

Pui Shing Catholic Secondary School

School Circular

“Cast all your anxieties on him, for he cares about you.” -1 Peter 5:7

No. S005E/24-25

30th August, 2024

Dear Parents,

Parents Letter 2024-25 (September No.1)

1. Coming school important events

- 2-3/9 Term Open business & preparation for school clubs recruitment days
(8:00 - 12:35am)
- 6/9 Term Open Prayer Service
- 19 – 20/9 School clubs recruitment week
- 26/9 Student Union Election
- 30/9 Long Distance Run

Coming school holiday

- 18/9 The day following the Chinese Mid-Autumn Festival

2. Term Open arrangement

Term Open business will be taken on 2nd September (Monday) and 3rd September (Tuesday) .
The school time for these days is 8:00 am to 12:35pm. **If EDB announces class suspension on 2nd September, the Term Open business will be rearranged to 3rd September and 4th September.**
The school time from 4th September (Wednesday) to 17th September (Tuesday) will be half-day from 8:00am to 1:30pm as no lunch time is provided and every lesson will last for 30mins.
Normal whole-day class will be resumed on 19th September (Thursday) and the school time is from 8:00 am to 3:30pm, lunch time: 12:35-1:40pm.

3. School Year Opening Prayer Service

Date:	6 th Sept, 2024 (Friday)		
Participating Students:	S.1 students	S.2 to S.3 students	S.4 to S.6 students
Place of Roll Call:	School Mini Hall to St. Jerome's Church	St. Jerome's Church	
Time:	8:45 a.m. to 9:45 a.m	9:00 a.m. to 9:45 a.m	10:00 a.m. to 10:45 a.m.
Remarks:	1. Students must wear summer school uniform. 2. Absent students should apply for leave in E-class.		

4. Extra Curricular Activities Group – 19-20/9/2024 Student Activities Recruitment Week

Students should use Eclass as their platform for activities application, the date for application is from 19/9/2024 (7:30am) to 20/9/2024 (4:00pm).

5. Extra Curricular Activities Group – 26/9/2026 Student Union Election

The cabinet “Star Cluster” applied for election.

The cabinet will start their promotion on 16/9/2024 to 26/9/2024.

Student Union Question & Answer Sections will be held as below:

Date	Time	Venue	Form
20/9	2:20pm – 3:30pm	Hall	Form 4, Form 5, Form 6
24/9	2:20pm – 3:30pm	Hall	Form 1, Form 2, Form 3

The election will be held on 26/9/2024.

6. SBA Arrangements for F6 students (Chinese Language)

F6 students are required to complete the Chinese SBA oral presentation in this school year, together with the written report completed in F5, a total of 15% of the Chinese subject score in the HKDSE will be counted. For the sake of fairness, the teacher will ask the students to divide into groups and set a date for the oral recording in advance. If a student is absent due to illness on the assessment day, must present a doctor’s certificate for approval to make another appointment. If the student is still absent on the make-up day, it will be considered absent and no marks will be awarded for the oral presentation. Please make sure your children to take the assessment on the designated date, otherwise it may affect the results of the HKDSE. If you have any inquiries, please contact the Chinese subject Panel Head, Ms. Chan Yin King.

7. Prevention of the spread of Flu and other infectious disease in school

For the sake of student health, parents are reminded to take their children's temperature before returning to school. Students with symptoms of fever should not return to school and they should seek medical advice as soon as possible. Students are advised to return to school at least two days after the fever has subsided. In addition, the school will take a random sampling every day to measure the body temperature of students to identify students with fever. In order to prevent the outbreak of influenza or other respiratory infectious diseases, no matter with or without respiratory symptoms, the school will immediately inform parents to come to the school to take students with fever (mouth temperature is higher than 37.5°C, or ear temperature is higher than 38°C) back home.

8. MTR Student Travel Scheme (Academic year 2024 / 2025)

In order to facilitate students to apply for the MTR Student Ride Concession Scheme, the relevant application procedures, including new applications and renewal applications has been made electronically. Students need to fill in the online form on the MTR platform through mobile phones or computers, upload student ID and pay the fees as instructed to complete the application. In order to encourage students to use the above-mentioned online platforms, MTR will stop sending hard copy application forms to schools. If students wish to use the hard copy application form, they need to collect the application form at the West Rail Station by themselves, fill in the form with a school stamp at the school office, and submit it to the West Rail Station by themselves.

