

PAOC Ka Chi Secondary School  
加拿大神召會嘉智中學  
School Circular No. 1 (2024 – 2025)  
家長通告第一號 (2024 至 2025 年度)  
【School Opening Note】  
【開學須知】

2 September 2024

Dear Parents,

As we approach the start of the new academic year, I would like to bring to your attention several important matters that require your consideration.

**1. Class Schedule and Arrangements:**

- (a) During the school opening week, from 2 September 2024 to 6 September 2024, classes will be conducted from 08:05 to 13:00. On 4 September 2024, classes will follow the regular timetable, and no lunch will be provided throughout the school opening week.
- (b) From 9 September 2024, classes will be held from 08:05 to 15:45. Please refer to the class timetable for more information.
- (c) On the specified dates below, the dismissal times will be slightly extended. Please refer to the table provided for the specific dismissal times:

Grade	Date	Time		Activity
		From	To	
S1	08-10-2024	2:50 p.m.	4:15 p.m.	Sweet Home
	05-11-2024	2:50 p.m.	4:15 p.m.	Sweet Home
	07-11-2024 (1F only)	3:30 p.m.	4:00 p.m.	Class Photo
	12-11-2024 (1H only)	3:30 p.m.	4:00 p.m.	Class Photo
	14-11-2024 (1L only)	3:30 p.m.	4:00 p.m.	Class Photo
	14-01-2025	2:50 p.m.	4:15 p.m.	Sweet Home
	18-02-2025	2:50 p.m.	4:15 p.m.	Sweet Home
	08-04-2025	2:50 p.m.	4:15 p.m.	Sweet Home
	13-05-2025	2:50 p.m.	4:15 p.m.	Sweet Home Celebration

Grade	Date	Time		Activity
		From	To	
S2	03-09-2024	2:10 p.m.	3:45 p.m.	Value Education
	24-10-2024 (2F only)	3:30 p.m.	4:00 p.m.	Class Photo
	29-10-2024 (2H only)	3:30 p.m.	4:00 p.m.	Class Photo
	31-10-2024 (2L only)	3:30 p.m.	4:00 p.m.	Class Photo
	05-11-2024	2:50 p.m.	4:15 p.m.	Sex Education

Grade	Date	Time		Activity
		From	To	
S3	03-09-2024	2:10 p.m.	3:45 p.m.	Value Education
	03-10-2024 (3F only)	3:30 p.m.	4:00 p.m.	Class Photo
	15-10-2024 (3H only)	3:30 p.m.	4:00 p.m.	Class Photo
	17-10-2024 (3L only)	3:30 p.m.	4:00 p.m.	Class Photo
	13-05-2024	2:50 p.m.	4:15 p.m.	Sex Education

Grade	Date	Time		Activity
		From	To	
S4	04-09-2024	2:10 p.m.	3:45 p.m.	Healthy Lifestyle
	08-10-2024	2:50 p.m.	4:00 p.m.	Class Photo

Grade	Date	Time		Activity
		From	To	
S5	05-09-2024	2:10 p.m.	3:45 p.m.	National & Civic Education
	08-10-2024	2:50 p.m.	4:00 p.m.	Class Photo

Grade	Date	Time		Activity
		From	To	
S6	06-09-2024	2:10 p.m.	3:45 p.m.	Life Planning
	17-09-2024 (6F only)	3:30 p.m.	4:00 p.m.	Class Photo
	19-09-2024 (6H only)	3:30 p.m.	4:00 p.m.	Class Photo
	26-09-2024 (6L only)	3:30 p.m.	4:00 p.m.	Class Photo
	3-12-2024	2:50 p.m.	4:00 p.m.	S6 Appreciation Gifts Workshop

## 2. Lunch Policy

Our school policy requires junior form students to have lunch at school on regular school days. The details of the policy are as follows:

(a) Targets: S1 to S3 students

(b) Objectives:

- (i) Foster a stronger sense of belonging;
- (ii) Promote better communication between students and teachers;
- (iii) Cultivate self-discipline;
- (iv) Encourage the development of healthy eating habits.

(c) Approach:

- (i) To promote healthy lunch habits, students have the option to either order meals from the school tuck shop, bring their own lunch boxes, or have their parents bring lunch to school. Microwaves are provided for students to heat up their own packed meals.
- (ii) The menu for September and payment receipts will be distributed on 2 September 2024. Each lunch costs HKD \$30, and there will be three daily options, including halal and vegetarian choices. After retrieving their pre-paid lunch from the tuck shop, students will eat in the classroom.

### **3. Student's Personal Records**

The school requires students' personal records to ensure the provision of appropriate care and support. Parents' personal information is optional. Kindly assist your child in completing the attached form and submit it by 4 September 2024.

