Handbook.
- (4) I have read carefully the Laboratory Safety Rules, Design and Technology Rules and Student Smart Card Users' Code and Notes. I will urge my child to strictly obey the rules.
- (5) I authorize the school to send my child to the Accident and Emergency of the nearby public hospital because of injury or sickness when the school fails to make immediate contact with me. I will also pay the fee for the service.

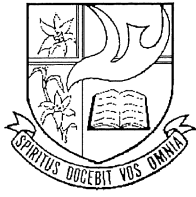
Student's name: _____

Class: S _____ Class number: ()

Parent's/Guardian's signature : _____

Date : _____

<Note> Reply slip 1 should be return to the school office through the class-teacher.



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2024-25 School Circular No. 1 Reply Slip 2
<Student's Health Declaration>

I have received 2024-25 School Circular No. 1 of your school. I am providing the health declaration of my child below for your reference.

[Please tick the appropriate box(es)]

(A) As far as I know, my child's health is in good condition.

(B) As far as I know, my child has the following diseases:

- | | | | | | |
|----------------|--------------------------|-----------------|--------------------------|---------------------------|--------------------------|
| Poliomyelitis | <input type="checkbox"/> | Kidney Diseases | <input type="checkbox"/> | Stomach diseases | <input type="checkbox"/> |
| Heart Diseases | <input type="checkbox"/> | Hemophilia | <input type="checkbox"/> | Epilepsy | <input type="checkbox"/> |
| Thalassemia | <input type="checkbox"/> | Asthma | <input type="checkbox"/> | Neurasthenia (Depression) | <input type="checkbox"/> |
| Hepatitis | <input type="checkbox"/> | HIV | <input type="checkbox"/> | Diabetes | <input type="checkbox"/> |

Other diseases (please specify) : _____

Hence, I think my child is not suitable for:

- | | |
|---------------------|--------------------------|
| P.E. Lessons | <input type="checkbox"/> |
| Sports Competitions | <input type="checkbox"/> |
| Hiking and Picnics | <input type="checkbox"/> |

Other activities (Please specify) : _____

Student's name: _____

Class: S_____ Class number: ()

Parent's/Guardian's signature : _____

Date : _____

<Note> This reply slip will be returned by the class teachers to the school office for filing. A copy of this reply slip will be kept by the class teachers and a copy by the PE teacher.



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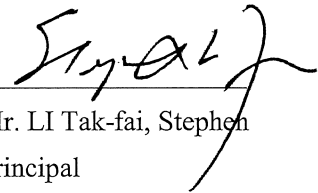
2024-25 School Circular No. 1 Reply Slip 3
< Consent for the Use of Students' Images and Videos >

2nd September, 2024

Dear Parents,

The school would like to get your permission to use images of your son/daughter taken in this school year (2024-25) for any educational and promotional purposes. Please complete and return the following consent form together with the other documents. Thank you for your kind attention.

Yours faithfully,



Mr. LI Tak-fai, Stephen
Principal

Humility; Services; Love

Consent for the Use of Students' Images and Videos (2024-25)

I hereby * agree / disagree to authorize Yu Chun Keung Memorial College No. 2 to use my child's photos and videos taken during school functions for any educational or promotional purposes. I understand that the photographs and/or video footage maybe uploaded to the internet or used in print.

Student's Name: _____

Class: _____ ()

Parent's/Guardian's Name: _____

Signature of Parent/ Guardian: _____

Date: _____

*Please tick as appropriate

<Note> This reply slip will be returned by the class teachers to the school office for filing.