9. Details of Household Application Form for Student Financial Assistance Schemes (The School Textbook Assistance (TA) Scheme and Travel Subsidy (STS) Scheme)

“Household Application Form for Student Financial Assistance Schemes” (Household Application Form) is a family-based application form which facilitates families with child(ren) attending primary and secondary school(s) and / or kindergarten(s) / child care centre(s) to apply for student financial assistance.

A. Continuing Applicants

For families with child(ren) attending primary and secondary school(s) (including child(ren) who will be attending Primary 1 in 2024/25 school year) which have successfully applied for financial assistance for primary, secondary and / or pre-primary levels in 2023/24 school year on or before 1 March 2024, the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency will issue an Access Code for getting the pre-filled “Electronic Household Application Form” (E-form) for 2024/25 school year at the SFO E-link* or paper-based pre-filled “Household Application Form” for 2024/25 school year to them by batches starting from around mid-March 2024.

B. Other Applicants

Other applicants (including new applicants) may access the SFO E-link* on or after 2 May 2024 to use the E-form and submit online or use paper-based application form to submit their applications.

* 「 SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)」

<https://ess.wfsfaa.gov.hk/espps>



Video on how to complete / submit the E-Form is available on the following website and QR code:

Video – How to complete / submit the E-Form on Household Application for Student Financial Assistance Scheme


<https://www.youtube.com/watch?v=gjH4TOFMC0w>



The Family and Student Financial Services Branch will send the Student Financial Assistance Scheme to the school for distribution to families who wish to apply for student subsidies in the 2024/25 school year. If the applicant has the following circumstances, please go to the school general office to get the application form :

- Students have not submitted application in the 2023/24 school year;
- Students failed to pass the 2023/24 school year's income review;
- Students have not submitted a certificate of qualification for 2023/24 academic year on or before 1st March of this year;
- Students have submitted a certificate of qualification for 2023/24 academic year on or before 1st March this year but has not yet received a pre-printed 2024/25 school year student subsidy scheme application form on 30th April (hereinafter referred to as "preprint form").

In addition, if the applicant wishes to obtain the results of the application before the commencement of the 2024/25 school year, the completed 2024/25 year's comprehensive application form and the relevant supporting documents must be returned directly to the Student Financial Assistance Agency within May 2024. If you have any inquiries, please contact Ms. Siu at the school office or call the Student Financial Assistance Agency 24-hour hotline at 2802 2345 or visit our website (www.wfsfaa.gov.hk/sfo)



Smart tip :
Applying Online is the most convenient.
All you need is a Mobile Phone!

- No more hassle of submitting application in person or by post
- Saves money on postage and photocopying
- Submitting documentary proof is easy
(just use your mobile phone to take photos and then upload)
- You can check application progress anytime and anywhere

10. How to open/use a PPS Account

To facilitate our parents to pay all sorts of school's miscellaneous charges, covering a wide range of incidental expenses and activities such as camps, overseas or mainland trips, workshops, games and staff run extra-curricular activities, etc. We accept online value-added (by phone or by internet) to the student smart card through PPS, our school's **PPS merchant code is 「9857」**。 PPS will charge HK\$1.0 for each value added transaction 。 Please refer to following PPS web links on how to open a PPS account and payment procedures:

a. **Step 1 : Open a PPS Account**

Bring along your ATM card or credit cards with ATM function to one of our easily accessible PPS Registration Terminals to open your PPS Account.

Open PPS Account : https://www.ppshk.com/index_e.html

PPS Registration Terminals : <https://www.ppshk.com/hkt/prt/Web/en/>

b. **Step 2 : register and Use PPS**

i. **Use PPS by Phone**

Link : https://www.ppshk.com/index_e.html

ii. **Use PPS by Internet**

Link : https://www.ppshk.com/index_e.html

** Remarks : Each e-Bill account only need to register once. https://www.ppshk.com/index_e.html 。

If you have any questions about invoices and payments, please contact the school administration team at 2445 0800.

