


**TWGHs Sun Hoi Directors' College**  
**2025-2026 School Notice No. 1**  
**Matters Concerning the Commencement of the school year 2025-2026**

Dear Parents,  
Please note the following for the 2025-2026 school year:

**1. Documents to be Completed by Parents.**

Document	Date of Submission
1. Student Medical Record	By 5 <sup>th</sup> September (Friday) to the Class Teacher
2. Student Information Verification Form	
3. Student Health Service (Appendix 1) QRcode  Tutorial video <a href="https://www.youtube.com/watch?v=wYiZrVxqXE">https://www.youtube.com/watch?v=wYiZrVxqXE</a>	8/9-21/9 Online application
4. For the first-time application of Financial Assistance Schemes in the 2025-2026 school year, parents have to complete, sign, and return the Student Finance Office's Eligibility Verification Form.^	By 5 <sup>th</sup> September (Friday) to the school library
5. If the student's family is eligible for Comprehensive Social Security Assistance (CSSA)*, please submit a copy^ of the relevant eligibility document in an envelope.	By 5 <sup>th</sup> September (Friday) to the school library
6. Grantham Maintenance Grants (applicable to Secondary 4 to Secondary 6 students) Complete the application form and submit the relevant documents. <a href="https://www.wfsfaa.gov.hk/sfo/tc/other/grantsloans/grantham/9.1.10.htm">https://www.wfsfaa.gov.hk/sfo/tc/other/grantsloans/grantham/9.1.10.htm</a>	By 12 <sup>th</sup> September (Friday) to the general office
7. Student Octopus Card (student turns 12 years old by 31/10/2025) Application done via MTR Mobile APP.	Not applicable
8. MTR Student Travel Scheme (Appendix 2) <a href="https://www.mtr.com.hk/ch/customer/tickets/student_travel_scheme.html">https://www.mtr.com.hk/ch/customer/tickets/student_travel_scheme.html</a>	Not applicable
9. Agricultural Products Scholarship Fund and Marine Fish Scholarship Fund - Senior Secondary Education Awards (applicable to Secondary 4 to Secondary 6 students) Application form can be downloaded in the Agriculture, Fisheries and Conservation Department website. <a href="http://www.afcd.gov.hk">http://www.afcd.gov.hk</a>	Deadline: 4/9 (Thursday) Apply if necessary

\*Our school is committed to providing students with an excellent and comprehensive education. We offer diverse learning experiences to help students develop their various talents and prepare them for service to society. We ensure that resources are allocated appropriately to support students in need, allowing those with financial difficulties to participate in various learning activities. When collecting fees, the school can help students with the subsidy application process to alleviate the financial burden on parents. If you have any questions, please contact Mr. Chan Wai Ming of the School Cultural Activities Unit.

^Once the two documents above have been successfully reviewed, parents will be notified via the Eclass Message Centre

## **2. Parent Handbook and Student Handbook**

1. To enhance communication between parents and the school, an electronic version of the Parent Handbook is issued. Parents can better understand various information by viewing the handbook in the School Information section of the Eclass Parent mobile app.
2. Please read the Student Handbook carefully and sign page 2. The handbook will be collected by class teachers for the school stamp.

## **3. Submission of Assignments and “After-School Homework Class”**

To cultivate students’ habit of completing and submitting assignments on time, a designated time will be allocated in the morning for homework collection. Parents should note the following:

1. The homework submission time is scheduled in the first five minutes during the morning assembly.
2. Parents are advised to remind the children to organize the assignments to be submitted the next day at home and arrive early to enhance the progress of assignment collection.
3. The school will notify students who fail to submit their assignments during the afternoon roll call session to attend the “After-School Homework Class” (3:55 p.m. – 4:55 p.m.) on the same day. Parents will be notified via Eclass accordingly.
4. Apart from Discipline and Guidance classes or make-up classes with advance notice, students are not allowed to be absent from the “After-School Homework Class” (including private tutoring). If a student is absent without a reason, it will be treated as truancy, and the student must attend the “After-School Homework Class” on the next school day.

Completing and submitting assignments on time is a responsibility that students must fulfil during their studies. It would be much appreciated if parents could help develop their children’s good habits of submitting assignments punctually.

## **4. Healthy School Program – Campus Screening (Appendix 3)**

In order to establish a healthy and drug-free environment and promote healthy living, starting from the school year 2016-2017, 18 secondary schools under the Tung Wah Group of Hospitals have joined the Healthy School Program – Campus Screening Project.

