

KIANGSU-CHEKIANG COLLEGE (SHATIN)

Ref. No.: 1 (F.5)

Dear Parents

Arrangement for the New School Year 2019-2020

As the new school year commences, please kindly note the school arrangements listed below:

1. **School Hours**

The school hours of Tuesday, September 3 and Wednesday, September 4 will be from 8:10 a.m. to 12:05 p.m. Normal school hours will resume as from Thursday, September 5, 2019 with classes starting at 8:10 a.m. and dismissed at 4:00 p.m.

2. **Student's Handbook and Guidelines To Students**

The school regulations, rules governing leave, tests & examinations, promotion & repeat, award & penalty, non-submission of assignment and contingency measures for bad weather, etc. are listed in the Student's Handbook and Guidelines To Students. Please sign in the designated areas and return them to the Class-teacher for checking on Tuesday, September 3, 2019.

3. **Exercise Books**

The price for one set of exercise books for school year 2019-2020 is listed in Appendix I. If you wish to buy a whole set of exercise books for your child, please directly pay the charges to the Shanghai Commercial Bank Ltd. with the attached pay-in slip or by cheque (account payable to The Incorporated Management Committee of Kiangsu-Chekiang College (Shatin) with student's name and class on the back) and return the student copy of the slip or cheque to the Class-teacher on or before Friday, September 6, 2019.

4. **Tong Fai**

Free senior secondary education will continue to be offered at Form 4 level and above. Senior secondary students (Forms 4-6) of our school only need to pay the annual tong fai of HK\$340.00 in September 2019. The payment methods of Item 4 are the same as those of Item 3.

5. **Newspapers Subscription, English Learning Scheme, Wise Learning Scheme, uBuddy Video-conferencing Programme with American University Students and MTR Student Travel Scheme**

Details of newspapers subscription and the above-mentioned schemes and programme are listed in Appendix II. Please complete the reply slip and calculate the total payment amount accurately. The payment methods of Item 4 are the same as those of Item 3.

6. **Student Smart Card**

The school adopts student smart cards which cost HK\$18.80 each (see reply slip). In case of loss and damage of the student card, students have to pay HK\$53.80 (which includes an administration fee of HK\$35) for a replacement of the card.

7. **School Textbooks Assistance / Student Travel Subsidy / Subsidy for Internet Access Charges**

The School Textbooks Assistance Scheme / Student Travel Subsidy Scheme / Subsidy for Internet Access Charges will continue to be administered in school year 2019-2020. Students who have applied for the above mentioned subsidy may forward the eligibility certificate issued by the Student Financial Assistance Agency to the Class-teacher on or before Monday, September 9, 2019. If the certificate has not been received on that date, please forward it to the Class-teacher at once when you get it. Any student wishing to apply for the said subsidy may obtain the application form from the General Office.

(Students who live at Wo Che Estate, Fung Wo Estate, Lek Yuen Estate, Upper Wo Che and Lower Wo Che, Shatin are not eligible to apply for the Student Travel Subsidy as their residing areas are within 10 minutes walking distance from school.)

8. **Others**

Students have to hand in 6 photos of size 1" x 1.5" in school uniform to the Class-teacher on Friday, September 6, 2019. The photos will be used for the student registration card, report card, and other school documents.

Yours faithfully

CHAN NGA LAI
Principal

September 2, 2019