- (a) Purpose of data collection: The school will collect your child's information solely for health and safety management purposes. All collected data will be treated as strictly confidential and for internal use only. Providing personal data is optional, but insufficient information may hinder the school's ability to assist your child in case of emergencies.
- (b) Personal information request: According to the Personal Data (Privacy) Ordinance, you have the right to review and amend your personal information. Please contact the school if necessary.

### **4. Student Health and Emergency Room Fees Consent Form**

To create a healthy campus, please remind your children to maintain healthy eating and lifestyle habits, adhere to regular schedules, and ensure personal, household, and school cleanliness. In case of respiratory symptoms like fever, cough, or sore throat, prompt medical attention should be sought, and children should stay home as advised by the doctor.

Additionally, as government hospitals charge a \$180 service fee for urgent medical cases, parents are requested to sign a consent form allowing the school to arrange emergency medical treatment at the Accident & Emergency (A&E) to prevent any treatment delays. Your cooperation is greatly appreciated.

### **5. Intellectual Property, and the Publication of Student Works and Photos**

To promote respect for intellectual property rights among students, parents are kindly requested to remind their children not to plagiarize the work of other students, publications, online sources, or any works not created by themselves. If any instances of plagiarism are discovered, they will be treated as incomplete assignments, and the student's scores for assignments or exams may be deducted accordingly. If your child needs to quote the work of other authors, please include proper citations to acknowledge the original creators' copyrights.

In order to recognize students' achievements, our school may showcase students' photos and works in school publications, promotional materials, campus displays, or on the school website. Outstanding works may also be selected for participation in public competitions. We kindly request parents to sign the consent form to allow their child's work to participate in public competitions.

## **6. Use of students' portrait rights**

In the course of student's involvement in various school activities, it is possible that our school will capture photographs or record videos. Consequently, these visual materials may be publicly showcased or published on the school's official website. With utmost regard for safeguarding students' personal information and privacy, any collected photographs or videos of students and their parents will be exclusively utilized for non-commercial purposes such as educational communication and promotion within the school community. As such, the school cordially seeks parental consent for the inclusion of their child's likeness in the aforementioned educational activities, promotional materials, and publicity efforts.

## **7. Tropical cyclones and heavy rain warnings**

To ensure students' safety during the occurrence of tropical cyclones and heavy rain warnings, parents are advised to take note of the following arrangements:

- (a) If a typhoon signal of 8 or above, or a red or black rainstorm warning is in effect before school starts and the Education Bureau has announced class suspension, students do not need to return to school on that day.
- (b) If the Education Bureau issues a class suspension notice during school hours, the school will continue with regular classes until it is deemed safe to suspend classes. In such cases:
  - (i) Parents are not required to come to the school and pick up their children in heavy rain and strong winds if the school has not announced the class suspension. It is safest for students to remain on campus. If the situation is safe, the school will allow students to leave on their own, and parents do not need to come to the school to pick up their children.
  - (ii) If the school decides to dismiss students early during school hours, notifications will be sent to parents through the school's website and registered mobile phone numbers. Please pay attention to these notifications.
- (c) When a red or black rainstorm warning is issued during school hours, the school will handle the situation as follows:
  - (i) The school will not dismiss students early. Students will remain on campus until regular dismissal time, and classes will continue as usual. The decision to allow students to leave will be made based on the prevailing conditions at dismissal time.
  - (ii) Unless there are exceptional circumstances, the school discourages parents from picking up their children without an official announcement of class suspension. Such actions pose a threat to parental safety under extreme weather and disrupt students' normal learning.
  - (iii) If a red or black rainstorm warning is issued, the school will notify parents through the school's website and registered mobile phone numbers regarding whether students will be dismissed as usual at the regular dismissal time.

- (iv) If conditions permit, the school will allow students to have lunch outside of school. However, if it is deemed unsafe for students to go out for meals, the school will make special arrangements for orderly food purchases to alleviate hunger. The school will extend the lunch break to provide sufficient time for students to buy food, and class teachers will supervise students in the classrooms. The school's food service will offer sufficient and basic food options such as bread, lunch boxes, rice noodles, and noodles. Given the unique circumstances, parents should understand that while the taste and variety of the food may not be optimal, the school has implemented the most feasible measures based on the safety considerations of all students. The school will not allow students to order takeaway food to maintain fairness and prevent potential disruptions caused by delayed deliveries during inclement weather.
- (v) Some students have expressed difficulties in purchasing food at the school's food service due to a lack of money. Therefore, even if students have lunch at home, the school recommends that parents provide a small amount of pocket money daily for students' emergency needs, as secondary school students require pocket money for unforeseen circumstances, similar to the situation mentioned above.
- (vi) However, if a student does not have immediate access to money, parents should encourage the student to seek assistance from teachers. The teachers will make every effort to help students by offering options such as lending money for food purchases or providing biscuits to alleviate hunger.

