



天主教鳴遠中學
Catholic Ming Yuen Secondary School

School Administrative Notice (16-12)

6th April 2017

Dear Parents and Students,

Re: S.3 TSA / Life-wide Learning Activity Day on 28th April / Summer School Uniforms / Evening Tea Time with Principal (Junior Forms) / the Graduation Ceremony 2016-2017 cum 22nd PTA Inauguration Ceremony / Voting Result of the Change of School Uniforms / Consultation Draft of the Complaint Mechanism in our School / Reminders of Special Days in April

Please take notice of the following items:

1) **S.3 TSA (Normal school day)**

Oral Assessment of TSA is as follows:

Date: 26th April, 2017 (Wednesday)

Time: 8:45am-11:30am

All students must come to school on time as usual. Only selected students will participate in the assessment.

2) **Life-wide Learning Activity Day on 28th April**

In order to boost the diversified learning experience for our students, the Life-wide Learning Activity Day will be scheduled from 8:15am to 3:30pm on 28th April 2017 (Friday). Please remind your child to be present on time. For students who cannot attend the activities that day, they need to finish some tasks assigned in school. The transportation fares for S4 and S5 students, they can apply get the subsidy from the Jockey Club Life-wide Learning Fund. For details, please refer to Appendix 1.

3) **Summer School Uniforms**

Due to the recent rise of temperature, students can wear either the whole set of Winter School Uniform or that of the Summer School Uniform from 24th April to 5th May (adaptation period). As for P.E. lessons or ECA, students can wear P.E. tracksuit. From 8th May onwards, students must wear the whole set of Summer School Uniform to school. Discipline teachers will hold a uniform check that day. If it is not up to the standard, students will be punished. Standard of Summer School Uniform has already been explained in the Student Handbook. A sample display is also shown in the General Office. Our school emphasizes the importance of decent appearance. Therefore, uniform checks will be reinforced. Please remind your child to discipline himself / herself. Students can refer to the Guidelines of the School Uniform and the Decent Appearance in the Student Handbook (P.11-13).

4) **Evening Tea Time with Principal (Junior Forms)**

Students in the junior forms are engaging in a very important stage. More communication among parents and teachers will help to foster them in a positive way. Thank you for all the valuable opinions put forward during the tea time in the 1st term. In order to enhance more communication with parents for the benefits of students, a session the for 2nd term tea time has been allocated. It is hoped that with more communication among principal, class teachers and parents in a relaxing environment, our students will benefit a lot. The details are as follows:

Forms	Date	Time	Venue
Junior Forms	5/5/2017 (Friday)	5:00-6:30pm	Ming Sing Court

5) **Graduation Ceremony 2016-2017 cum 22nd PTA Inaugural Ceremony**

Our school's S.6 Graduation Ceremony cum 22nd PTA Inaugural Ceremony will be held from 7:00pm to 8:45pm on 26th May 2017 (Friday). Marcus Lee, the Chairman of GR8 will be our Guest of Honor. All S.3 to S.5 students must attend the ceremony (Parent's Letter and/or Medical Certificate must be supplied in case of sick leave or personal leave.). All S.1 and S.2 students (except student helpers) may leave the school at 3:55pm.

To express students' gratitude to school and share the warm-hearted moment with all the stakeholders, a student talent show is also scheduled in the ceremony. Parents are also sincerely invited to attend the ceremony. If interested, please contact Mr. Ching (General Office). If red or black rainstorm signal and/or typhoon signal No.8 or above is hoisted, or the Education Bureau announces a school suspension, the ceremony will be postponed to 2nd June 2017 (Friday) at the same time.

6) **Voting Result of the Change of the School Uniforms**

After collecting the opinions from the questionnaire and during the consultation period, the voting result of the change of the school uniforms was finalized which were then viewed and recommended by the School Management Committee and approved by the Incorporated management Committee (IMC). Tender service will be in process and new school uniforms will be available starting from the S.1 students in the academic year of 2017-2018. The existing students can still wear the existing uniforms. Starting from 2018-2019, all S.1 and S.2 students need to wear the new uniforms. From 2022-2023 onwards, all students should wear the new uniforms. Within the mentioned period, old students can opt to buy the new uniforms. For details about the styles of the new uniforms, please refer to Appendix II.

7) **Consultation Draft of the Project on Enhancement of Complaint Management in Schools**


According to the policy proposed by the Education Bureau, all Government or aided school should launch the mentioned Project by 1 September 2017. The aim is to handle complaints related to the daily operation and the internal affairs of school effectively. In light of it, our school has put forward the guidelines of dealing with complaints after taking into considerations the guidelines proposed by EDB. The draft of our guidelines can be downloaded from our school website (www.mingyuen.edu.hk). If you have any suggestions or amendments, please fill in the reply slip during the consultation period. After collecting all the suggestions, amendments will be made in a satisfactory way. The relevant mechanism will then be implemented on 1st September after consulting the opinions of the PTA and final endorsement from our Incorporated Management Committee (IMC).

8) **Reminders of Special Days in April**

1. Friday school time-table will adopt on 10th April (Monday). There will be no change of the extension lessons.
2. Easter holidays will be commenced from 13th April (Thursday) to 22nd April (Sunday). Students need not go to school during this period. The opening hours of school during the non-public holidays within the mentioned period will be from 8:30am to 5:30pm. Students can come for self-learning and playing some ball games. For details, please refer to the School Administrative Notice (16-08).