11. Student Activity Support Grant Application

- a. The school pays much emphasis on students' well-being and their overall development as well as their academic achievements. Hence, we provide a full range of extracurricular activities to enhance their individual strengths. To encourage our students to participate in different extracurricular activities, we offer our support to families with financial needs with this grant subsidized by the Education Bureau. All applications made by our students are welcomed.
- b. Please refer to our school's " Electronic Students' Handbook " for application procedures.
- c. We wish to keep record of students' status for the application
- d. Besides accepting application from students who are fully subsidized by the Student Financial Assistance Agency, we welcome applications of students with other means of financial needs. For every application made, parents must state the family's financial status and the reasons for applying (refer to attachment 1).
- d. Parents must submit relevant documents regarding their family financial status to the school along with the application form or reply slip by 9th September, 2024. All documents will be kept confidential.
- e. If parents receive the relevant documents after replying to this curricular, please submit the documents to your class teachers as soon as possible to avoid any delays in processing your application. If parents wish to make enquiries, please contact our ECA teacher-in charge, Ms. Wong Nga Mei, on 2445 0800.

12. Lunch arrangement for junior form students

1. All S1 to S3 students are required to have lunch at school from 19th September. Students can either make their order with the supplier at the tuck shop counter or bring their own lunch box to school. The price for the lunch meal is \$31 per lunch box this year.
2. Students received the order form in September and should make their order on or before 9th September, 2024 at the tuck shop counter.
3. All S1 to S3 students have to place their monthly order using the order form provided by the lunch box supplier. The order form will be distributed to students each month. Class teachers will remind all the S1 to S3 students to make their order for lunch meal and collect the order forms together with the fee for the supplier each month.
4. Parents are welcome to refer to page 4 of the electronic handbook or contact the corresponding class teachers to learn more about the lunch arrangement for junior form students and the request for refund.

13. Enrollment of the Student Health Service (2024-2025) by the Department of Health

The class teachers will distribute the Student Health Service enrollment forms to all S.1 to S.6 students in early September 2024. Please complete the enrollment forms and return them to the class teachers on or before 13th September, 2024.

14. Policy on E-learning on Electronic Device for E-learning Mode

Our school has been promoting E-learning for long. By dint of “BYOD” suggested by EDB, we ensure all students have tablet computers so as to ameliorate their equipment for E-learning. Through using electronic devices (i.e. I-pad), students can study in a comfortable, flexible, pleasant and attentive way.

To avoid distraction from studies and visual problems caused by using smart phones for long time, all students are required to put their mobile phones in the designated lockers before the morning assembly. They can take their phones back when they leave school. When students store their phones, they will lock their phone themselves first. Then, their form teachers or teachers of disciplinary team will lock the whole cabinet so as to guarantee the safety of the phones of the students. At the same time, students are allowed to bring their tablet computers (i.e. I-pad) to school in order to fulfil the necessity of carrying out E-learning in the lessons.

If you have any enquires, please feel free to contact the Vice-Principal Ms Leung Shuk Man at 24450800.

15. Matters concerning application for sick leave

For the situation that students feel unwell, Parents / Guardians should apply for leave through **E-class Parent apps**, or they can contact school office on 2445 0800 between 7:30am and 8:00am. After their class resume (within 3 days), they should complete the application for leave. Otherwise, it will be seen as “not completing the procedure for leave”.

16. Arrangement for leaving school under Extreme Weather and Extreme Conditions (eg. when the HK Observatory announces Typhoon No. 3 or above Signal / Red or Black Rain Storm Warning Signal)

Under Extreme Weather and Extreme Conditions, such as when The HK Observatory may announce Typhoon No. 3 or above signal Or Red or Black Rain Storm Warning Signal during school time. When the weather is not safe for the students, the Education Bureau will then announce school closure. Then, it might cause administration chaos if we do not know whether you will be able to come to school and pick up your children. So, please indicate in the reply slip your choice of letting your children to leave the school themselves or wait for you to pick them up. The school will follow your choice and help your children if they stay at the school and wait for your pick up.

17. Student Regulations

Our school puts a great emphasis on fostering students' virtues, we also expect our students to be diligent and responsible, tidy and obedient, respectful to teachers and seniors and loving their fellow schoolmates. With continuous parents' support, cooperation and supervision, our students can follow the school rules diligently. Since teenagers may not be mature enough, it is inevitable for them to make mistakes. To teach students who violate the school rules, our school not only offers advice and support to them, both the Discipline Team and the Counselling Team will give those students impartial and reasonable punishment in order to let them learn from their mistakes, bear their responsibilities and improve themselves. Attached to this circular with the "Student Regulations" (See attachment below. Please also read the "E-handbook" p.6-23). Please kindly remind your child to follow the school regulations.

