



天主教鳴遠中學
Catholic Ming Yuen Secondary School
School Administrative Notice (16-10)

19th January 2017

Dear Parents and Students,

Re: Happy New Year / Arrangements for the Extension Lessons in the 2nd Term / Support to the Students in Need / S6 Mock Exam / Young Innovators Bazaar in Plaza Hollywood

1) Happy New Year

To wish you all a happy and fruitful new year, three sets of Fai Chun are attached in this circular.

2) Arrangements for the Extension Lessons in the 2nd Term

a) Extra Lessons from Mondays to Thursdays

With the aim to better the academic performance of our students, from 6th February 2017 to 25th May 2017, the captioned lessons will be arranged for S4 to S5 students from 4:10pm to 5:00pm. Please refer to **Appendix I** for the details.

b) Extension Lessons on Fridays

In response to the section 21 in the administrative circular of 16-01, the self-directed learning period on Friday will be continued with reference to the positive feedback shown on the evaluation of 1st term. Students are encouraged to make good use of their time for self-learning.

(A) Some students are required to remain in the school for the following activities:

	Activity	Target Students
1.	Homework Remedial Classes	Those junior form students who do not hand in their homework on time.
2.	School Teams and some groups (Please refer to Appendix II for more details.)	Team members or the relevant group members
3.	Remedial and Elite Training	Invited by teacher(s)

(B) Other students are also welcome to use other school facilities such as the computer rooms, libraries and take the initiative to ask the teachers for advice.

(C) Students who do not need to stay in school can leave school at 3:55 pm after the 8th lesson for self-directed learning activities.

Remarks: If parents wish to let your child stay in school on Fridays, teacher(s) will take care of the child until 5:00pm. Please inform the class teacher(s) and the school for further arrangements.

c) Extra-curricular Activities

The extra-curricular activities will be held from 6th February to 25th May 2017.

d) The arrangements for the Extension Lessons held from Mondays to Thursdays between the period of 26th May 2017 and 5th June 2017 will be announced later.

3) Support to the Students in Need

Academic support will be given to the students who are not perform well in the

first term. The measures are explained as follows:

- a) Resources will be allocated to provide a One-to-Two Tutorial Classes on some subjects. Students are encouraged to join the classes.
- b) Academic counseling will be provided to those students who do not join any activities during the extension lessons.

Name list will be announced later. Please encourage your child to participate actively.

4) S6 Mock Exams

Mock Exams will finish on 17th February. Study Leave will be held from 20th February (Monday) to 24th February 2017 (Friday). Students have to attend school for the exam papers checking on 27th February and 28th February. Starting from 1st March, students can study on their own in school. Some tutorial lessons will be notified by the relevant subject teachers. Teachers will stand by for support. Please encourage your child to make good use of our support and pay attention to their health.

5) Young Innovators Bazaar held in Plaza Hollywood

Young Innovators Bazaar held in Plaza Hollywood is a grand annual event for schools joining the Project *WeCan* Funding Scheme. Students are taught the skills of writing business plan, conducting market research and taking into account the profits and loss of their own business. The items our students will sell are mirrors, glasses and tiny bottles. Words of encouragement will be craved on each item. In order to show the support to our students, please make some orders of the items our students will sell on voluntary basis. The details are as follows:

Date of Making Orders: 6th February to 10th February (Monday to Friday) Venue: School

Young Innovators Bazaar: 10th February to 12th February (Friday to Sunday)

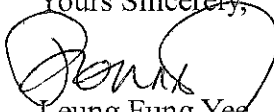
Venue: 1st floor, Plaza Hollywood

Business hours: 10th February (11am to 9pm), 11th February (11am to 9pm)
12th February (11am to 8pm)

Remarks: Students will be on duty in shift

Teacher-in-charge: Mr Chan Shui Leong



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 6th February 2017 (Monday) who will then give the slips to the School General Office.)

Dear Principal,

Having read the School Administrative Circular (16-10), we have a deep understanding about the aforementioned information.

Name of Student: _____ Class: _____ Student's No.: _____

Name of Parent: _____ Parent's Signature: _____

Date: ____/____/____

Arrangements for the Extension Lessons (2nd Term)