The school prioritizes the safety of all students and will implement various contingency measures accordingly. While it is not possible to cover all emergency situations, safety remains the primary concern. If parents have any questions or concerns, they are welcome to contact Vice Principal Leung Wai Hong at 2441 3818.

## 8. Student Activities Support Grant

The Student Activities Support Grant aims to provide financial assistance to students for their life-wide learning activities, including local or overseas excursions, project learning, training courses, participation in uniformed groups, community services, and sports activities, among others.

Parents have the opportunity to apply for a partial or full exemption of fees for life-wide learning activities, with a maximum subsidy of \$1,000 per year, if their children meet the following requirements:

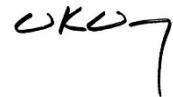
- (a) Students who are currently receiving a full subsidy.
- (b) Students who have been granted comprehensive social security assistance (CSSA).
- (c) Students who are facing special economic needs.

For parents whose children do not meet the above requirements, they may still apply for a discretionary subsidy of up to \$800 per year by following these procedures:

- (i) Submit a parent's letter clearly stating the following information:
  - Name of the activity
  - Title of the Subsidy
  - Date of the application.
- (ii) The letter should be submitted to the general office through the class teacher.
- (iii) The school will exercise its discretionary power to determine the partial exemption of fees for life-wide learning activities based on the following criteria:
  - Any siblings receiving a half-subsidy
  - The number of siblings attending the school
  - Special situations, such as parents being unemployed.
  - Other relevant factors.

Thank you for your attention.

Yours faithfully,



Principal Wong Wai Keung

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敬啟者：

歡迎各位同學，新學年開始，希望藉此通告提醒各位以下須知：

1. 上課時間及安排

- (a) 2024 年 9 月 2 日至 9 月 6 日為開學週，上課時間為 08:05 至 13:00，9 月 4 日要按時間表上課堂，開學週不會有午飯供應。
- (b) 2024 年 9 月 9 日開始全日制上課，上課時間為 08:05 至 15:45，詳細參看各班時間表。
- (c) 下列日期各級放學時間會稍作延後，請參閱下表放學時間：

級別	日期	時間		活動名稱
		由	至	
中一	08-10-2024	2:50 p.m.	4:15 p.m.	愛回嘉活動
	05-11-2024	2:50 p.m.	4:15 p.m.	愛回嘉活動
	07-11-2024 (只限 1F)	3:30 p.m.	4:00 p.m.	班本校園照
	12-11-2024 (只限 1H)	3:30 p.m.	4:00 p.m.	班本校園照
	14-11-2024 (只限 1L)	3:30 p.m.	4:00 p.m.	班本校園照
	14-01-2025	2:50 p.m.	4:15 p.m.	愛回嘉活動
	18-02-2025	2:50 p.m.	4:15 p.m.	愛回嘉活動
	08-04-2025	2:50 p.m.	4:15 p.m.	愛回嘉活動
	13-05-2025	2:50 p.m.	4:15 p.m.	愛回嘉畢業禮

級別	日期	時間		活動名稱
		由	至	
中二	03-09-2024	2:10 p.m.	3:45 p.m.	價值教育主題活動
	24-10-2024 (只限 2F)	3:30 p.m.	4:00 p.m.	班本校園照
	29-10-2024 (只限 2H)	3:30 p.m.	4:00 p.m.	班本校園照
	31-10-2024 (只限 2L)	3:30 p.m.	4:00 p.m.	班本校園照
	05-11-2024	2:50 p.m.	4:15 p.m.	性教育工作坊

級別	日期	時間		活動名稱
		由	至	
中三	03-09-2024	2:10 p.m.	3:45 p.m.	價值教育主題活動
	03-10-2024 (3F only)	3:30 p.m.	4:00 p.m.	班本校園照
	15-10-2024 (3H only)	3:30 p.m.	4:00 p.m.	班本校園照
	17-10-2024 (3L only)	3:30 p.m.	4:00 p.m.	班本校園照
	13-05-2024	2:50 p.m.	4:15 p.m.	性教育工作坊

級別	日期	時間		活動名稱
		由	至	
中四	04-09-2024	2:10 p.m.	3:45 p.m.	價值教育主題活動
	08-10-2024 (三班)	3:30 p.m.	4:00 p.m.	班本校園照

級別	日期	時間		活動名稱
		由	至	
中四	04-09-2024	2:10 p.m.	3:45 p.m.	健康生活主題活動
	08-10-2024	2:50 p.m.	4:00 p.m.	班本校園照

級別	日期	時間		活動名稱
		由	至	
中五	05-09-2024	2:10 p.m.	3:45 p.m.	國民及公民活動主題活動
	08-10-2024 (三班)	2:50 p.m.	4:00 p.m.	班本校園照

