

Dear Parents,

Please be informed of the following matters:

1. Submission of Information and Applications

Document	Submission Deadline
Student Information Verification Form	Return to the Class Teacher on or before 4 September (Friday)
Student Health Service Online Enrolment	Apply online between 1 and 14 September
*School Textbook Assistance Scheme	Return relevant documents to the School Library on or before 4 September (Friday)
**Comprehensive Social Security Assistance (CSSA)	Return supporting documents to the School Library on or before 4 September (Friday)
Grantham Maintenance Grant (S4-S6 students only)	Submit application form and supporting documents to the General Office on or before 11 September (Friday)
MTR Student Travel Scheme	Not applicable

*School Textbook Assistance Scheme

For families making their **first application** for the School Textbook Assistance Scheme in the 2026-2027 academic year, parents should complete and sign the information on the "Certificate of Eligibility" issued by the Student Finance Office and return the certificate to the school. Parents will be informed of the application result through the eClass Message Centre upon successful verification.

Students who received the School Textbook Assistance Scheme in the 2025-2026 academic year or earlier must submit a photocopy of the "**2026/27 Student Financial Assistance Schemes Composite Application / Notification of Result**".

**Comprehensive Social Security Assistance (CSSA)

Families currently receiving CSSA and applying for student financial assistance should submit a copy of the relevant eligibility document in a sealed envelope. Parents will be notified through the eClass Message Centre upon successful verification.

2. Important Reminders Regarding Discipline and Student Guidance

2.1 Important Message from the Education Bureau

As the new school year begins, the Education Bureau has issued a notice entitled "**Important Weather and Transport Information for the First Day of School**". Parents are encouraged to read the information via the relevant webpage.

2.2 Leave of Absence Procedures

A summary of the leave application procedures is provided below. Please refer to the Student Handbook for full details.

- If a student is unable to attend school due to illness or other reasons, parents must notify the school by telephone in advance and submit a written leave letter to the Class Teacher upon the student's return.
- Students who are absent due to illness for two days or more must provide a medical certificate issued by a registered medical practitioner.
- Leave for holidays, visits to relatives, or participation in unauthorized exchange tours will generally not be approved.
- Students who are absent from tests, examinations or special activities (e.g. Life-Wide Learning Days or the Annual Athletics Meet) must obtain prior approval through a parental letter or submit a valid medical certificate.
- Unauthorized absence may be treated as truancy and may result in disciplinary action.
- Students leaving school early due to illness must submit both a leave letter and a valid medical certificate on the day they return to school.
- Students requesting leave for personal reasons must submit a leave application to the Class Teacher in advance for approval.

2.3 Summer School Uniform and Appearance

Please refer to Appendix 1 for details. Parents may contact the Class Teacher should they have any enquiries.

2.4 Student Guidance and Discipline Classes

To encourage students to reflect on inappropriate behaviour and learn from mistakes, the school operates Guidance and Discipline Classes. These are regarded as official school sessions. Except on designated make-up lesson days or under special circumstances approved by the school, all students assigned to such classes must attend punctually.

If a student is unable to attend due to exceptional circumstances, an application must be made to the teacher in charge and the class must be made up on the following day. Unauthorized absence may be treated as truancy.

2.5 Rules on Bringing Electronic Devices to School and Their Use on Campus

Please refer to Appendix 2 for details. Should you have any enquiries, please contact the Class Teacher.

2.6 Student Guidance and Counselling

The school places great importance on students' personal growth and development. Caritas school social workers are stationed at the school daily. In addition, TWGHs provides Educational Psychologist services for its secondary schools. Should parents or students have any concerns regarding emotional well-being, behaviour or related matters, they are welcome to contact the Class Teacher or members of the Discipline and Guidance Team at any time.

2.7 Back-to-School Well-being Tips

As a new academic year begins, parents are encouraged to visit the Student Health Service website of the Department of Health for information on school adjustment and emotional well-being, which may help students adapt to changes associated with educational transitions. Should assistance be required, please contact the Class Teacher.

2.8 Student Mental Health Care Programmes and Activities

To promote a healthy and supportive school life for students, the Discipline and Guidance Team will collaborate with various organizations and professionals in the following programmes:

2.8.1 Secondary 1: Adolescent Emotional Resilience Questionnaire Survey

The school will continue to participate in the Adolescent Emotional Resilience Support Programme organized by the TWGHs Ho Yuk Ching Educational Psychology Service Centre. The programme will be conducted in October through talks and questionnaire surveys to assess students' emotional resilience and facilitate their adjustment to secondary school life.

Parents who do not wish their child to participate should notify the Class Teacher in writing on or before 3 September 2026 (Thursday).

