



天主教鳴遠中學
Catholic Ming Yuen Secondary School
School Administrative Circular (15-14)

2nd June, 2016

Dear Parents,

Re: Post-Exam Activities, Post-Exam Review and School Closing Ceremony / Junior Form Academic Remedial Courses / Checking of Summer Assignment and Remedial Classes / Tutorial Classes (S4-S5)/ Applied Learning (S4 Only)/ Summer Workbooks (For S1 to S4 students)

Please observe and follow the following messages.

1) Post-Exam Activities, Post-Exam Review and School Closing Ceremony

There will be post-exam activities, post-exam review and school closing ceremony from 23/6 to 15/7. Students must go to school as usual. All these activities which are tailor made for different students are aimed to develop students' academic ability and multi-intelligence. Please inform your child to attend the events on time. For enquiries, please contact Assistant Principal Mr Lok or ECA officer. Please refer to Appendix 1 for more details.

A) Post-Exam Review

Post-Exam Review will be held from 23/6 to 24/6. The arrival time to school will be as usual and dismissal time will be as follows:

- The dismissal time of 23/6 (Thu) will be 1:15pm
- The dismissal time of 24/6 (Fri) will be 12:45pm

B) Post-Exam Activities and School Closing Ceremony

Please refer to Appendix 1 for more details.

C) Education Camp (S1-S5)

The camp which is sponsored by EDB will be held from 27/6 (Mon) to 29/6 (Wed). As for enhancing cohesiveness and promoting a sense of belonging to school, our school has invited HK Army Cadets Association to assist our students to plan for the camping activities. We would like to take this opportunity to promote leadership skills among our students. Besides, there will be various indoor and outdoor recreational activities such as archery and sports climbing for students to learn team spirit and enhance their sense of belonging. Our school teachers will lead and take care of the students in the activities. Please read the following details carefully and complete the attached form about Student Declaration of Health (Appendix 8) with signature for the convenience of our teachers to take care of the students.

Date	27/6/2016 (Mon) – 29/6/2016 (Wed)
Venue	PLK Tai Tong Holiday Camp
Gathering time & place	27/6 at 1pm at School Hall
Dismissal time & place	29/6 at 3pm at School Hall
Teachers-in-charge	Miss Lau Po Chu, Miss Chan Yan, Mr Lam Chi Kit
Fee	\$240 Remarks: 1. Camp fee, meals & transport fees included (partly subsidized by EDB). 2. Students can apply for the HKJC Life-wide Learning Fund (if necessary). 3. After having confirmed the subsidy of camp fee, students have to submit expenses to the ECA Officer at the pre-meeting on 17/6.
Remarks:	1. Students have to wear school PE uniform and proper trainers on 27/6. 2. Students can refer to the camp booklet for other details.

2) Junior Form Academic Remedial Courses

As for improving academic results of the underachievers in the junior forms, students who have not reached required level in the Final Term Exam Results must attend the “Junior Form Academic Remedial Courses” dated 18/7 (Mon) - 22/7 (Fri) and 23/8 (Tue) - 26/8 (Fri). Students concerned will receive a separate notice in due course. Please refer to Appendix 2 for more details.

3) Checking of Summer Assignment and Remedial Classes

In order to help junior form students make better use of the summer holidays and finish the summer assignment on time, school will hold a 3-day “Checking of Summer Assignment and Remedial Classes” dated between 10/8 (Wed) and 12/8 (Fri). All students must attend the classes. If half of the assignment has been finished, your child(ren) need not attend further remedial class, students who are present in the classes will receive a parental letter from school stating the arrangement. Please refer to Appendix 3 for more details.

4) Tutorial Classes (S4-S5)

Tutorial classes (HKDSE subjects) for the students who will be promoted to **S5** in 16/17 academic year will be held from 23/8 (Tue) to 30/8 (Tue). Please refer to Appendix 4 for more details.