Yours Sincerely,


Leung Fung Yee
Principal

Catholic Ming Yuen Secondary School

Reply Slip

(Please hand in the Slip to your class teacher(s) on or before 10th April 2017 (Monday) who will then give the slips to the School General Office.)

Dear Principal,

Having read the School Administrative Circular (16-12), I have a deep understanding about the aforementioned information,

1. Consultation Draft of the Project on Enhancement of Complaint Management in Schools

* I have no opinion.

* My opinion(s) is/ are as follows: _____

2. Life-wide Learning Activity Day (S.4 students only)

* My child will apply for the subsidy from the Jockey Club Life-wide Learning Fund for transportation.

3. Evening Tea Time with Principal (Junior Forms)

* I will attend the activity.

* I will not attend the activity.

Name of Student: _____

Class: _____

Student's No.: _____

Name of Parent: _____

Parent's Signature: _____

Date: ____ / ____ / ____

Please give a "tick" to the appropriate boxes.

Appendix I

**Catholic Ming Yuen Secondary School
Arrangements of the Life-wide Learning Activity Day (2016-2017) (28/4/2017 (Friday))**

Classes	Activities	Venue	Departments or Teams in Charge	Assembly Time	Assembly Venue	Transportation	Dismissal Time	Place of Dismissal	Dress Code	Others	Person in charge
S1	Integration Learning Workshop	Hall	Student Support Team	8:15am	Playground					Prepare money for lunch outside school (about 75 minutes)	Miss Lau Ka Wing
	Teenage Career Planning	Hall	Further Studies and Career Counselling Team	9:45am	Playground		12:15pm				Mr Chau Siu Fai
	Computer and Maths Hunt	School	Departments of Maths and IS	1:30pm	Hall		About 3:30p.m.				Miss Lam Wing Yin
S2	Integration Learning Workshop	Hall	Student Support Team	8:15am	Playground				School uniform	Prepare money for lunch outside school (about 75 minutes)	Miss Lau Ka Wing
	Teenage Career Planning	Hall	Further Studies and Career Counselling Team	9:45am	Playground	Not applicable	12:15pm	School			Mr Chau Siu Fai
	FUN FUN Reading	Rm706	English Department	1:30pm	Rm706		3:30pm				Mr Lai Chi Wai
S3	Integration Learning Workshop	Hall	Student Support Team	8:15am	Playground					Prepare money for lunch outside school (about 75 minutes)	Miss Lau Ka Wing
	Teenage Career Planning	Hall	Further Studies and Career Counselling	9:45am	Playground		12:15pm				Mr Chau Siu Fai

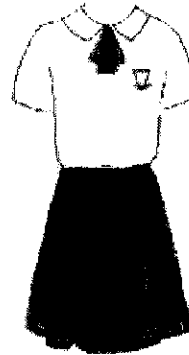
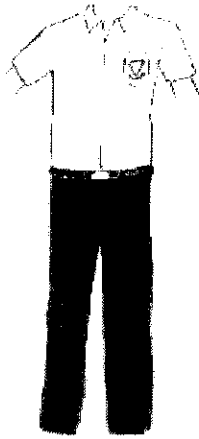
			Team																	Mr Tsang Kei Tak	
STEM Workshop	School campus	IS	1:30pm	Covered playground			3:30pm													Prepare money for lunch in the HK College of Technology (about 75 minutes)	Mr Fung Siu Pun (Assistant Principal)
S4 Cultural tour	HK Heritage Museum in Shatin	Chinese Department	8:30am	playground	One-way coach fare: \$14																
Visit diversified culture and the HK College of Technology in Ma On Shan	HK College of Technology in Ma On Shan	Further Studies and Career Counselling Team	1:30pm		Coach from Shatin to the HK College of Technology in Ma On Shan		3:30pm														Uniform
S5	More details will be announced through further notice																				

1. There is no change for the track suits

2. Styles for the summer uniforms:

Boys : Short-sleeved white shirt and black trousers

Girls: Short-sleeved white shirt, black skirt with a black ribbon

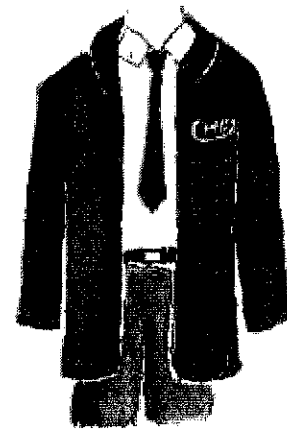
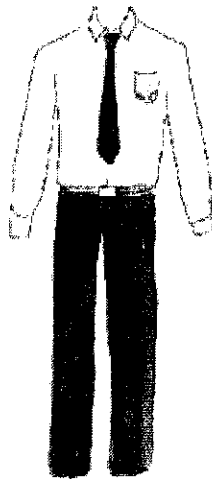


3. Styles for the winter uniforms:

Boys: Long-sleeved white shirt, black trousers and a black tie.

Girls: Long-sleeved white shirt, skirt with a black tie

Jackets: Black but a bit slim fit



4. The new styles of the sweaters:

Vest : Black, single striped

Long-sleeved : Black, single striped