級別	日期	時間		活動名稱
		由	至	
中六	06-09-2024	2:10 p.m.	3:45 p.m.	生涯規劃主題活動
	17-09-2024 (只限 6F)	3:30 p.m.	4:00 p.m.	班本校園照
	19-09-2024 (只限 6H)	3:30 p.m.	4:00 p.m.	班本校園照
	26-09-2024 (只限 6L)	3:30 p.m.	4:00 p.m.	班本校園照
	3-12-2024	2:50 p.m.	4:00 p.m.	中六感恩回饋禮物製作



## 2. 留校午膳安排

「留校午膳」是本校對初中同學的一貫政策，本年度是項政策的實施詳情如下：

(a) 對象：中一至中三級學生。

(b) 目標：

- (i) 加強學生對學校的認識及歸屬感；
- (ii) 增進學生與老師之間的溝通；
- (iii) 培養學生的自治能力；
- (iv) 培養學生有健康的午膳習慣。

(c) 方法：

- (i) 為鼓勵同學養成良好的午膳習慣，同學需向食物部訂飯、學生自攜飯盒或由家長帶午飯到校，學校亦安排微波爐，學生可自行翻熱自攜飯盒。
- (ii) 9月份的飯單和付款回條將於9月2日派發，每個午餐費用為港幣\$30，每天有3款午餐(包括清真及素食款式)供學生及家長選購。同學在食物部即場分飯後，會回到班房用膳。

## 3. 填寫學生個人紀錄

本校需收集學生的個人紀錄(家長個人資料可選填)，以便為學生提供最適當的照顧。請家長協助貴子弟填寫附件並於9月4日交回予班主任。

(a) 收集目的：本校收集貴子弟的個人資料，只會用作處理有關學生的保健及安全事宜。收集所得的信息將嚴格保密，僅供內部使用。雖然提供個人資料與否純屬自願，但若你所提供資料不足，本校可能無法掌握貴子弟的病歷，當意外發生時，我們可能未能為貴子弟提供適切的協助。

(b) 索閱個人資料：根據《個人資料(私隱)條例》，你有權要求索閱和修訂你所提供的資料。如有需要，請與學校聯絡。

## 4. 學生健康及急症室收費事宜與同意書

為建立一個健康校園，請家長敦促子弟注意遵守健康的飲食及生活習慣，作息有時，並保持個人、家居及學校的衛生清潔。若出現發熱、咳嗽、喉痛等上呼吸道感染病徵，應盡早求醫，並按照醫生建議留在家中休息。

此外，鑒於政府醫院會就急病求診個案收取每次\$180的服務費，現懇請家長簽署同意書，讓學校在緊急情況下可安排子弟到急症室求醫，以免耽誤治療時間，尚希垂注為感！

## 5. 知識產權及學生作品與相片之刊載

為使同學學習保護知識產權，懇請家長敦促子弟切勿抄襲其他同學、書報、網上或所有非本人創作之作品，如有發現，學生可視為欠交功課處理，而其功課或測驗考試所得分數亦將被扣除。若貴子弟需引錄其他作者之作品，請列明有關出處，以示尊重原創者之版權。

本校為肯定同學的成果，會於學校刊物、宣傳品、校園擺設或校網等途徑展示同學的照片及作品，並會選取優秀作品參與公開比賽。懇請家長簽署同意書，讓貴子弟的作品得以參加公開比賽。

## 6. 有關「使用學生肖像權」事宜

本校學生在參與本校各項活動時，校方可能會拍攝照片或錄影。因此，所有學生活動的相片及錄影，均有機會向公眾展示或上載學校網頁。為保障學生的個人資料及私隱，本校對所收集及儲存的學生及其家長的相片或錄影，只會用於本校教學交流及推廣等非商業用途上。為此本校特函徵詢，望家長同意貴子弟的肖像出現在上述各項教育活動、宣傳及推廣上。

## 7. 熱帶氣旋及暴雨警告訊號生效時學校之應變措施

為讓學生得以在安全的環境下學習，請家長注意下列有關熱帶氣旋及暴雨警告生效時之安排：

- (a) 若八號或以上颱風訊號、紅色或黑色暴雨警告於上課前已生效，教育局已宣佈停課時，同學於該天則不用回校上課。
- (b) 若教育局於上課時間內發出停課通知，學校會照常上課，在安全情況下，學校才會宣佈停課，讓學生自行回家。因此，
  - (i) 家長不需冒着大風暴雨到校接回子女，因為學校沒有宣佈停課，子女留校實為最安全的安排；若情況安全，學校會讓學生自行離開學校，家長無需到校接回子女。
  - (ii) 若學校決定於上課期間提早放學，則會於學校網頁及已登記家長之手機短訊中向家長發放消息，請家長留意。
- (c) 凡於上課時間內發出紅色及黑色暴雨警告時，學校將作下列方式處理：
  - (i) 學校不會提早放學，學生會留校至下午放學時間，上課如常進行，至放學時間再視乎當時情況是否合適，學校才決定會否讓學生離開。
  - (ii) 除非有非常特殊理由，並有法定監護人到校，學校極不鼓勵家長在學校沒有宣佈停課時接走子女，此舉一來對家長自身的安危構成威脅，二者會嚴重影響學生的正常學習，懇請家長垂注。
  - (iii) 紅色及黑色暴雨警告發出時，學生會否如常於下午放學時間放學，學校會因應安全情況於學校網頁及已登記之家長手機短訊中向家長發放消息，請家長留意。

