

Dear Parents,

Please be informed of the following matters:

1. Arrangements for the 2025–2026 End-of-Term Ceremony

The End-of-Term Ceremony will be held on **13 July (Monday)**. Students should arrive at school by **8:10 a.m.** and will be dismissed at **11:30 a.m.**

This is a normal school day and **all students are required to attend**. Students who are absent due to illness must submit a valid medical certificate; otherwise, the absence will be treated as unauthorised. Should you have any enquiries, please contact the class teacher.

2. Enrolment for Extra-curricular Activities (ECA) for the 2026–2027 School Year

To enable students to focus on their studies at the beginning of the new school year while commencing ECA participation early, applications for ECAs for **Secondary 2 to Secondary 5 students** will be conducted on **13 July 2026 (End-of-Term Ceremony Day)**.

Details of the various ECAs can be found in the **2026–2027 ECA Information List (Appendix 1)**. After registration through the eClass system, successful applicants will receive an acceptance notice from the teacher-in-charge at the beginning of the 2026–2027 school year. Details such as meeting times, fees and instrument purchases (if applicable) will be provided. Parents may contact the teacher-in-charge directly regarding individual activities.

Important Notes :

- (i) Each student may join **a maximum of three ECAs**.
- (ii) Students must not be absent from or arrive late to activities without a valid reason. In cases of illness or special circumstances, a medical certificate or parent's letter must be submitted to the teacher-in-charge.
- (iii) Students should carefully plan their schedules before enrolling and ensure that activity meeting times do not clash with other commitments. No make-up sessions or training will be arranged for absences caused by timetable clashes.
- (iv) Once accepted, students must pay the designated fees (if any) stated in the acceptance notice. Partial payment arrangements are not available. Students are expected to complete the full-year programme. To avoid disruption to activity planning, fees paid are non-refundable; therefore, students should consider their choices carefully before enrolment.
- (v) For oversubscribed activities, teachers or coaches may conduct selection procedures. Students who are not selected will be arranged to join other ECAs.
- (vi) Due to school renovation works, some activities may be conducted at venues near the school. Parents are reminded to advise their children to be mindful of safety and follow teachers' instructions.
- (vii) **(For Outdoor Training Activities)** If Tropical Cyclone Warning Signal No. 3 or above, or the Red or Black Rainstorm Warning Signal is in force, students are not required to report to the assembly point. Any special arrangements will be announced via the eClass Communication Centre. Unless otherwise notified, all students must report to the designated venue as scheduled.
- (viii) **(For Instrumental Classes)** Students accepted into instrumental classes may either purchase instruments independently or order them through the school. Details regarding instrument orders will be announced later.

3. Annual Athletics Meet (2026–2027)

The Annual Athletics Meet for the **2026–2027 school year** will be held on **2 September and 12 September 2026**. Attendance is compulsory for all students.

To ensure that students are medically fit to participate in the Athletics Meet, sports-related co-curricular activities and Physical Education lessons, please complete the attached **Parental Consent Form and Health Condition Survey**.

Please also refer to **Appendix 2** for details of the Athletics Meet.

4. Calculator Purchase Arrangement

The school is arranging a bulk purchase of calculators for students who require one.

Model	Retail Price	Discounted Price
Casio Scientific Calculator fx-50FH II	\$389	\$327

Students wishing to place an order should reply on or before **12 July**. Payment arrangements will be announced on **13 July** through the payment notice. The calculators will be distributed in **September of the new school year**.

5. Exercise Book Orders for the 2026–2027 School Year

Please refer to **Appendix 3** for the relevant charges. The payment date will be announced in **School Notice No. 1 – Arrangements for the First School Day** of the 2026–2027 school year.

6. School Uniform Orders

Victoria Uniform Company is the authorised uniform supplier of TWGHs Sun Hoi Directors' College. The supplier will provide on-campus ordering services. Please refer to **Appendices 4 and 5** for details.

Uniform Pre-order

Date	Time	Venue	Notes
9 July (Thursday)	9:00 a.m.–12:30 p.m. 2:00 p.m.–4:00 p.m.	Music Room (1/F)	1. No payment is required on the day. 2. As tailor-made uniforms require processing time and to avoid stock shortages, parents are encouraged to place orders at school.
10 July (Friday)	Same as above	Music Room (1/F)	Same as above

Uniform Collection and Exchange

Date	Time	Venue
18 August (Tuesday)*	S1: 9:45 a.m.–11:00 a.m.	Covered Playground
	S3–S6: 11:00 a.m.–1:00 p.m.	Covered Playground
	S2: 2:00 p.m.–4:00 p.m.	Covered Playground

* If classes are suspended due to adverse weather conditions, the service will be postponed to **20 August (Thursday)** at the same times.

Notes :

- (i) Orders not collected at the specified time will be automatically cancelled.
- (ii) Please bring sufficient **cash** and your **receipt**.
- (iii) Check all items immediately upon collection and request exchanges on the spot if necessary.

Second Round Collection

Date	Time	Venue
21 August (Friday)	S2–S6: 10:00 a.m.–11:00 a.m.	Covered Playground
	S1: 11:00 a.m.–12:00 noon	Covered Playground

If any item is unsuitable after collection, please call **2404 0177** as soon as possible so that the supplier can prepare replacement stock.

Important :

- (i) Please bring your own shopping bag.
- (ii) Summer uniform on-campus services are available only on the dates stated above. For purchases or exchanges outside these dates, please contact the supplier directly.

7. Parent-Teacher Association Second-hand Textbook Sale

To promote environmental awareness and reduce the financial burden of purchasing textbooks, the PTA will organise a second-hand textbook sale.

Date	Time	Venue
18 July (Saturday)	9:30 a.m.–11:30 a.m.	Covered Playground

Notes :

- (i) Secondary 1–5 students may buy and sell second-hand textbooks according to the **2026–2027 Book List**.
- (ii) Secondary 6 students may return to school to sell their used textbooks.
- (iii) Secondary 1–3 Mathematics uses a textbook package comprising the textbook and *Concise All-in-One* workbook. Parents should ensure both components are included during transactions.
- (iv) Only textbooks may be traded. Exercise books and worksheets must not be bought or sold.
- (v) The selling price of any second-hand textbook must not exceed **40% of the price of a new copy**.
- (vi) Participants should bring their textbooks and cash and conduct transactions independently at the Covered Playground. Please bring your own shopping bag.
- (vii) Buyers and sellers should bring the 2026–2027 Book List and carefully check titles, publication years and editions.
- (viii) Only books listed in the 2026–2027 Book List may be traded. Buyers and sellers should exchange their names and contact details for any necessary follow-up.
- (ix) The school provides only the venue and assumes no responsibility for disputes, errors or financial transactions between buyers and sellers.

8. TWGHs Flag Day

To foster students' sense of civic responsibility, the school will participate in the **TWGHs Flag Day**. All participating students must attend the briefing session to collect flag bags and related materials.

	Briefing Session	Flag Day
Date	18 August 2026 (Tuesday)	19 August 2026 (Wednesday)
Time	9:55 a.m.–11:00 a.m.	7:45 a.m.–12:30 p.m.
Venue	Rooms 3–27	Designated Flag-selling Locations
Attire	Full school uniform	Full school uniform

Remarks :

- (i) Grouping arrangements and assigned locations will be announced later or displayed on the notice boards in the Covered Playground on the day of the briefing.
- (ii) For enquiries, please contact the class teacher.

Yours faithfully,
TWGHs Sun Hoi Directors' College
6 July 2026