Tutorial classes (HKDSE subjects) for the students who will be promoted to **S6** in 16/17 academic year will be held from 18/7 (Mon) to 22/7 (Fri) and from 23/8 (Tue) to 30/8 (Tue). Our school hopes our students can get good results in the HKDSE. Please refer to Appendix 5 for more details.

5) Applied Learning (S4 Only)

Some of S4 students have been participating in a joint course called “Hospitality Services in Practice” conducted by our school and CityU SCOPE in February. This course includes understanding the hotel services and operations, visiting and practices. Since it is an Applied Learning subject, which will be counted as an elective subject and the result will be a part of the HKDSE; we are looking forward to seeing participants to finish the course in their high school and obtain relevant qualifications.

The classes and practices will continue after the exams and during the summer holidays. Attached (Appendix 6) are the timetable and location of the course. Kindly assure your child(ren) to attend the course on time.

6) Summer Workbooks (For S1 to S4 students)

To maintain good learning attitude of students in the summer holidays, our school has already chosen the summer workbooks for the subjects of Chinese Language and English Language. For S1 to S3 students, Maths summer workbooks are school-based, students must purchase them at school. Students have to hand in the related fees to their class teacher(s) on or before 6/6 (Mon), while students also have the choice of making the purchase from a bookstore; Summer workbooks of other subjects will be arranged by subject teachers. Students should complete all summer workbooks during summer holiday(s) and submit them to subject teachers at the opening of next school year. Please pay attention to it and request your child(ren) to reinforce learning during summer holidays For details, please refer to Appendix

Dragon Boat Festival (9/6) is a public holiday. Students please allocate the time for studying well.



Yours sincerely,

(Leung Fung Yee)
Principal

<The reply slip is at the end of this circular>

Post-exam activities and school closing ceremony

Appendix 1

27/6 (Mon) To 29/6 (Wed)	#S1	#S2	#S3	#S4	#S5
	1:00pm(27/6)-3:00pm(29/6) S1-S5 Education Camp (ECA Team) (All S1-S5 students)				
30/6 (Thu)	#S1	#S2	#S3	#S4	#S5
	9:00am-12:00noon *Service learning (Creative Fun Fair) Helpers' Meeting and Preparation (Designated students) (Hall)				
	-			*(30/6-4/7) Xiamen & Kinmen Historical & Cultural Tour (20 enrolled students)	
				*(30/6-4/7) Taipei Study Tour (33 enrolled students)	
1/7 (Fri)	S1	S2	S3	#S4	#S5
	HKSAR Establishment Day (Public Holiday)				
	-			*(30/6-4/7) Xiamen & Kinmen Historical & Cultural Tour (20 enrolled students)	
				*(30/6-4/7) Taipei Study Tour (33 enrolled students)	
2/7 (Sat)	#S1	#S2	#S3	#S4	#S5
	9:00am-12:00noon *[Game stalls and Variety Show] Rehearsal (Designated students) (Hall)				
	-			*(30/6-4/7) Xiamen & Kinmen Historical & Cultural Tour (20 enrolled students)	
				*(30/6-4/7) Taipei Study Tour (33 enrolled students)	
3/7 (Sun)	#S1	#S2	#S3	#S4	#S5
	9:00am-6:00pm *Service learning (Creative Fun Fair) (Designated students) (outdoor)				
	-			*(30/6-4/7) Xiamen & Kinmen Historical & Cultural Tour (20 enrolled students)	
				*(30/6-4/7) Taipei Study Tour (33 enrolled students)	
4/7 (Mon)	#S1	#S2	#S3	S4	S5
	9:00am-12:30pm TREATS Integrated Activity Workshop (Student support group) (Hall)			-	
				*(30/6-4/7) Xiamen & Kinmen Historical & Cultural Tour (20 enrolled students)	
				*(30/6-4/7) Taipei Study Tour (33 enrolled students)	