18. About "School Personal Data Privacy Policy"and using student data for educational purposes

Under the 《Personal Data (Privacy) Ordinance》, our school has the responsibility to protect the privacy of personal data, and will fully implement and abide by the principles of data protection, as well as the relevant provisions of the Ordinance. Please refer to the "Personal Data Collection and Privacy Policy (Students and Parents)" document. In addition, for educational purposes, the school will quote results (including name and class), awards, student achievements such as homework, pictures and works, student life snapshots (including video clips and photos), etc., of some student for classroom learning purposes, or in school publications, or exhibited on campus and uploaded to the school website, etc. Regarding the above information, if you have any inquiries, please contact Vice Principal Mr.Pang.

19. Checking and updating personal information

In order to ensure the accuracy of students' personal information so as to maintain effective communication between parents and school, the school will send students' personal information to parents for verification and update during the start of school year. Parents are asked to sign to confirm or correct the information that needs to be updated in red pen, and return to the school for further follow-up.



Mr. Kwok F. W.
Principal

Reply Slip

Dear Principal,

Having read the above parents letter, I

1. know the school important events and holiday arrangement and I will encourage my child to participate.
2. know the Term Open arrangement.
3. know the details of School Year Opening Prayer Service.
4. know the details of Extra Curricular Activities Group – 19-20/9/2024 Student Activities Recruitment Week.
5. know the details of Extra Curricular Activities Group – 26/9/2024 Student Union Election.
6. know the SBA Arrangements for F 6 students (Chinese Language).
7. know the need of helping the Prevention of the spread of Flu and other infectious disease in school.
8. know the application for MTR Student Travel Scheme (Academic year 2024 / 2025).
9. know the Details for Household Application Form for Student Financial Assistance Schemes (The School Textbook Assistance (TA) Scheme and Travel Subsidy (STS) Scheme).
10. know the open/use a PPS Account.
11. know the Student Activity Support Grant Application and
 - I would not like to apply.
 - I would like to apply, because
 - my child is now receiving full grant under School Textbook Assistance Scheme (full grant),(STAS-Full).
 - I am now receiving "Comprehensive Social Security Assistance" (CSSA), my file number is: _____.
 - I am experiencing financial difficulties and would submit proof of my financial status. Additionally, I will state the reason for each of the application.
12. know the lunch arrangement for junior form students.
13. know the arrangement of the Enrollment of the Student Health Service (2024-25) by the Department of Health.
14. know the New Policy on E-learning on Electronic Device for E-learning Mode.
15. know the Matters concerning application for sick leave.
16. know the Arrangement for leaving school when the HK Observatory announces Typhoon No. 3 or above Signal / Red or Black Rain Storm Warning Signal. when the HK Observatory may announce Typhoon No. 3 or above signal Or Red or Black Rain Storm Warning Signal during school time, I would like
 - my child to go home himself/herself.
 - my child to stay at school and wait for me to pick him/her up.
17. know the Student Regulations .
18. Know the "School Personal Data Privacy Policy"
 - I agree that your school will use my child's personal data for educational purposes.
 - I do not agree to your school using my child's personal data for educational purposes.
19. know the Checking and updating personal information .

Name of student: _____

Class: _____ No.: _____

Parents' signature: _____

Parents' name: _____

Date: _____

Personal Information Collection and Data Privacy Policy (Students and Parents)

Pui Shing Catholic Secondary School (“the School”)

is committed to observing the Personal Data (Privacy) Ordinance so that the privacy of individual student and their parents and/or guardians would be guaranteed. The School would adopt reasonable and practical steps to protect and process all personal information, according to and in compliance with the Personal Data (Privacy) Ordinance regarding data privacy, confidentiality and security.

1. Categories of personal data of students, parents or guardians held by the School

The School will collect the following two categories of personal data only.

They are:

- Student records, which include personal data and academic attainments in the School (or in collaboration with other educational institutions or organizations) of every current and former student;
- Parent or guardian records, which include the contact information of parents or guardians of every current and former student.

2. Retention of personal data

The School will retain the personal data of students and their parents and/or guardians for a long term. Only authorized staff, under legal and reasonable circumstances, would be able to access the personal data for a purpose specified. Such data is required for fulfilling students’ requests and/or organization responsibilities in the provision of credible student transcripts.