2.8.2 Secondary 4: The JC LevelMind Project and Questionnaire Survey

The school will continue to participate in the JC LevelMind Project jointly organized by the Hong Kong Jockey Club and Caritas Integrated Service for Young People. Through talks and surveys, the project aims to assess the mental health needs of Secondary 4 students. Some students may subsequently be invited to attend individual interviews and follow-up support services where appropriate.

Parents who do not wish their child to participate should notify the Class Teacher in writing on or before 3 September 2026 (Thursday).

2.8.3 Secondary 5 Visit to Jockey Club LevelMind Centre

Secondary 5 students will visit the Jockey Club LevelMind Centre according to the following schedule:

- 5A: 4 September 2026 (Friday)
- 5B: 7 September 2026 (Monday)
- 5C: 8 September 2026 (Tuesday)
- 5D: 9 September 2026 (Wednesday)

Venue: Jockey Club LevelMind Centre, Caritas Jockey Club Integrated Service for Young People, Tuen Mun

Assembly: 3:50 p.m., Covered Playground

Dismissal: Approximately 4:30 p.m. at the centre entrance.

2.8.4 Class Visits by School Social Workers

The school social workers will conduct two class visits per year for every class to strengthen communication with students and promote healthy lifestyle awareness.

3. Healthy School Programme: School Drug Testing Scheme

To maintain a healthy, drug-free campus environment, TWGHs secondary schools have jointly participated in the Healthy School Programme: School Drug Testing Scheme since the 2016-2017 academic year. Owing to growing concerns regarding etomidate abuse, testing for etomidate will also be included from this year onwards. Please refer to Appendix 3 for details.

4. Parent Handbook and Student Handbook

To strengthen home-school communication, the school has prepared an electronic Parent Handbook, which may be accessed through the "School Information" section of the eClass Parent App.

Parents are requested to read the Student Handbook carefully, complete the student information pages and indicate their preferences regarding lunch and dismissal arrangements during extreme weather conditions. Class Teachers will collect the handbook for checking and record purposes.

5. Academic Measures and Arrangements

5.1 Cultivating Note-taking Habits and Purchase of School-based Notebook

To encourage effective learning through note-taking, the school will arrange the purchase of one copy of the school-based **SUN NOTE** notebook (80-page B5 loose-leaf format) for each student at a cost of HK\$10.

The notebook includes a Learning Progress Record to support students in planning their studies during morning assemblies. Payment arrangements will be issued through eClass on 7 September 2026. Parents should settle the payment through AlipayHK or Alipay via eClass.

5.2 Homework Submission and After-school Homework Class

To cultivate punctual homework completion and submission habits:

- The first five minutes of morning assembly each day will be designated for homework submission.
- Parents should remind students to organise homework the night before and arrive early for submission.
- Students who fail to submit homework will be required to attend the After-school Homework Class from 3:55 p.m. to 4:55 p.m.
- Parents will be notified through eClass.
- Except for students required to attend Guidance and Discipline Classes or officially arranged make-up lessons, leave from the After-school Homework Class is generally not permitted, including for private tutoring lessons.
- Unauthorized absence may be regarded as truancy and will require attendance at two additional sessions.

Parents are earnestly requested to help children cultivate responsible study habits and ensure homework is completed and submitted on time.

6. Cross-boundary Student Transport Arrangements

Please refer to Appendix 4 for details.

7. Parent-Teacher Association Matters

Please refer to Appendix 5 for details.

8. Parent Manager Election

Please refer to Appendix 6, Annex 1 and Annex 2 for details.

9. Working Family Allowance Scheme

Parents who wish to apply for the Working Family Allowance Scheme may refer to the relevant website and submit their application directly to the relevant government department.

10. School Fees and Charges

10.1 Exercise Books and Miscellaneous Charges

Please refer to Appendix 7 for details.

10.2 Special Purpose Charge

With the endorsement of both the Parent-Teacher Association and the Incorporated Management Committee, a Special Purpose Charge of HK\$360 will be collected to enhance educational facilities, learning support resources and the school environment.

- S1-S5: HK\$180 per term (two instalments)
- S6: HK\$180 (one instalment only)

Students receiving Full Student Textbook Assistance or CSSA may apply for exemption from the second instalment. Further details will be announced later.

10.3 Tuition Fee

With approval from the Education Bureau and the Incorporated Management Committee, students in S4-S6 are required to pay an annual tuition fee of HK\$340, collected in two instalments of HK\$170 each.

10.4 School Group Personal Accident Insurance

To provide protection against accidental expenses arising from participation in school activities or travel associated with such activities, all students will be covered under the School Group Personal Accident Insurance Scheme.

The premium for the academic year is HK\$14 per student. Details of coverage and compensation are available in the Student Handbook.

10.5 Alipay Electronic Payment Administration Fee

Since the 2025-2026 academic year, the school has adopted the instant electronic payment system provided by eClass. eClass charges the school an annual administration fee of HK\$14 per student for Alipay electronic payment services.