5/7 (Tue)	#S1	#S2	#S3	S4	S5
	9:00am-10:00am Lecture on health (Healthy Campus Team) (Home room of each class)			-	* 3:30pm-7:00pm Field trip (S5 Bio group)
	10:30am-12:00 noon Junior Form Activity (Hall and Classrooms)				
(5/7-11/7) 9:30am-12:30pm Making of mini-quad copters (Academic Team and ITED Team) (20 enrolled students) (Rm 207)					
6/7 (Wed)	S1	S2	S3	S4	S5
	Teachers' Meeting Day			9:00am-12:00noon English Grammar Class (S4A) (Rm 105)	Teachers' Meeting Day
	(5/7-11/7) 9:30am-12:30pm Making of mini-quad copters (Academic Team and ITED Team) (20 enrolled students) (Rm 207)				
-			1:15pm-2:45pm English Grammar Class (S4A) (Rm 105)	-	
7/7 (Thu)	#S1	#S2	#S3	S4	S5
	9:00am-5:00pm *Aquatic Activity Training Day (Sea Cadet) (Outdoor)			9:00am-12:00 noon English Grammar Class (S4A) (Rm 105)	9:00am-11:00am Review on learning and Interview with S5 students
	(5/7-11/7) 9:30am-12:30pm Making of mini-quad copters (Academic Team and ITED Team) (20 enrolled students) (Rm 207)				
-			1:15pm-2:45pm English Grammar Class (S4A) (Rm 105)	-	
8/7 (Fri)	S1	S2	S3	#S4	S5
	-			9:00am-1:00pm Job-hunting and Individual Interview Workshop (Career Counseling Team) (Hall)	-
	(5/7-11/7) 9:30am-12:30pm Making of mini-quad copters (Academic Team and ITED Team)				

(20 enrolled students) (Rm 207)					
11/7 (Mon)	S1	S2	#S3	#S4	S5
	-		9:00am-1:00pm *Company Visit (Career Counseling Team)	9:00am-1:00pm *Lamma Power Station Visit (Liberal Studies) (S4B & S4C)	9:30am-12:30pm * Health Care Practice (25 designated students) (Rm 603)
	(5/7-11/7) 9:30am-12:30pm Making of mini-quad copters (Academic Team and ITED Team) (20 enrolled students) (Rm 207)				
12/7 (Tue)	#S1	#S2	#S3	#S4	#S5
	9:00am-11:00am * School Closing Ceremony Rehearsal (1) (Designated students) (Hall)				9:30am-12:30pm * Health Care Practice (25 designated students) (Rm 603)
13/7 (Wed)	S1	S2	S3	S4	#S5
	-				-
14/7 (Thu)	#S1	#S2	#S3	#S4	#S5
	9:00am-11:00am * School Closing Ceremony Rehearsal (2) (Designated students) (Hall)				
15/7 (Fri)	S1	S2	S3	S4	S5
	9:00am-12:00 noon School Closing Ceremony (Hall) (Students must wear school uniform to attend the ceremony and proceed with the registration procedures. School Academic Report Cards will also be distributed to students.)				

4/7-15/7: Students have to arrive at school playground at or before 8:50am for roll call (except for designated activity).

Remarks:

1. Pre-meetings of the Education Camp will be held in the school hall on 17/6 .
(S1-S4:12:00 noon-12:15pm; S5: 12:30pm-12:45pm) and on 24/6 (12:00noon-12:45pm).
2. * Students who are required to attend will receive a parental letter or a document about the details of the activities.
3. # Form(s) concerned has /have to wear school PE uniform to school.

		18/7(Mon)	19/7(Tue)	20/7(Wed)	21/7(Thu)	22/7(Fri)
9:30-10:50	Chinese Language (Rm202)	Chinese Language (Rm202)	Maths(Rm202)	English Language (Rm202)	Maths(Rm202)	Maths(Rm202)
10:50-11:10		Recess				
11:10-12:30	English Language (Rm202)	Chinese Language (Rm202)	Chinese Language (Rm202)	Chinese Language (Rm202)	English Language (Rm202)	Chinese Language (Rm202)