- (iv) 若情況許可，學校會讓學生出外午膳，惟若學校認為學生出外用膳安全會受威脅時，學校會作特別安排，讓學生有秩序地到食物部購買食物充饑。學校會提早午膳時間，讓學生有足夠時間購買食物，而班主任亦會到課室照顧同學；食物部會提供足夠及基本的充饑食物，如麵包、飯盒或米粉、麵類等。鑒於情況特殊，家長須明白縱使食物味道不夠好，種類不夠多，但基於全校學生的安全考慮，這是一個本校所能安排的最可行措施。學校不會讓學生自行訂購外賣，因此舉會造成不公平及混亂，更可能因天雨關係而外賣不能於短時間送到，以致延誤上課時間。
- (v) 有同學表示因沒有帶錢回校而未能到本校食物部購買食物，現請家長留意，縱使學生回家吃飯，本校建議家長能每日給予少量零用錢作學生應急之用，畢竟中學生需要零用錢傍身，以應付突發需要，就如上述的情況一般。
- (vi) 不過，若同學即時未有金錢在身，請家長督請學生向老師提出請求，本校老師定當竭力幫助學生，解決基本充饑的需要，例如先借出金錢讓學生購買食物，或私下拿出餅乾讓學生充饑等。

學校一定會以全體學生的安全為最大考慮原則，作出不同的應變措施；緊急情況不能盡錄，但安全是首要原則，懇請家長與學校通力合作，並囑咐 貴子弟遵守校方及老師當下的指示。家長有任何疑問或意見，歡迎致電 2441 3818 與梁偉康副校長聯絡。

## 8. 學生活動支援津貼

學生活動支援津貼資助中一至中六學生參與全方位學習活動之費用，例如境內或境外參觀考察、專題研習、訓練課程、制服團隊、社會服務、體藝活動等。

學生如符合下列資格者，家長可向校方申請學生活動支援津貼，豁免部份或全部參與全方位學習活動所須費用，全學年上限為\$1,000。

- (a) 領取學生全額資助的學生
- (b) 領取綜合社會保障援助的學生
- (c) 其他有特殊經濟需要的學生

未符合上述資格的學生而須申請學生活動支援津貼，家長亦可依下列程序向學校申請酌情權，豁免部份全方位學習活動所須費用，全學年上限為\$800。

(i) 提交家長信解釋清楚所須申請之

- 活動名稱
- 申請項目
- 日期

(ii) 信件交班主任轉交校務處。

(iii) 校方將按下列條件而評定應否讓申請學生獲取校方給予酌情權，作為豁免部份全方位學習活動所須費用：

- 有否獲得學生半額資助
- 兄弟姊妹求學人數
- 特殊情形，例如：家長突然失業
- 其他

此致  
貴家長

校長



謹啟

二零二四年九月二日

*\*To be submitted to the class teacher on or before 6 September 2024*

*\*請於 6-9-2024 或以前呈交予班主任*

### **【Reply Slip 回條】**

Dear Principal,

I have carefully read and comprehended the information provided in School Circular No. 1 pertaining to the **【School Opening Note】**. And I understand the arrangement

敬覆者：頃接家長通告第一號，藉悉 貴校有關**【開學須知】**各項安排事宜。現奉覆如下：

1. Concerning the **【Student's Personal Records】**, I agree to complete and fill out the attached notice.

有關**【填寫學生個人紀錄】**，本人同意完成填寫此通告附件。

2. Concerning the **【Student Health and Emergency Room Fees Consent Form】**, I allow my child to be taken to the emergency room for medical treatment in case of an emergency at your school. I am also willing to cover the associated service fees.

有關**【學生健康及急症室收費事宜與同意書】**，本人同意貴校在緊急情況下安排敝子弟到急症室求診，而本人亦願意繳付有關服務費。

3. Concerning the **【Intellectual Property, and the Publication of Student Works and Photos】**, I grant permission for the school to publish and use my child's works and photographs, including their outstanding pieces, for public competitions.

有關**【知識產權及學生作品與相片之刊載】**，本人同意貴校刊載敝子弟之作品及相片，並將其優秀作品作公開參賽之用。

4. Concerning the **【Use of students' portrait rights】**, I hereby consent to the use of my child's portrait in educational activities, promotional materials, and promotional campaigns.