Payment arrangements will be announced through eClass on 7 September 2026.

11. Consent for Physical Education-related Activities and PE Lessons (Applicable to S2-S6)

Physical Education forms an important part of the school curriculum. All students are expected to participate in PE lessons. When a student has a medical condition, parents should consult a medical practitioner regarding suitability for participation. Students requiring temporary or long-term exemption must submit a medical certificate issued by a registered medical practitioner. Please complete the Parent Consent Form accordingly.

12. Arrangements for Physical Education Lessons

Students will continue to use nearby community sports facilities during PE lessons. Parents are requested to remind students to observe safety precautions and follow teachers' instructions at all times.

13. Annual Athletics Meet

A health survey relating to the Annual Athletics Meet has already been conducted. Parents should inform the school immediately if there are any changes to their child's health condition.

14. 2026-2027 Annual Athletics Meet

Dates:

- 2 September 2026 (Wednesday)
- 12 September 2026 (Saturday)

Venue: Tuen Mun Tang Shiu Kin Sports Ground

Time:

- Day 1: 8:00 a.m. to 4:00 p.m.
- Day 2: 8:00 a.m. to 12:00 noon

Lunch Arrangements: Students may either bring their own lunch or leave the venue for lunch.

Student Attire: Full school PE uniform, including the school tracksuit jacket and trousers where applicable.

Parents' Attendance: Parents may attend and support their children on 12 September from 11:00 a.m. onwards. Places are limited. Each family may apply for a maximum of two places on a first-come, first-served basis.

Important Notes

- Students feeling unwell before or during an event should stop immediately and inform the teacher in charge.
- Students must exercise caution when crossing the track and must not enter throwing areas.
- Mobile phones, smart watches and recording devices may not be used within the stadium except during lunch break.
- The Athletics Meet is a compulsory learning activity and forms part of the normal school programme.
- Medical certificates are required for sickness absence.

Adverse Weather Arrangements

- Tropical Cyclone Warning Signal No. 1 or Thunderstorm Warning: Events proceed subject to adjustment by PE teachers.
- Tropical Cyclone Warning Signal No. 3 or Amber Rainstorm Warning in force at 6:00 a.m.: Students should attend normal lessons at school.
- Tropical Cyclone Warning Signal No. 8 or above, or Red/Black Rainstorm Warning in force at 6:00 a.m.: Classes will be suspended and students need not attend either the venue or school.

15. Collective Purchase of English Readers for S1-S3

To enhance students' English reading ability and interest in reading, the following readers will be used in English lessons:

Secondary 1

A Christmas Carol

Express Publishing

Original Price: HK\$101

Group Order Price: HK\$80.80

Secondary 2

Sherlock Holmes Short Stories

Penguin UK

Original Price: HK\$107

Group Order Price: HK\$85.60

Secondary 3

Roald Dahl: Matilda

Penguin UK

Original Price: HK\$110

Group Order Price: HK\$88.00

Students not joining the group order must purchase the book independently and present it to their English teacher by 8 September 2026.

16. Liaoning-Hong Kong Youth Exchange Programme 2026 (S4-S5)

To enhance students' understanding of Chinese culture and promote exchanges between young people in Hong Kong and Liaoning Province, TWGHs and The Liaoning Community Association (Hong Kong) will jointly organise the **Liaoning-Hong Kong Youth Exchange Programme 2026**.

Programme Dates

14-18 December 2026 (5 days)

Participants

10 students from S4-S5

Activities

- Visits to sister schools, including Liaoning Province Shiyan High School and Shenyang No. 120 High School.
- Visits to historical, cultural, technological and sporting sites, including:
 - the September 18th Historical Museum,
 - the Memorial Hall of the War to Resist US Aggression and Aid Korea
 - the Yalu River in Dandong,
 - Baiye Sports Training Base,
 - Olympic Sports Centre Ice and Snow World.

Programme Fee

- General Students: HK\$600
- Half-rate Textbook Assistance Recipients: HK\$400
- Full-rate Textbook Assistance Recipients or CSSA Recipients: HK\$200

The fee includes accommodation, meals, transport, admission charges, tour leader fees, departure tax, fuel surcharge and travel insurance.

Selection Interview

Interested students should obtain an application form from Ms. Leung Wan Fung or Mr. Fu Tsz Kit and submit it on or before 11 September 2026. Interviews will be held at 3:50 p.m. on 15 September 2026 (Tuesday) in Room 3. Students absent from the interview will be regarded as having withdrawn their application. For enquiries, please contact Ms. Leung Wan Fung or Mr. Fu Tsz Kit at 2464 5220.

Yours faithfully,

TWGHs Sun Hoi Directors' College

1 September 2026