		23/8(Tue)	24/8(Wed)	25/8(Thu)	26/8(Fri)
9:30-10:50	English Language (Rm202)	English Language (Rm202)	Chinese Language (Rm202)	Maths (Rm202)	English Language (Rm202)
10:50-11:10		Recess			
11:10-12:30	Maths (Rm202)	English Language (Rm202)	Chinese Language (Rm202)	Chinese Language (Rm202)	Maths (Rm202)

Checking of Summer Holiday Assignment and Remedial Class
(For Junior Forms)

Appendix 3

	10/8(Wed)	11/8(Thu)	12/8(Fri)
9:30-10:50	S.1 (Rm202) S.2 (Rm202A) S.3A (Rm203) S.3B (Rm204)	S.1 (Rm202) S.2 (Rm202A) S.3 (Rm203)	S.1 – S.2(Rm202) S.3 (Rm203)
10:50-11:10	Recess		
11:10-12:30	S.1 (Rm202) S.2 (Rm202A) S.3A (Rm203) S.3B (Rm204)	S.1 (Rm202) S.2 (Rm202A) S.3 (Rm203)	S.1 – S.2(Rm202) S.3 (Rm203)

Arrangements:

1. Students need to attend the assembly at 9:30am at school playground. Teachers will take roll call and check the homework in the classroom.
2. If students meet the requirement (finish at least 50% of their assignment), they will receive a parental letter stating that they have already attained the requirement. They are encouraged to complete the rest of the assignment
3. If students do not meet the requirement, we would urge them to finish.
4. If students cannot meet the requirement, they will receive a parental letter stating that they have not attained the requirement. They need to come back to school and complete the assignment the next day.
5. Students who need to be rechecked have to submit a parental letter

Promoted From S4 to S5 Tutorial Classes Timetable

Appendix 4

Classroom	23/8(Tue)		24/8(Wed)		25/8(Thu)		26/8(Fri)		29/8(Mon)		30/8(Tue)	
	5A(505)	5B(506)	5A(505)	5B(506)	5A(505)	5B(506)	5C(507)	5C(507)	5A(505)	5B(506)	5C(507)	5C(507)
9:30-10:50	English Language	English Language	Maths	Maths	Chinese Language	Chinese Language	Chinese Language	Chinese Language	Chem (611), ICT(207), VA(214), BAFS (505) - Geog(506)	Bio(414), Econ(505), Phy(613), Chi Hist(506) - THS(504)	Chem(611), ICT(207), VA(214) - BAFS (505) - Geog(506)	
10:50-11:10	Recess											
Classroom	5A(505)	5B(506)	5A(505)	5B(506)	5A(505)	5B(506)	5C(507)	5C(507)	5A(505)	5B(506)	5C(507)	5C(507)
11:10-12:30	Chinese Language	Chinese Language	English Language	English Language	Maths	Maths	Maths	Maths	LS	LS	LS	LS
12:30-2:00	Lunch											
2:00-4:00			Maths M2 (505)		Maths M2 (505)				Maths M2 (505)		Maths M2 (505)	
												Maths M2 (505)

Remarks: If students have to take the Applied Learning Course during the time mentioned in the above timetable, please attend the Applied Learning Course as the first priority.

Promoted from S5 to S6 Tutorial Class Timetable

Appendix 5

	18/7(Mon)	19/7(Tue)	20/7(Wed)	21/7(Thu)	22/7(Fri)
Classroom					
9:30-10:50	Chem(611), ICT(207), VA(214) , BAFS (505) , Geog(606)	Bio (414), BAFS (605), Phy(613), Chi Hist (606), THS(607)	Chem(611), ICT(207), VA(214), Econ (605), Geog(606)	Bio (414), BAFS(605), Phy(613), Chi Hist (606), THS(607)	LS
10:50-11:10			Recess		
Classroom					
11:10-12:30	Chem(611), ICT(207), VA(214), Econ (605), Geog(606)	Bio(414), BAFS(605), Phy(613), Chi Hist (606), THS(607)	Chem(611), ICT(207), VA(214), Econ (605), Geog(606)	Bio (414), BAFS(605), Phy(613), Chi Hist (606), THS(607)	LS
12:30-2:00			Lunch		
2:00-4:00	Maths M2(105)	Maths M2(105)	Maths M2(105)	Maths M2(105)	Maths M2(105)

