



Glorifying God, Edifying People 崇聖敬道 榮神益人

2019-2020 年度家長通告 (一)

有關開學注意事宜

各位親愛的家長：

1. 班務日

2019年9月3日上課時間為早上8:00，放學時間為中午12:45，學生需穿整齊校服回校，帶備書包、基本文具，無需帶其他課本。校門於早上7:15開啟，學生無需過早返校。9月4日起是正式上課日。

2. 學生相片

為統一學生照片的格式、要求及準則，本校將於9月3日(星期二)班務日當天為各級學生拍攝學生照片。共有12張相片轉交班主任，以作本年度校內使用，費用將計算在雜費內。同學當天需穿著整齊校服，不可穿著運動服拍照。

3. 暑期作業

中一至中六學生需於9月4日(星期三)繳交暑期作業。如學生遲交或質素欠理想，則必須出席於9月9日(星期一)的功課留堂班，時間為放學後下午3:50至4:40。

4. 繳交九月份學費餘額

中一全級及舊生的九月份學費餘額，會於9月5日(星期四)經自動轉賬方式繳交。

5. 上課日

各級上課及放學時間如下：

5.1. 中一至中六級上課時間(星期一至星期五)上午8:00。

5.2. 放學時間如下：

級別	星期一	星期二	星期三	星期四	星期五
中一	下午 3:45	下午 3:45	下午 3:45	下午 3:45	下午 3:45
中二	下午 3:45	下午 3:45	下午 3:45	下午 3:45	下午 3:45
中三	下午 3:45	下午 3:45	下午 3:45	下午 3:45	下午 3:45
中四	下午 3:45	下午 3:45	下午 3:45 選修數學 M1/M2 的同學， 如當日有堂，放 學時間為 4:10	下午 3:45	下午 3:45
中五	下午 3:35	下午 3:35 選修數學 M1/M2 的同學，如當日有 堂，放學時間為 4:45	下午 3:35	下午 3:35	下午 3:35 選修數學 M1/M2 的同學， 如當日有堂，放 學時間為 4:10
中六	下午 3:35 選修數學 M1/M2 的同學，如當日有 堂，放學時間為 4:45	下午 3:35	下午 3:35	下午 3:35	下午 3:35 選修數學 M1/M2 的同學， 如當日有堂，放 學時間為 4:10

續後頁...

## 6. 功課留堂班及遲到留堂班的安排

- 6.1. 遲到留堂班將於每天(星期一至五)在學校 201 室進行，時間為下午 1:10 至 1:40。
- 6.2. 中一至中四級功課留堂班於星期一至四放學後下午 3:50 至 4:40 進行。學生於上課當日累積欠交兩份或以上功課必須出席留堂班。此外，本校除期望學生能準時交齊功課外，同時亦注重功課質素，欠交情況嚴重或功課質素未如理想之學生有機會需要出席星期六功課留堂班，時間為早上 9:00 至 11:00。

## 7. 學生穿著運動服回校的安排

為了增強學生對學校的歸屬感，本校設四社制，而學生短袖運動服均以各社的顏色為主色，(各社運動服的相片已上載本校網頁 [www.stcc.edu.hk](http://www.stcc.edu.hk) (底部 -parent information)。

本校校服供應商為「豐昌順(沙田)有限公司」(東九龍)門市部，資料如下：

- 地址：牛頭角安基商場一樓 114 號舖
- 電話：2684 1380

學生可因活動需要在非運動課日穿著本校運動服，進出校園時必須穿著整齊校服或本校運動服。學校典禮及考試日學生必須穿著整齊校服。

於以下日子，全校學生必須穿著整齊校服回校：

開學禮	班務日
畢業禮	影班相日
結業禮	考試周
聖誕節崇拜	測驗周
家長日	溫習周

## 8. 學生健康服務

19/20學年的學生健康服務會提供予中一至中六級的學生，有關是項服務之<致家長/監護人書>、<家長/監護人須知>、<參加表格及同意書>及資料單張，將於9月3日發給同學。無論學生參加與否，都必須填妥表格並於9月6日(星期五)交回給班主任。