有關**【有關「使用學生肖像權」事宜】**本人同意 敝子弟的肖像出現在上述各項教育活動、宣傳及推廣上。

此覆

加拿大神召會嘉智中學校長

Name of Student	學生姓名	:	_____
Class	班別	:	_____
Class Number	學號	:	_____
Name of Parent	家長姓名	:	_____
Signature of Parent	家長簽署	:	_____
Date	日期	:	_____



PAOC Ka Chi Secondary School  
Student's Personal Record (2024-2025)

(The information gathered is solely intended to ensure appropriate care for our students. All collected data will be treated as strictly confidential and used exclusively for internal purposes. Parents are kindly requested to assist their children in completing this survey. We deeply appreciate your cooperation.)

Part I    Personal information

1. Name : (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_ 2. Class : \_\_\_\_ 3. Class No. : \_\_\_\_
4. Family background :
- (1) a. Name of father : \_\_\_\_\_ b. Occupation : \_\_\_\_\_  
c. Age : \_\_\_\_\_(optional item)  
d. Office phone no. : \_\_\_\_\_ e. Mobile phone no. : \_\_\_\_\_
- (2) a. Name of mother : \_\_\_\_\_ b. Occupation : \_\_\_\_\_  
c. Age : \_\_\_\_\_(optional item)  
d. Office phone no. : \_\_\_\_\_ e. Mobile phone no. : \_\_\_\_\_
- (3) Parents' relationship :  
a. Normal     b. Separated     c. Either one deceased     d. Others : \_\_\_\_\_
- (4) Siblings (Including yourself):  
a. No. : \_\_\_\_\_ b. Order of self : \_\_\_\_\_  
c. Having step brothers or sisters :    Yes / No
- (5) Cohabiting family members :  
a. Father     b. Mother     c. Grandparents   
d. Siblings     e. Others : \_\_\_\_\_
- (6) Living condition (optional item) :  
a. Private housing     b. Public estates     c. HOS flats     d. Others : \_\_\_\_\_
- (7) Total family monthly income (optional item) :  
 Below \$8,000     \$8,001 - \$14,999  
 \$15,000 - \$24,999     \$25,000 or above
- (8) If parents are not guardians, please fill in the following items :  
a. Name of guardian : \_\_\_\_\_ b. Relationship : \_\_\_\_\_ c. Phone no. : \_\_\_\_\_  
d. Occupation : \_\_\_\_\_ e. Age : \_\_\_\_\_
- (9) Siblings or relatives who are or have been studying in this school (name/class/year of graduation) :  
\_\_\_\_\_

(Please complete the next page)

Part II    Physical conditions

- (1) Height : \_\_\_\_\_ (cm)            (2) Weight : \_\_\_\_\_ (kg)
- (3) Have you experienced any significant illnesses within the past year? If so, please specify the condition.  
\_\_\_\_\_
- (4) Do you have any food allergies?        \*\* Yes / No (Please Specify : \_\_\_\_\_ )
- (5) Do you have any medication allergies?    \*\* Yes / No (Please Specify : \_\_\_\_\_ )
- (6) Are you physically capable of participating in PE lessons?    \*\* Yes / No (Reason : \_\_\_\_\_ )
- (7) Are you physically capable of engaging in strenuous exercise??  
\*\* Yes / No (Reason : \_\_\_\_\_ )

**Parents' signature**

<b>Father</b>	<b>Mother</b>	<b>Guardian (optional)</b>

**Data collection:** The school collects data regarding your child for the sole purpose of health and safety management. Providing personal information is optional; however, insufficient information may hinder the school's ability to provide assistance to your child in case of an emergency. In accordance with the Personal Privacy Ordinance, you have the right to review and update your personal information. Please contact the school if necessary.



加拿大神召會嘉智中學  
學生個人記錄(2024-2025)

(為使學生獲得更適當的照顧，請家長協助子女一同填寫這份調查表，並在適當位置上簽署。所有資料只供本校內部使用，資料絕對保密，多謝合作。)

第一部分 學生資料

1. 姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ 2. 班別：\_\_\_\_ 3. 學號：\_\_\_\_\_

4. 家庭背景：

(1) a. 父親姓名：\_\_\_\_\_ b. 職業：\_\_\_\_\_

c. 年齡：\_\_\_\_\_ (可選擇性填寫)

d. 工作電話：\_\_\_\_\_ e. 手提電話：\_\_\_\_\_

(2) a. 母親姓名：\_\_\_\_\_ b. 職業：\_\_\_\_\_

c. 年齡：\_\_\_\_\_ (可選擇性填寫)

