



天主教鳴遠中學  
CATHOLIC MING YUEN SECONDARY SCHOOL

School Administrative Circular (16-05)

20<sup>th</sup> October 2016

Dear Parents and Students,

**Re: School Picnic Day/ Annual School Sports Days/  
Arrangement for Changing into the Winter Uniforms/Arrangement for the Special Days**

(A) School Picnic Day

1) The School Picnic Day is scheduled on 17<sup>th</sup> Nov (Thursday). A photo contest with "Infinite Joy" as the theme of the 66<sup>th</sup> Anniversary Celebration will be held. Students are strongly welcome to take part in both the event and the contest. The details of the School Picnic Day is as follows:

Form	Destination	Coach Fare per student	Assembling Venue	Assembling Time	Time to leave	Remarks
S1-S3	Butterfly Beach	\$ 40	School playground	8:30am	3:00pm	1. Wear school PE uniforms / class uniforms, trousers and sports shoes. 2. Bring your own food
S4	Stanley Main Beach	\$ 35				
S5	Shek O Beach	\$ 30				
S6	Shing Mun Country Park	\$ 35				

2) In order to enable all the students have an equal opportunity to learn, "Hong Kong Jockey Club Life-wide Learning Fund" will support financially needy students to participate in life-wide learning activities. If necessary, please apply for the sponsorship.

3)(i) If EDB announces that there will be no schooling that day due to a bad weather, the activity will be cancelled and students need not return to school.

(ii) If the weather is poor and no further instructions are provided by EDB, the students still need to attend the activity. Assessed by school, a final decision will be made to determine if the activity will still go on.

(iii) If the activity is cancelled in the middle of the day, students will be dismissed earlier.

4) During the activity, students are not permitted to leave the venue of the Picnic Day or engage in other unplanned activities, such as swimming, hiking, cycling and so on.

5) Arrangements and preparations for recreational programs should be made in each class.

6) School Picnic Day is a normal school day. All students must be present. Absence from the Picnic Day should be specified in the school circular in advance so as to be assessed by the teacher-in-charge of the Picnic Day. A medical note should be provided if student is sick on the

Picnic Day; otherwise, it will be considered as truancy.

### **(B) Annual School Sports Days**

The 47<sup>th</sup> Sports Days will be held in the Sai Kung Tang Shiu Kin Sports Ground on 8<sup>th</sup> December (Thursday) and 9<sup>th</sup> December (Friday). All teaching staff and students need to attend this grand event. After considering the physical condition of your child/ children, please encourage them to participate in the events. Student(s) is/are also reminded of the importance of safety. For details, please refer to Appendix 1.

### **(C) Arrangement for Changing into the Winter Uniforms**

The four foci of our school are decent manner, self-discipline, self-confidence and knowledge. Wearing uniform tidily help express how decent the manner is. To achieve this aim, attention should be paid to your child's / children's' hairstyle and uniforms. For details, please refer to P.11 to P.13 of the Student Handbooks.

As it is becoming cooler and cooler, students can either wear the pure summer uniforms or pure winter uniforms between 7<sup>th</sup> November and 18<sup>th</sup> November. Besides being neat and tidy, no mixing code of summer and winter uniforms is allowed.

Students need to wear the full set of winter uniforms (including jackets) on the first date of changing uniform (21<sup>st</sup> November), and the Anniversary Celebration (22<sup>nd</sup> December). Spot checks by disciplinary teachers and the class teachers will be conducted on 21<sup>st</sup> and 22<sup>nd</sup> December. Also, starting from 9<sup>th</sup> November, students need to wear the PE jacket if they choose to wear the PE uniform. If not, it will be considered as a violation of the school rules.

The details and the outfit of the winter uniforms are stated in the Student Handbooks or displayed in the school office. Before making any purchases, students can go to the office to see the requirement first. Spot check on uniforms will be conducted from time to time. In order to cultivate your child / children a sense of responsibility, please make sure that they follow our school rules.

### **(D) Arrangement for the Special Days**

14/11(Mon) : Use the Timetable for Thursday, but no change on Monday's extension Lesson.

18/11(Fri) : Special School holiday after School Picnic Day.



Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Leung Fung Yee', written over a large, light-colored circular scribble.

Leung Fung Yee

Principal

Catholic Ming Yuen Secondary School

## **The Major Concerns for the 47<sup>th</sup> Sports Days (2016-2017)**

1. Our school 47<sup>th</sup> Sports Day will be held from 9:00am to 4:00pm on 8<sup>th</sup> December (Thursday) and 9<sup>th</sup> December (Friday) in Sai Kung Tang Shui Kin Sports Ground.

All students must wear P.E uniforms and sports shoes to attend the events.

The telephone no. of the venue is 27916410. If no school days are announced by the Education Bureau, our sports days will be cancelled.

2. a. S1 to S3: Students have to arrive at school before 8:00am. A round trip coach service will be provided from school to Sports Ground. Students will leave school at 4:30pm and have to pay \$20 for the coach fare. (School has subsidized part of the fare and hand in the fare until next circular is delivered.)

b. S4 to S6: Students have to arrive at the Sports Ground before 9:00am. (Students can ask the school to arrange for the transportation by coach.)

3. All students must obey the rules and behave well in order to avoid accidents. Students must attend the event. Absentees without any acceptable reasons will be considered as truant.

4. Students must bring their ID cards, appropriate amount of money and the necessities. Don't bring any valuable belongings.

5. Students cannot leave the Sports Ground without permission. Students have to obey the following guidelines:

\* All athletes must wear the school P.E T-shirts when they are having the competitions. After the competitions, they have to go back the spectators' stand immediately.

\*Students have to obey all the instructions as well as advice from teachers, prefects and helpers.

\*The whole audience has to stay in the spectators' stand and must not step into the competition areas.

\*Students have to keep the Sports Ground clean.

\*Students must not bring any glass bottles.

\* For safety, all junior form students must have their lunch in the Sports Ground. Students can bring their lunchboxes or ask teachers to order their meals beforehand.

6. 12/12/2016 Normal School Day

Reply Slip

(Please hand in the Slip to your class teacher(s) on or before 24th November 2016)

Dear Principal,

Having read the circular (16-05), we know the details of all the arrangements for the coming events.

**1. School Picnic Day**

With regard to the School Picnic Day on 17th November, I'll make sure that my child is physically well. Also,

- \*  he/ she will participate in the School Picnic Day and
- \*  I'd like to apply for the subsidy from The Hong Kong Jockey Club Life-wide Learning Fund.
- \*  I would not apply for the subsidy from The Hong Kong Jockey Club Life-wide Learning Fund.

Instead, I will pay the coach fare of \$\_\_\_\_\_.

- \*  he/ she will not participate in the School Picnic Day. Reason(s):

**2. Coach fare on Sports Days (Junior Form Students only)**

\*  I would like to apply for the subsidy from The Hong Kong Jockey Club Life-wide Learning Fund.

\*  I would not apply for the subsidy from The Hong Kong Jockey Club Life-wide Learning Fund and I will pay the fare of \_\_\_\_\_.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_/10/2016

\* Please give a tick in the appropriate box