## 9. 學生手冊變更事項

為了讓學生更有效使用學生手冊，今年學生手冊將有以下改變：

初中 - 為了讓學生建立良好學習習慣，例如記錄功課，初中學生手冊將沿用以往格式(即家課日誌每星期佔兩頁)，讓學生有足夠空間記錄功課。

高中 - 為了讓學生建立良好時間管理，高中學生手冊將使用簡化格式(即家課日誌每個月佔兩頁)，讓學生以宏觀角度記錄及管理自己每個月的事情。

## 10. 有關調整膳食服務價格事宜

早前收到本校收到飯盒供應商來函，申請調整新學年午膳飯盒價格，由原來港幣21元，調整為港幣22元。經由助理校長、健康教育組主任、家校合作組主任，高級行政主任以及家教會主席組成的小組商議後，考慮到今年五月最低工資調升，以及食材價格升幅這兩項客觀因素，為避免飯盒供應商因成本問題而導致食物質素下降，決定接納該申請。如有家長有疑問，歡迎致電本校與曾金海老師查詢。

## 11. 刊登學生成就及活動資訊

本校致力建立學生成就感及自信心，經老師挑選的學生課業、活動及頒獎照片等將透過壁佈、印刷品及網頁等刊登，於校內及向公眾分享。若閣下不同意把貴子弟有關的資料刊登，請以書面表示，交回校務處行政主任譚佩瑩小姐。

請於9月6日或以前簽妥本電子通告。如有任何查詢，可致電2372 0033與所屬班主任聯絡。

祝  
主恩滿溢

基督教中國佈道會  
聖道迦南書院校長  
徐潮妹謹啟

二零一九年八月二十九日

回條  
“開學注意事宜”

敬覆者：

本人已細閱家長通告(一)“開學注意事宜”的內容。

此覆

基督教中國佈道會  
聖道迦南書院校長

家長簽署： \_\_\_\_\_  
家長姓名： \_\_\_\_\_  
學生姓名： \_\_\_\_\_  
學生班別： \_\_\_\_\_ ( )  
簽署日期： \_\_\_\_\_



Glorifying God, Edifying People 崇聖敬道 榮神益人

2019 – 2020 Circular to Parents (1)  
Things to Note when School Year Commences

3 September 2019

Dearest Parents,

**1. Class Affairs Day**

Classes on 3 September 2019 will begin at 8:00 am and end at 12:45 pm. Students need to attend the lessons according to their timetable. Students should not come to school earlier than 7:15 a.m when the school entrance opens. Please note that 4 September will be normal school hours.

**2. Student Photo**

In order to have a standardised format to the student photos, a photography company has been arranged to take the photos in school on 3 September (Tue). A total of 12 photos will be taken for each student which will be kept by the Form Teacher(s) for the school's internal use during this academic year. Relevant expenses will be included in the miscellaneous fees. **All students should wear proper school uniform; students should not wear the PE uniform.**

**3. Summer Homework**

S1 to S6 students must submit their summer homework on 4 September (Wed). If summer homework is not submitted on time or does not meet the correct standard, students are required to attend homework detention class on 9 September (Mon). Detention classes will be held from 3:50pm to 4:40pm.

**4. Balance Payment of School Fee in September**

The balance payment of school fees for all S.1 new students and current students of other forms will be debited by autopay on 5 September (Thur).

**5. School Day**

The starting time and ending time of each form are as follows:

**5.1** The starting time for S.1 – S.6 is 8:00 a.m. (Mon – Fri).

**5.2** The ending time for S.1 – S.6 is as follows:

<b>Form</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
S.1	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.
S.2	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.
S.3	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.
S.4	3:45 p.m.	3:45 p.m.	3:45 p.m. (For students who have elected Mathematics M1 / M2, they will leave school at 4:10 p.m.)	3:45 p.m.	3:45 p.m.
S.5	3:35 p.m.	3:35 p.m. (For students who have elected Mathematics M1 / M2, they will leave school at 4:45 p.m.)	3:35 p.m.	3:35 p.m.	3:35 p.m. (For students who have elected Mathematics M1 / M2, they will leave school at 4:10 p.m.)
S.6	3:35 p.m. (For students who have elected	3:35 p.m.	3:35 p.m.	3:35 p.m.	3:35 p.m. (For students who have elected

Mathematics M1 or M2, they will leave school at 4:45 p.m.)				Mathematics M1 / M2, they will leave school at 4:10 p.m.)
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## 6. **Homework and Late Detention Classes Arrangement**

**6.1** Late detention classes will be held in room 201 every day (Mon – Fri) from 1:10 to 1:40 p.m.

**6.2** Homework detention classes for S.1 – S.4 students will be held in classrooms after school from Monday to Thursday from 3:50 – 4:40 p.m. Students are required to attend the detention class if he / she has not submitted two assignments or above. The school not only expects students are able to submit the homework on time, but is also concerned about the quality of and attitudes towards homework. Those students with serious problems in submission or quality issues may be requested to attend a homework detention class on Saturday from 9:00 – 11:00 a.m.

