

19th June, 2017

Dear Parents,

RE: Notre Dame College School Circular No. 12 (2016-2017)

This is to inform all parents about the details of all school events, holidays and special arrangements taking place from June to September.

1. Gifts to Teaching Staff: Our school has laid out specific policy in relation to the seeking or receiving gifts from parents for all teaching staffs. To build up an honest image, all teaching staff is advised not to seek or receive any gifts, money or other forms of advantages from parents or family members of the students. We understand this might be a sign of courtesy for parents to send gifts to the teaching staff. However, to avoid any misunderstanding or embarrassing situations, please do not send gifts to our teaching staff. We sincerely hope that all parents can support the policy of our school. If any teaching staff tries to ask for any gifts from you, please contact the school as soon as possible.

2. Post-Exam Activities: Form 1 and Form 2 students will attend school as usual from 20 June (Tuesday) to 21 June (Wednesday). The lesson time will start at 8:15 am and end at 3:20 pm. They have to stay at school during lunch hours. Please be aware of the change of school time on these days. For further details about the post-exam activities, please refer to Special School Circular.

3. Territory-wide System Assessment (TSA): TSA of Chinese, English and Mathematics for Form 3 students will take place on 20 June (Tuesday) and 21 June (Wednesday). It starts at 8:15 am and ends at 12:30 pm. Students have to stay at school for their lunch and there will be no school in the afternoon. Form 3 students will attend school as usual on 22 June (Thursday) and 23 June (Friday). The lesson time starts at 8:15 am and ends at 3:20 pm. They have to stay at school during lunch hours. Please be aware of the change of school time on these days. For more details as to the after-exam activities, please refer to Special School Circular.

4. Summer Supplementary Lessons: Form 4 and Form 5 students will attend school as usual on 22 June (Thursday) and 23 June (Friday). The lesson time starts at 8:15 am and ends at 3:20 pm. For further details about the supplementary lessons arranged during post-exam and summer periods, please refer to Special School Circular.

5. Post-exam Activities: Post-exam activities will take place from 26 June (Monday) to 17 July (Monday). For more details, please refer to Post-Exam Activities School Circular.

6. Closing Ceremony: The Closing Ceremony of this school year will be held on 10 July (Monday). All Form 1 to Form 5 students must return to school and attend the Closing Ceremony at 8:15 am sharp. They will be dismissed by 10:30 am. The fourth Parents' Day will take place after 10:30 am on the same day. Individual parents are invited to meet the class teacher and discipline teacher. Conduct Reports, Report Cards and Repeat Notice will be distributed that day. Respective students have to stay after school and meet the class teacher and discipline teacher together with their parents.
7. Summer Holidays: Summer holidays take place from 11 July (Tuesday) to 31 August (Thursday). Please ensure that your children will make good use of the time for revision and complete the summer holiday assignments accordingly.
8. Selection of Elective Subjects: The result of elective subjects selection for Form 4 students will be announced on 4 August (Friday). Students can check the results through the e-classroom intranet or at school that day. They should purchase the textbooks according to their elective subjects.
9. Lunch Boxes: After the discussion of the PTA, "Fit For Life Luncheon & Catering Services" will continue to provide lunch boxes to our Form 1 to Form 3 students in the coming school year. Starting from coming school year, all Form 1 to Form 3 students must stay at school for lunch. The fee is \$19 per person every day. Parents can bring lunch boxes to the students during lunch time and the students can also bring their own lunch boxes to school. Form 1 and Form 2 students must submit the menu and the bank deposit slip before 10 July to the school and the class teacher will collect them on behalf.
10. Opening Ceremony: The school commences on 1 September (Friday) and all students must attend school for the Opening Ceremony at 8:15 am. They will be dismissed by 11 am. Students must wear tidy summer uniforms. Boys are not allowed to perm their hair or wear earrings, and they must wear a black leather belt. Girls must wear skirts that touch their knees and they should have the hair tied up. Students should not do colouring or use any hair gel. Students should attend school in tidy uniforms and decent hairstyles. Offenders are not permitted to attend school until they act appropriately. Students should bring their own stationeries.
11. Passport Size Photos: The Student Union will invite the company "123 Studio" to come to our school on 1 September (Friday) and take colored photos for all students. For fees, please refer to the table below. If any students choose to take photos on their own, please prepare six recent photos in school uniform.

Passport size colour photo x 12 (Free choice)	\$10
Passport size colour photo x 24 (Free choice)	\$15

12. Course Fee: Students promoted to Form 4 to Form 6 in the next school year (2016-2017) do not have to pay any tuition fee, yet they have to pay \$320 for the annual course fee.

13. Holiday Assignment for Chinese: Summer holiday Chinese assignments are as followed. Please complete book reports, language exercises and extra-curricular reading records according to the teachers' instructions.

Class	Summer Assignment	Due Date
Form 1	Complete 2 book reports (free options)	7 September
Form 2	Complete 2 book reports (free options)	7 September
Form 3	1. Complete exercises in 《每日文言半小時》 appointed by the teacher	7 September
	2. Complete 2 book reports (free options)	7 September
Form 4	1. Complete 2 book reports (《活著》 + one free option)	15 September
	2. Complete 1 essay composition	4 September
	3. Complete 1 reading comprehension	4 September
	4. Complete 5 book reports	15 September
Form 5	1. Complete 2 book reports (free options)	15 September
	2. Complete 5 book reports	15 September

14. Holiday Assignments for Maths: Form 1 to Form 4 students have to purchase the following workbooks for summer holiday assignment. Fees will be deducted from student e-card accounts. If the balance of e-card account is not sufficient to pay off the required amount, the school will deduct the amount after the students recharge their e-card accounts by September. Here are the details:

Class	Summer Assignment	Publisher	Price
Form 1	Mathematics in Focus Summer Holiday Mathematics Workbook S1 to S2	Educational Publishing House Ltd	\$10
Form 2	Mathematics in Focus Summer Holiday Mathematics Workbook S2 to S3	Educational Publishing House Ltd	\$10
Form 3	Exercises made by the school		\$13
Form 4	Canotta S4 to S5 Summer Exercises	Canotta Publishing Co. Ltd	\$32

15. Holiday Assignments for English: Holiday assignments for English are as follows:

Class	Summer Assignment Arrangement
Form 1	Complete "Longman Reading Anthology 1" Chapter 1-24
Form 2	Complete "Longman Reading Anthology 2" Chapter 1-24
Form 3	Complete "Longman Reading Anthology 3" Chapter 13-24
Form 4	Complete "Pilot's NSS English Language - Summer Review" (whole book)
Form 1 to Form 4	Complete 3 English Book Reports (2 Fiction and 1 Non-Fiction) Complete 1 film review.

Form 4 students have to purchase the following English workbooks for summer holiday assignment. Fees will be deducted from student e-card accounts. If the balance of e-card account is not sufficient to pay off the required amount, the school will deduct the amount after the students recharge their e-card accounts by September. Here are the details:

Form 4A	Complete Drills in Tenses (For Learners of English) Revised Edition (Junius Publications)	\$ 73 (Group order discounted price)
Form 4	Pilot's NSS English Language - Summer Review for the HKDSE (S4-S5)	\$ 30 (Group order discounted price)

Yours sincerely,

Mr. Ka Ming Tong
School Principal

Reply Slip

I am the parent/guardian* of the student _____ (Form ____, Class no: ____). I have read the School Circular No. 12 (total 3 pages) with regard to all school events, holidays and special arrangements taking place from June to September.

Signature by Parent / Guardian*: _____

Date signed: _____ 2017

**Please delete where inappropriate.*