d. 工作電話：\_\_\_\_\_ e. 手提電話：\_\_\_\_\_

(10) 父母關係：

a. 正常  b. 離異  c. 父或母已亡  d. 其他：\_\_\_\_\_

(11) 兄弟姊妹(包括自己)：

a. 數目：\_\_\_\_\_ b. 排行：\_\_\_\_\_

c. 有沒有同母異父/同父異母之兄弟姊妹： 有 / 沒有

(12) 同住家人：

a. 父  b. 母  c. 祖父/母  d. 外祖父/母

e. 兄弟姊妹  f. 其他：\_\_\_\_\_

(13) 居住環境 (可選擇性填寫)：

a. 私人樓宇  b. 公共屋村  c. 居屋  d. 其他：\_\_\_\_\_

(14) 家庭每月總收入(約) (可選擇性填寫)：

\$8,000 以下  \$8,001 - \$14,999

\$15,000 - \$24,999  \$25,000 或以上

(15) 父母若非監護人，請填此欄：

a. 監護人姓名：\_\_\_\_\_ b. 關係：\_\_\_\_\_ c. 電話：\_\_\_\_\_

d. 職業：\_\_\_\_\_ e. 年齡：\_\_\_\_\_

(16) 現/曾在本校就讀之兄弟姊妹或親屬(姓名/年級/畢業年份)：

\_\_\_\_\_

家長簽名：

父親	母親	(或)監護人

(請填寫後頁)

## 第二部分 學生身體狀況

(1) 身高：\_\_\_\_\_厘米(cm)                      (2) 體重：\_\_\_\_\_ 千克(kg)

(3) 在過去一年有否患過嚴重疾病？若有，請註明疾病名稱。

(4) 是否有食物敏感？            \*\* 是 / 否(請列明：\_\_\_\_\_ )

(5) 是否有藥物敏感？            \*\* 是 / 否(請列明：\_\_\_\_\_ )

(6) 是否適合上體育課？        \*\* 是 / 否(原因：\_\_\_\_\_ )

(7) 是否適合做劇烈運動？      \*\* 是 / 否(原因：\_\_\_\_\_ )

家長簽名：

父親	母親	(或)監護人

索閱個人資料：根據《個人資料(私隱)條例》，你有權要求索閱和修訂你所提供的資料。如有需要，請與學校聯絡。

## General Fees Breakdowns

### 1. Exercise books

Types of books	Colour	Unit Price (HK\$)	S1 Chinese		S1 Non-Chinese		S2 Chinese		S2 Non-Chinese		S3 Chinese		S3 Non-Chinese		S4 Chinese		S4 Non-Chinese		S5 Chinese		S5 Non-Chinese		S6 Chinese		S6 Non-Chinese	
			Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost
Short single-line book	blue	1.30	9	11.7	9	11.7	9	11.7	9	11.7	9	11.7	9	11.7	12	15.6	12	15.6	12	15.6	12	15.6	11	14.3	11	14.3
Long English book	blue	2.00	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	5	10.0	5	10.0	5	10.0	5	10.0	5	10.0	5	10.0
Mathematics book	pink	2.00	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0
Music book	green	2.30	1	2.3	1	2.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Chinese book	yellow	4.00	1	4.0	0	0.0	1	4.0	0	0.0	1	4.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
A4 Chinese writing paper		0.11	10	1.1	0	0.0	10	1.1	0	0.0	10	1.1	0	0.0	20	2.2	0	0.0	20	2.2	0	0.0	0	0.0	0	0.0
A4 Single-lined paper		0.12	100	12.0	100	12.0	100	12.0	100	12.0	100	12.0	100	12.0	130	15.6	130	15.6	130	15.6	130	15.6	130	15.6	130	15.6
Chinese square book		5.00	0	0.0	2	10.0	0	0.0	2	10.0	0	0.0	2	10.0	0	0.0	2	10.0	0	0.0	1	5.0	0	0.0	0	0.0
Chinese reading log book		12.00	1	12.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Student's handbook		26.00	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0
Student's handbook plastic wrap		4.00	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0
<b>Total</b>			<b>81.1</b>		<b>74.0</b>		<b>66.8</b>		<b>71.7</b>		<b>66.8</b>		<b>71.7</b>		<b>77.4</b>		<b>85.2</b>		<b>77.4</b>		<b>80.2</b>		<b>73.9</b>		<b>73.9</b>	

Note: Additional school ties, badges, exercise paper, and other items can be purchased at the General Office.

### 2. Miscellaneous Fees

	S1 Chinese	S1 Non-Chinese	S2 Chinese	S2 Non-Chinese	S3 Chinese	S3 Non-Chinese	S4 Chinese	S4 Non-Chinese	S5 Chinese	S5 Non-Chinese	S6 Chinese	S6 Non-Chinese
Student Identity card with 12 photos	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
Parent-teacher Association membership (per family)	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0
Class Activity Fee(**)	0.0	0.0	150.0	150.0	0.0	0.0	0.0	0.0	400.0	400.0	0.0	0.0
Class Uniform	65.0	65.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
e-portfolio (***)	60.0	60.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>175.0</b>	<b>175.0</b>	<b>200.0</b>	<b>200.0</b>	<b>50.0</b>	<b>50.0</b>	<b>50.0</b>	<b>50.0</b>	<b>450.0</b>	<b>450.0</b>	<b>50.0</b>	<b>50.0</b>

There is only one membership fee required per family.