	23/8(Tue)	24/8(Wed)	25/8(Thu)	26/8(Fri)	29/8(Mon)	30/8(Tue)
Classroom						
9:30-10:50	6A(605) Maths	6C(607) Maths	6B(606) Chinese Language	6A(605) Maths	6A(605) Chinese Language	6C(607) Chinese Language
10:50-11:10			Eng (Gp1, 604) Eng (Gp2, 605) Eng (Gp3, 606) Eng (Gp4, 607)			Eng (Gp1, 604) Eng (Gp2, 605) Eng (Gp3, 606) Eng (Gp4, 607)
Classroom						
11:10-12:30	6A(605) Maths	6C(607) Maths	6A(605) Chinese Language	6A(605) Maths	6A(605) Chinese Language	6C(607) Chinese Language
12:30-2:00			Eng (Gp1, 604) Eng (Gp2, 605) Eng (Gp3, 606) Eng (Gp4, 607)			Eng (Gp1, 604) Eng (Gp2, 605) Eng (Gp3, 606) Eng (Gp4, 607)
2:00-4:00		Maths M2 (105)			Maths M2 (105)	Maths M2 (105)

Appendix 6

Lesson	Date	Hour(s)	Time	Chapters	Venue
13	30-Jun-16	6	0930-1230 1330-1630	Hotel visit (Get to know individual hotels and hotel chains) and post-visit sharing Guest cycle - (Chapter 4.3 - 4.6) Announce and distribute group project	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
14	4-Jul-16	6	0930-1230 1330-1630	Occupational summary (Chapter 3.1) Occupational choice (Chapter 3.2) Occupational plan and equipment (Chapter 3.3) Teach how to write a job application letter	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
15	5-Jul-16	6	0930-1230 1330-1630	Guest cycle Check-in and Check-out 4.7-4.9 Guest cycle 4.10 Tracking group project	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
16	6-Jul-16	6	0930-1230 1330-1630	Guest services Chapter 5.1-5.4 Introduction of new information technology Telephone etiquette Telecommunication (Chapter 6)	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
17	7-Jul-16	6	0930-1230 1330-1630	Night auditor (Chapter 8.1-3) Guest room management (Chapter 9.1-9.2) Get to know the trend in hotel designs, equipment and facilities	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
18	8-Jul-16	6	0930-1230 1330-1630	Guest room management(Chapter 9.3) How room service department promote environmental awareness Skill test 2 exercise	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
19	11-Jul-16	6	0930-1230 1330-1630	Skill test 2 (Check in)(10%) Room inventory (Chapter 10.1 & 10.2)	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
20	12-Jul-16	6	0930-1230 1330-1630	Hotel linen (Chapter 10.3 & 10.4) Housekeeping (Chapter 11.1-11.3)	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
21	13-Jul-16	6	0930-1230 1330-1630	Hotel laundry management (Chapter 12.1) Identify other functions of hotel laundry Hotel laundry management (Chapter 12.2 & 12.3)	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
22	21-Jul-16 & 22-Jul-16 (to be confirmed)	24	To be confirmed	Visiting hotel (Two days one night activity)	To be confirmed
23	22-Aug-16	4	0930-1330	Extra lesson	Admiralty Teaching Centre Room UR6,8/F, United Centre, 95 Queensway, Admiralty
24	23-Aug-16	3	0930-1230	Assessment Task 3 (20%): Group project & Presentation Introduction of in-flight catering services	Admiralty Teaching Centre Room UR6,8/F, United Centre, 95 Queensway, Admiralty
25	24-Aug-16	3	0930-1230	Assessment Task 3 (20%): Group project & Presentation Introduction of in-flight catering services	Admiralty Teaching Centre Room UR6,8/F, United Centre, 95 Queensway, Admiralty
26	25-Aug-16	3	0930-1230	Carpet structure and maintenance (Chapter 13) Safety, chemical and security management (Chapter 14)	Admiralty Teaching Centre Room UR6,8/F, United Centre, 95 Queensway, Admiralty
27	29-Aug-16	3	0930-1230	Carpet structure and maintenance (Chapter 13) Safety, chemicals and security management (Chapter 14) Final exam and LMP exam revision	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty
28	30-Aug-16	2	1000-1200	Assessment Task 4 (20%): Final exam and LMP exam	Admiralty Teaching Centre Room UR11,8/F, United Centre, 95 Queensway, Admiralty