Appendix 1

Time: 4:10pm 至 5:00pm

	Monday	Tuesday	Wednesday	Thursday	Friday
S5 (Odd Week)	5A (LS) : Rm 505 (CLF) 5B (Maths): Rm 506 (MKK) 5C (LS) : Rm 507 (YCS)	5A(Maths) : Rm505 (LWY) 5B(LS) : Rm506 (CSL) 5C (Maths): Rm507 (YWC) *Applied Learning : Rm604 (CSF)	Weekly Assembly	5A (Chi) : Rm505 (WHM) 5B (Eng) : Rm506 (LOL) 5C(Chi) : Rm507 (HCK)	--Remedial & Elite Training --ECA -- Maths Ext II: Rm505 (LWN)
S5 (Even Week)	Chem : Rm 611 (CWS) BAFS : Rm 505 (SCH) ICTI : Rm 207 (WCS) Geo : Rm 506 (YCS) VA : Rm 214 (PSL)	Bio : Rm 414 (KSN) ECO: Rm 505 (FCK) Phy: Rm 613 (TKT) C. Hist: Rm 506 (YWM) T & H : Rm 606 (SCH) *Applied Learning : Rm604 (CSF & outside tutor)	Weekly Assembly	5A Eng (Gp1) : Rm 505 (CSW) 5A Eng (Gp2) : Rm 504 (LCW) 5B (Chi) : Rm506 (WHM) 5C Eng : Rm507 (CSF)	--Remedial & Elite Training --ECA -- Maths Ext II: Rm505(LWN)
S4	ECA *Applied Learning : Rm604 (CSF & outside tutor)	ECA	Weekly Assembly Maths Ext II Rm504 (LTM) (5:15pm-6:30pm)	ECA	--Remedial & Elite Training --ECA -- Integration Course for NAC (HCK & outside tutor)
Junior Forms	ECA	ECA	Weekly Assembly	ECA	■ ECA ■ Junior Academic counseling (LPC, WHM) -- Integration Course for NAC (HCK & outside tutor)

Remarks: The lessons of Applied Learning start from 4 : 10pm-6 : 10pm.

ECA during the Extension Time for the 2nd Term

	Monday	Tuesday	Wednesday/ Weekly Assembly	Thursday	Friday
Playground	Football Team 4:10-5:00 Football School Team 4:10-5:40 (KLK & outside coach)	Basketball Team 4:10-5:00 Basketball School Team 4:10-6:45 (CHG, TKA & outside coach)			Basketball Team 4:10-5:00 Basketball School Team 4:10-6:45 (CHG & outside coach)
Hall	Badminton Team 4:10-5:00 Badminton School Team 4:10-5:40 (HCK & outside coach)	Lion Dance 4:10-5:00 Lion Dance School Team 4:10-5:40 (YCS & outside tutor)		Badminton Team 4:10-5:00 Badminton School Team 4:10-5:40 (CWH & outside coach)	Trampoline 4:10-5:40 (KLK & outside coach)
Garden on the ground floor				Organic Farming (YCS & LWL)	
Innovative Workshop Rm111)	Young Innovators Bazaar (CHG)	Learning English through Building Bricks (CWH)			
Ming Sing Court (Rm113)	HK Sea Cadets 4:10-6:00 (TKK, CYW & outside tutor)	Self-directed Learning (SCH)			

Computer Room (Rm207)		IT Perfect (WCG, NMF)			
Music Room (Rm211)		Handbells (LCK)		School Band (LCK)	
VA Room (Rm213)		Visual Arts Club (PSL)			
Library (Rm303)	Self-directed Learning (CCH)			Self-directed Learning (CCH)	Self-directed Learning (CCH)
MMLC (Rm304)	Self-directed Learning (Mr Bell)	Self-directed Learning (CSW)		Self-directed Learning (Mr Bell)	
English Corner (309B)		English Debate (Mr Bell)			English Drama (Mr Bell)
HE Room (Rm311)	Home Economics Club (SCH)			Home Economics Club (SCH)	
Rm402	# Career Planning (4:10-5:00) (LKW & outside tutor)	#Health Ambassador Training (4:10-5:15) (LKW & outside tutor)		# Study Skills Group/ Guitar Class (4:10-5:00) (LKW & outside tutor)	
Rm403	Catholic Student Club (CYL)	Debate Team (CLF)		# Junior Form Elite Training (Odd Week: CSW) (Even Week: FSB)	# Senior Form Elite training (CWH)

Rm513		Red Cross 4:10-6:00 (TKK & TWH)				
Rm604					Robots (NSP)	
Rm607	# English Tutorial Class (4:10-5:15) (LKW & outside tutor)	# Chinese Tutorial Class (4:10-5:15) (LKW & outside tutor)			4D Mini-Cars 4:10-6:00 (TKA & CYW)	
Campus TV (Rm703 & Rm704)		Campus TV (NSP)				
Rm706	Jazz (4:10-5:40) (CYA & outside tutor)					Drama Club (February to March) (LWN, LCK & outside tutor)
Out of School	Young Tutor Scheme (YWC, LKC)	Young Tutor Scheme (LWK, CWS, SYY)	Young Tutor Scheme (LWK)	Young Tutor Scheme (YWC, TKK, SYY, LKC)		

Remarks: “#” means only assigned students can join the activity or the club.