\*\*Students who are unable to participate in the Form Association Day activity will receive a refund at a later time.

\*\*\*S1 returning students will have a deduction of \$60.0 for e-portfolio services, while S2-S6 new students are required to pay \$60.0 for e-portfolio services.

### 3. Tong Fai

	Secondary 1	Secondary 2	Secondary 3	Secondary 4	Secondary 5	Secondary 6
<b>Total amount</b>	0	0	0	340	340	340

	S1 Chinese	S1 Non-Chinese	S2 Chinese	S2 Non-Chinese	S3 Chinese	S3 Non-Chinese	S4 Chinese	S4 Non-Chinese	S5 Chinese	S5 Non-Chinese	S6 Chinese	S6 Non-Chinese
<b>Total amount</b>	256.1	249.0	266.8	271.7	116.8	121.7	467.4	475.2	867.4	870.2	463.9	463.9

## 各項費用細表

### 1. 簿費：

校簿類別	簿面顏色	單價 (HK\$)	中一華語		中一非華語		中二華語		中二非華語		中三華語		中三非華語		中四華語		中四非華語		中五華語		中五非華語		中六華語		中六非華語			
			數	金	數	金	數	金	數	金	數	金	數	金	數	金	數	金	數	金	數	金	數	金	數	金	數	金
			量	額	量	額	量	額	量	額	量	額	量	額	量	額	量	額	量	額	量	額	量	額	量	額	量	額
單行簿(短)	藍	1.30	9	11.7	9	11.7	9	11.7	9	11.7	9	11.7	9	11.7	12	15.6	12	15.6	12	15.6	12	15.6	11	14.3	11	14.3	11	14.3
英文簿(長)	藍	2.00	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	5	10.0	5	10.0	5	10.0	5	10.0	5	10.0	5	10.0	5	10.0
數學簿	綠色	2.00	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0	2	4.0
音樂簿(五線)	粉綠	2.30	1	2.3	1	2.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
中文簿	黃	4.00	1	4.0	0	0.0	1	4.0	0	0.0	1	4.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
A4 原稿紙		0.11	10	1.1	0	0.0	10	1.1	0	0.0	10	1.1	0	0.0	20	2.2	0	0.0	20	2.2	0	0.0	0	0.0	0	0.0	0	0.0
A4 單行紙(有校徽)		0.12	100	12.0	100	12.0	100	12.0	100	12.0	100	12.0	100	12.0	130	15.6	130	15.6	130	15.6	130	15.6	130	15.6	130	15.6	130	15.6
中文方格簿	淺杏	5.00	0	0.0	2	10.0	0	0.0	2	10.0	0	0.0	2	10.0	0	0.0	2	10.0	0	0.0	1	5.0	0	0.0	0	0.0	0	0.0
閱讀歷程檔案		12.00	1	12.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
學生手冊		26.00	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0	1	26.0
手冊膠套		4.00	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0	1	4.0
總計			81.1		74.0		66.8		71.7		66.8		71.7		77.4		85.2		77.4		80.2		73.9		73.9			

備註：校咭、校章、額外的校簿、單行紙及其他證件等需到校務處購買。

### 2. 其他費用(全年)：

	中一華語	中一非華語	中二華語	中二非華語	中三華語	中三非華語	中四華語	中四非華語	中五華語	中五非華語	中六華語	中六非華語
學生證費用連12張數碼相片	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
家長教師會會費(以家為單位)	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0
班級經營日活動費用(**)	0.0	0.0	150.0	150.0	0.0	0.0	0.0	0.0	400.0	400.0	0.0	0.0
代收--班衫	65.0	65.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
電子學習歷程紀錄(***)	60.0	60.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
總計	175.0	175.0	200.0	200.0	50.0	50.0	50.0	50.0	450.0	450.0	50.0	50.0

每個家庭只需繳交一份家教會會費。

\*\*未能參加班級經營日活動的學生，稍後會獲得退款。

\*\*\*中一舊生可獲扣減60元電子學習歷程紀錄費用。而中二至中六新生須另交60元電子學習歷程紀錄費用。

### 3. 堂費：

	中一	中二	中三	中四	中五	中六
總計	0	0	0	340	340	340

	中一華語	中一非華語	中二華語	中二非華語	中三華語	中三非華語	中四華語	中四非華語	中五華語	中五非華語	中六華語	中六非華語
各項費用之總額	256.1	249.0	266.8	271.7	116.8	121.7	467.4	475.2	867.4	870.2	463.9	463.9