3. Purposes of the use of personal data

- Parent or guardian data for the purpose of communication between parents and the School;
- Student records for academic and administration purposes which include admission registration, academic attainments, conduct, service and activities records, public examination result(s), scholarship and financial assistance records, student counselling, career development, alumni affairs and data collected by the School Sponsoring Body or its member schools for educational research and data analysis, etc.
- Other personal records for various purposes according to the nature of the personal data being collected and the purposes of collection being specified. These include the administration work of the provision of school services and activities, handling of admission applications, school promotion and student training activities, procurement of services, consultations and the handling of legal and appropriate enquiries from the public, etc.

4. Transfer of personal data

Unless prior authorization is received, the School will not transfer any personal data to others.

The School may disclose and/or transfer personal data, only for the specific purpose(s) made known to the information provider upon (or before) the collection of personal data, to Education Bureau, Hong Kong Examinations and Assessment Authority, government departments for legal collection of information, our School Sponsoring Body (mainly for the purpose of educational research and data analysis), etc. Any third party to whom the personal data is disclosed and/or transferred to has a legal obligation to keep such personal data confidential.

5. Accuracy of personal data

The School will adopt proper procedures to maintain the accuracy, integrity and relevancy of personal data collected at a reasonable level and in compliance with the purpose(s) of the personal data being collected. The School will ensure personal data of information providers are accurate and up-to-date. However, this relies much on the information provider to provide the School with accurate data and notify the School of any errors or changes in such information.

6. Access and update of personal data

Information provider and his/her authorizer has the right to access, update or amend his/her personal data. Please contact the School General Office for details.



What do rainstorm warning signals mean to you?

Education Bureau

What do rainstorm warning signals mean to you?

When an  **AMBER** rainstorm warning signal is in force

All schools operate as usual unless advised otherwise by the Education Bureau.

Please pay attention to radio or TV announcements about updates on weather, road and traffic conditions.

When a  **RED** or  **BLACK** rainstorm warning signal is in force

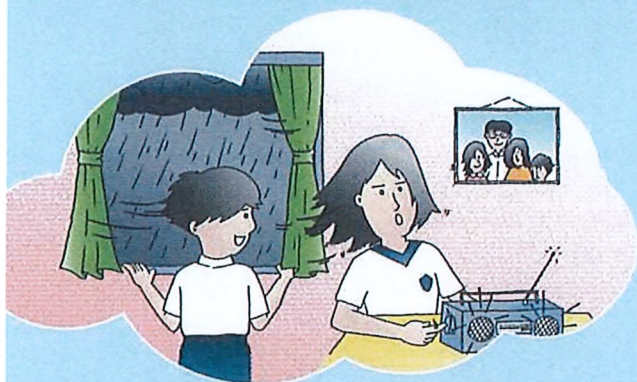
If a signal is issued during the following periods, it means that students **need not attend school**.

At or after 5:30 am and before 8:00 am

AM and Whole-day Schools

At or after 10:30 am and before 1:00 pm

PM Schools



- Students who have not left for school should stay at home.
- Schools should keep their premises open until the end of normal school hours and implement contingency measures, including arranging staff to look after those students who have arrived at school.
- Parents need not pick up their children immediately.
- If students are aware of class suspension announcement on the way to school, they should decide whether to continue their journey to the school in light of rainfall and road, slope or traffic conditions.
- Students who have arrived at school should stay there until it is safe to return home.

If a signal is issued during the following periods,
it means that students should **continue with their lessons**.

At or after 8:00 am

AM and Whole-day Schools

At or after 1:00 pm

PM Schools



- Students should continue with their lessons until the end of normal school hours and return home when the conditions are safe.
- Parents need not pick up their children immediately.

Points to note:

- Parents and students should pay attention to radio or TV announcements about school and public examinations in the event of rainstorms.
- In the event of unfavourable weather, road or traffic conditions, parents could exercise their discretion when deciding whether to send their children to school.
- Schools will make allowance for students who are late owing to inclement weather or absent on their parents' advice.
- School bus drivers should pay attention to radio announcements about rainstorm updates, and ensure that students are taken to a safe place, usually the school they attend, unless road or traffic conditions are unfavourable.

Education Bureau

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