

## KIANGSU-CHEKIANG COLLEGE (SHATIN)

Ref. No.: 1 (F.3)

Dear Parents

### **Arrangement for the New School Year 2018-2019**

As the new school year commences, please kindly note the school arrangements listed below:

**1. School Hours**

The school hours of Tuesday, September 4 and Wednesday, September 5 will be from 8:10 a.m. to 12:05 p.m. Normal school hours will resume as from Thursday, September 6, 2018 with classes start at 8:10 a.m. and dismiss at 4:00 p.m.

**2. Student's Handbook and Guidelines To Students**

The school regulations, rules governing leave, tests & examinations, promotion & repeat, award & penalty, non-submission of assignment and contingency measures for bad weather, etc. are listed in the Student's Handbook and Guidelines To Students. Parents please sign on the designated area and return them to the Class-teacher for checking on Tuesday, September 4, 2018.

**3. Exercise Books**

The price for one set of exercise books for school year 2018-2019 is listed at Appendix I. If you wish to buy whole set of exercise books for your child, please directly pay the charges to the Shanghai Commercial Bank Ltd. with the attached pay-in-slip or by cheque (account payable to The Incorporated Management Committee of Kiangsu-Chekiang College (Shatin) with student's name and class on the back) and return the student copy of the slip or cheque to the Class-teacher on or before Friday, September 7, 2018.

**4. Newspapers, Tools on Career Mapping, English Learning Scheme, Wise Learning Scheme and MTR Student Travel Scheme**

Students may order newspapers, Tools on Career Mapping and join the above-mentioned schemes through the school. Details are listed at Appendix II. Please complete the reply slip to indicate the items of which you wish to join and calculate the total payment amount accurately. The payment methods of Item 4 are the same as those of Item 3.

**5. Student Smart Card**

From this school year, the school starts using student smart cards which cost HK\$11.50 each. The charge has to be included in the total payment amount in Item 4 (see reply slip). Students have to pay HK\$50 for a replacement of the student card when it has been lost or damaged.

**6. School Textbooks Assistance / Student Travel Subsidy / Subsidy for Internet Access Charges**

The School Textbooks Assistance Scheme / Student Travel Subsidy Scheme / Subsidy for Internet Access Charges will continue to administer in school year 2018-2019. Students who have applied for the above mentioned subsidy may forward the eligibility certificate issued by the Student Financial Assistance Agency to the Class-teacher on or before Monday, September 10, 2018. If the certificate has not been received on that date, please forward it to the Class-teacher at once when you get it. Any student wishing to apply for the said subsidy may obtain the application form from the General Office.

(Students who live at Wo Che Estate, Fung Wo Estate, Lek Yuen Estate, Upper Wo Che and Lower Wo Che, Shatin should not apply for the Student Travel Subsidy.)

**7. Others**

Students have to hand in 6 photos of size 1" x 1.5" in school uniform to the Class-teacher on Friday, September 7, 2018. The photos will be used for the student card, student registration card and report card, etc.

Yours faithfully

CHAN NGA LAI

Principal

September 3, 2018