## **5. Application for Leave Procedures**

1. If a student is unable to attend school on time due to illness or personal reasons, or needs to apply for leave, the parent must first contact the school to report the absence. A letter of application for leave should then be submitted to the class teacher on the day the student returns to school.
2. For a student's absence due to illness lasting two days or more, a doctor's note from a recognised medical practitioner is required. Students are not permitted to take leave for travel, visiting their hometown, or participating in exchange programmes not approved by the school.
3. For absences during tests, examinations, and special events (e.g., experiential learning days, sports day), students must submit a letter from a parent in advance for approval or provide a recognised doctor's note. Unexplained absences may be considered truancy and are subject to disciplinary action.
4. If a student leaves school early due to illness, they must submit a letter of application for leave and a doctor's note, recognised by the school, for the day of the early departure to the class teacher on the day they return to school. Failure to do so may result in the absence being considered truancy and subject to disciplinary action.
5. For leave due to personal matters, students must submit a letter of application for leave to the class teacher in advance for approval.

## **6. Discipline and Guidance Class Arrangements**

To provide students with a space for reflection after they have misbehaved, allowing them to learn from their mistakes and avoid repeating them in the future, our school offers after-school Discipline and Guidance classes. The class is a formal lesson, and all students assigned to it must attend on time,

with the exception of previously scheduled school make-up days or special circumstances (this does not include external tuition).

If a student is unable to attend a Discipline and Guidance class for a special reason, they must apply to the teacher in charge of guidance and arrange to make up the class on the following day. Students who are absent from a Discipline and Guidance class without a valid reason may be considered truant.

## **7. Policies on Bringing and Using Electronic Devices at School (Appendix 4)**

### **8. Bring Your Own Device (BYOD) Program (Please complete the reply slip)**

Our school will continue to participate in the “Bring Your Own Device” (BYOD) Programme of the Education Bureau this year. A number of tablets are provided for loan to students receiving the School Textbook Assistance (STA) Scheme/CSSA and those who have not participated in the scheme before 2021. Senco-Masslink Technology Ltd is confirmed as our school contractor.

Students without subsidy may also consider making an order from the supplier at the school covered playground on 11 October 2025 (Saturday) from 9:00 a.m. to 1:00 p.m. Please refer to Appendix 5 for the purchase form and charge. If you would like to join the program and are unable to make an order on that day, please complete the relevant order form and submit it to the School Office together with a cheque payable to “Senco-Masslink Technology Ltd”. It takes time to install a large number of management programs. The tablet shipment date is expected to be mid or late November, and the exact date will be announced in due course. For security purposes, the school will register a unique serial number and install a management program on each participating tablet.

*Full or Half Grant of STA /  *Recipient of CSSA	Free (with 3-year mobile device management app).  *As the tablets are school assets, eligible students can borrow them during their studies but must return them immediately upon leaving the school
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Students who opt to bring a standard tablet to school for learning are required to install mobile device management apps<sup>^</sup> at their own expense. Students can bring their tables together with cheques on 15 September (Monday) to School Information and Technology Unit for the procedures and installation, which will take 14 working days. Cheques should be made payable to “Senco-Masslink Technology Ltd”. For any queries, please contact Mr. Yeung Tai Shing. The charges for the purchase of Mobile Device Management (MDM) App are as follows:

	Fee for purchasing MDM <sup>^</sup> App
S6 students who have not applied for any subsidies	\$66 per year x 1 year = \$66
S5 students who have not applied for any subsidies	\$66 per year x 2 years = \$132
S4 students who have not applied for any subsidies	\$66 per year x 3 years = \$198

#### **Note:**

\*Students are required to submit copies of the relevant documentary proof of eligibility for confirmation of the subsidy.

<sup>^</sup> Please note that the device will be reset in the installation process, parents should back up their own tablets in advance.

## **9. Cross-boundary Students Arrangement (Appendix 6)**

## 10. Student Counselling

Our school values student growth. If there are any issues related to student emotions or behaviour, parents and students can contact the class teacher or teachers of the Discipline and Guidance Unit. Social workers of Caritas station at school every day, and Tung Wah Group of Hospitals also has educational psychologists serving all secondary schools under the Group.