Summer Workbooks**S1**

Subjects	Names of Workbooks	Publisher	Author(s)	Edition	School Price
Chinese	中國語文中一升中二	天風出版有限公司	/	2011	20
English	Pilot's Summer Review English(F1-F2) with answer & CD	Pilot Publishers Services LTD	/	2003	29
Maths	勤達校本單元暑期作業 Canotta School-based Summer Workbook	Canotta Publishing Co., Ltd.	/	2015	20

S2

Subjects	Names of Workbooks	Publisher	Author	Edition	School Price
Chinese	暑期語文遊戲谷 3	Marshall Cavendish Education H.K.	劉嫻	2016	23
English	Pilot's Summer Review English(F2-F3) with answer & CD	Pilot Publishers Services LTD	/	2003	29
Maths	勤達校本單元暑期作業 Canotta School-based Summer Workbook	Canotta Publishing Co., Ltd.	/	2015	20

S3

Subjects	Names of Workbooks	Publisher	Author	Edition	School Price
Chinese	中文綜合訓練營 4	Hong Kong Educational Publishing Co.	謝穎雯	2013	22
English	Pilot's Summer Review English(F3-F4) with answer & CD	Pilot Publishers Services LTD	/	2003	31
Maths	勤達校本單元暑期作業 Canotta School-based Summer Workbook	Canotta Publishing Co., Ltd.	/	2015	20

Student Declaration of Health

Part A: Declaration of Health

1. Am I unsuitable for vigorous exercise with track record? Yes No
(If yes, details: _____)
2. Was I admitted to hospital for treatment, body check or operation? Yes No
(If yes, name of disease and date of admission : _____)
3. Did I have serious/chronic disease? Yes No
(If yes, name of the disease: _____)
4. Do I need to take medicine over a long period of time? Yes No
(If yes, name of the drug and dose: _____)
5. Do I have food, drug and/or other allergies? Yes No
(If yes, the source(s) of allergy: _____)
6. Do I need special meal arrangement for health reason? Yes No
(If yes, special instruction from doctor: _____)

Part B: Details of parents/guardians

The first one:

Name: _____ (Chinese) _____ (English)

Relationship: _____

Emergency contact number: _____ (Day) _____ (Night)

Address: _____

The second one:

Name: _____ (Chinese) _____ (English)

Relationship: _____

Emergency contact number: _____ (Day) _____ (Night)

Address: _____

Part C: Statement of Consent

I agree to let my child, _____, (student's name) to participate in the Education Camp. I confirm that the above declaration of health is true and correct. My child is physically fit for participating in this event.

Name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

Reply Slip

(Please hand in the Slip to your Class Teacher(s) on or before 6th June, 2016)

Dear Principal,

Having read the School Administrative Circular (15-14), we have a deep understanding about the aforementioned information.

Summer Workbooks (For S1 to S4 students)

I will order the following workbooks through the school and hand in the total amount listed below (Please put a ✓ in the appropriate box)

Chinese	English	Mathematics	Total amount
<input type="checkbox"/> order <input type="checkbox"/> not order	<input type="checkbox"/> order <input type="checkbox"/> not order	Students must purchase the workbook through the school (\$20 for each)	

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

Parent's Name: _____ Parent's Signature _____ Date: _____ / _____ /2016