## 7. **PE Uniform and Related Arrangement**

To further strengthen our student’s sense of belonging to their Houses, four Houses have been established. Students need to wear proper PE uniform with the representing colour of their corresponding Houses. (Photos of the PE uniform of 4 school houses have been uploaded to the School website [www.stcc.edu.hk](http://www.stcc.edu.hk) / bottom part – parent information). The supplier of our School uniform is Fung Cheong Shun (Shatin) Ltd. and the details are as follows:

- Address: Shop No. 114, 1/F, On Kay Court Commercial Centre, 20 Chun Wah Road, Ngau Tau Kok, Kowloon
- Tel: 2684 1380

Students may wear PE uniform on the non-PE lesson days according to the nature of activities. All students must wear proper school uniform or PE uniform when they arrive and leave the school. Proper school uniform must be required on the days of School ceremony and examination. Additionally, all students must wear proper school uniform to school on the following days:

School Year Commencement Ceremony	Class Affairs Day
Speech Day	Class Photo-taking Day
End-of-Term Ceremony	Examination
Christmas Service	Revision Test Week
Parents’ Day	Revision Week

## 8. **Health Services for the Student**

The health services for students will be provided to S.1 – S.6 students in academic year 19/20. On 4 September, students will receive “A Letter to the Parents / Guardian on Health Services”, “The Relevant Notice to the Parents / Guardian”, “An Enrollment Form with a Letter of Consent”, and the information leaflets. Parents must complete the form and return it to the Form Teacher(s) by 6 September if students will or will not enroll in the service.

P.T.O.

**9. Changes in Student Handbook**

In order to prepare students to use student handbook effectively, the student handbook is modified as follows:

- Juniors – In order to prepare junior students to build up good learning habits, such as marking down their homework, the old format of Junior Student Handbook is adopted (i.e. 2 pages per week for homework diary). They can have enough space to mark down the homework.
- Seniors – In order to help prepare senior students to have better time management, the Senior Student Handbook is simplified (i.e. 2 pages per month for homework diary). They can record and manage the monthly matters with a wider perspective.

**10. Matters on the Price Adjustment of Lunchbox for students**

Recently, we received a notification from the school lunch suppliers requesting a price adjustment. In discussion with the members of the task force, including an Assistant Principal, the Heads of Health Education Committee and Home-school Cooperation Committee, Administrative Officer, and Parents’ Representatives, we considered two subjective factors, the increase in statutory minimum wage and food prices. Also, regarding the increased cost, to avoid the declination in food quality, we decided to accept the price adjustment application. Should you have any queries, please contact Mr Tsang Kam Hoi.

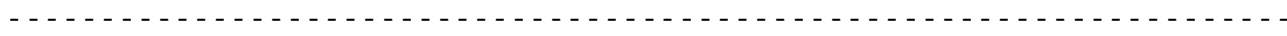
**11. Issuing Students’ Achievement and Activity Highlight**

Our school cultivates a sense of accomplishment and self-confidence in our students. All students’ homework, activities and award highlights will be issued on a noticeboard, in published materials and the school website. In the case that your child(ren) does/do not agree to share photos or the issuance of any materials related to him/her to the public, please submit a parent’s letter to our Executive Officer, Ms. Natalie Tam.

Please complete and return the reply slip to the Form Teacher(s) by 6 September. Should you have any enquiries, please contact your Form Teacher(s) at 2372 0033.

In the Lord’s service.

Tsui Chiu Mui  
Principal  
ECF Saint Too Canaan College



**Reply Slip**  
**“Things to Note when School Year Commences”**

Dear Principal,

I acknowledge the receipt of circular to parents (1) regarding the “Things to Note when School Year Commences”.

Parent’s Signature: \_\_\_\_\_

Parent’s Name: \_\_\_\_\_

Student’s Name: \_\_\_\_\_

Class: \_\_\_\_\_ (      )

Date: \_\_\_\_\_