## 11. Back-to-school Tips

At the beginning of the school year, parents can visit the Student Health Service website for tips on adapting to school life and maintaining emotional health. For enquiries, parents can contact class teachers.

Adaptation of School Life

[https://www.studenthealth.gov.hk/tc\\_chi/emotional\\_health\\_tips/eh\\_tips/eh\\_tips.html](https://www.studenthealth.gov.hk/tc_chi/emotional_health_tips/eh_tips/eh_tips.html)

Tips on Emotional Health

[https://www.studenthealth.gov.hk/tc\\_chi/emotional\\_health\\_tips/emotional\\_health\\_tips.html](https://www.studenthealth.gov.hk/tc_chi/emotional_health_tips/emotional_health_tips.html)

## 12. Arrangements for Sports Day (Please complete the reply slip)

All students are required to attend the Sports Day. Details are as follows:

Dates:	16 September and 17 September 2025 (Tuesday and Wednesday)
Times:	Day 1 (16 September): 8:00 a.m. to 5:00 p.m. Day 2 (17 September): 8:00 a.m. to 4:30 p.m.
Venue:	Tuen Mun Tang Shiu Kin Sports Ground Address: Tuen Mun Tsing Chung Koon Road (near Affluence Garden and Tai Hing Estate)
Transportation:	Light Rail 1. Depart from Tuen Mun Ferry Pier Station (507 or 610 → get off at Ngan Wai Station) 2. Depart from Tin Shui Wai Station (751 → get off at Affluence Station)
Morning Entry:	Before or at 8:00 a.m.: All entrances are open. After 8:00 a.m.: Late comers must enter through the side entrance near Affluence Garden parking lot.
Lunch:	All students can go out for lunch or bring their own.
Student Dress Code:	Neat PE uniform, including school sports jacket, trousers and T-shirt.
Arrangement for Parents	1. Spectator Day is on 17 September, 3 p.m. Parents are welcome to come and cheer for their children. 2. Seating is limited. Registration is necessary. Each family can receive up to 2 seats on a first-come, first-served basis. If parents do not receive phone calls from the school before the event, it means their registration has been accepted, and they should attend on time.
Others:	1. If athletes feel sick before or during the competition, they should stop immediately and inform the teacher responsible for that event. 2. Students should pay attention to safety, be careful when crossing the track, and are prohibited from entering the throwing area. 3. The use of mobile phones, smartphones, and any recording equipment within the sports ground (except during lunchtime) is strictly prohibited. Otherwise, disciplinary follow-ups will be taken.

	4. Sports Day is a learning activity on a normal school day. All students must attend. For absence due to illness, a valid medical certificate must be submitted. Otherwise, it will be treated as truancy.
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**13. Parent-Teacher Association Matters (Appendices 7, 8, please complete reply slip)**

**14. Working Family Allowance Scheme**

For parents who need to apply for the captioned scheme, please visit the following website for details and submit the application documents to the relevant government department.

<https://www.wfsfaa.gov.hk/tc/wfao/wfas/overview.php>

**15. Secondary one students' "Youth Emotion Resilience" questionnaire (Please complete the reply slip)**

Starting from the school year 2025/2026, TWGHs Ho Yuk Ching Educational Psychology Service Centre has implemented a scheme to build youth resilience. The objectives are to gain a better understanding of Secondary One students and provide various activities to help them adapt to school life and face challenges. It would be much appreciated if parents support their children in taking part in this survey.

**16. Uniform Groups, Sports & Arts Groups (S1 students only)**

All S1 students are encouraged to join one Uniform Group and one Sports or Arts group to enhance their potential development, in addition to academic areas. The groups offered this year are as follows:

Uniform Group:	St John Ambulance	Girl Guides	Hong Kong Sea Cadet Corps	Hong Kong Army Cadets
Sports & Arts Group:	Track & Field Team	Long Distance Running Team	Basketball Team	Soccer Team
	Badminton Team	Handball Team	Table Tennis Team	Western Orchestra
	Chinese Orchestra	School Choir	Dance Team	

Students participating in uniform groups are required to purchase the group's uniform. Families with financial difficulties can apply for subsidies from the corresponding uniform group. Details of the various groups will be given to students in the Extracurricular Activities Talk on 12 September (Friday). Further information will be delivered to parents in due course. For enquiries, please contact Mr. Chan Wai Ming, School Cultural Activities Unit.

Best regards,  
TWGHs Sun Hoi Directors' College