



ST JOAN OF ARC SECONDARY SCHOOL

聖貞德中學

55 Braemar Hill Road, Hong Kong. 香港北角寶馬山道五十五號

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Ref no.: P01/2021-22

1st September, 2021

Dear Parents/Guardians,

School Updates (September)

1. Face-to-Face Class Arrangements for the School in the 2021/22 School Year

According to the notice "Face-to-Face Class Arrangements for Schools in Hong Kong in the 2021/22 School Year" issued by the Education Bureau on 2nd August 2021, the arrangements are as follows:

Half-day Face-to-Face Classes and Activities

- (a) S1 to S6 half-day face-to-face lessons start from 3rd September 2021 until further notice. During half-day school arrangement, school starts at 8:30 a.m. and finishes at 1:30 p.m. Please refer to the timetable below:

Time	Monday to Friday
8:30 - 8:40 a.m.	Morning Assembly (classroom)
8:40 - 9:10 a.m.	Lesson 1
9:10 - 9:40 a.m.	Lesson 2
9:40 - 9:50 a.m.	Recess
9:50 - 10:25 a.m.	Lesson 3
10:25 - 11:00 a.m.	Lesson 4
11:00 - 11:35 a.m.	Lesson 5
11:35 - 11:45 a.m.	Recess
11:45 a.m. - 12:20 p.m.	Lesson 6
12:20 - 12:55 p.m.	Lesson 7
12:55 - 1:30 p.m.	Lesson 8

- (b) From 13th September onwards, for individual students having received two doses of COVID-19 vaccine for more than 14 days, our school will arrange non-academic extra-curricular activities for such students on the other half-day. Students concerned will be notified of further details later.
- (c) Students participating in afternoon activities may bring packed lunch, buy lunch at the school tuck shop or eat at nearby restaurants. Students are obliged to eat in a hygienic environment during lunch hours.
- (d) The school remains open to 4:00p.m. to take care of those students who have to stay at school because of the lack of carers at home. Students are obliged to eat in a hygienic environment and follow pandemic prevention measures during lunch hours.

Arrangements for Other Learning Experiences and Life-wide Learning lessons

- (a) During half-day school

- S4 to S6 Other Learning Experiences (OLE) will be held online at 3:00 p.m. on Friday. Students have

to participate in OLE activities online after school.

- S1 to S3 Other Learning Experiences (OLE) scheduled in September will be held online at 3:30 p.m. on Friday. Students have to participate in OLE activities online after school.
- S1 to S3 Life-wide Learning (LWL) lessons will be held on Saturday. Please take note of the proposed dates in the 1st Term: 23rd October, 6th November, 27th November, 11th November and 18th December 2021. Students have to participate in LWL as it is part of the school curriculum. Further details will be announced later.

(b) When whole-day face-to-face classes are resumed

S1 to S6 Other Learning Experiences (OLE) or Life-wide Learning (LWL) activities will be held during the 8th and 9th periods on Friday.

2. Health Protection Measures for School

After the resumption of face-to-face class, the school strictly follows the health protection measures suggested by EDB. Parents are kindly urged to take their children's body temperatures before they go to school every day and fill in information in the "Body Temperature Form" (Appendix 1).

3. Documents Received on 1st September

The following documents are distributed to students on 1st September and please hand them to class teachers by 10th September.

- Personal Information Collection and Data Privacy Policy (Students and Parents)
- Application & Consent Form for Student Health Service 2021/2022 (to be delivered on 2nd September)

4. School ePayment

From September 2021 onwards, ePayment will be implemented at school. Parents can sign eNotices integrated with ePayment to sign ePayment notice, confirm payment and check payment statuses using eClass Parent App. Parents who would not like to use ePayment may inform the school in writing to settle miscellaneous fee and other fees in cash or by cheque. The details of ePayment are as follows:

- i. Parents may download eClass Parent app and AlipayHK app on your smart phone. You may refer to https://sites.google.com/view/eclassapp/ipapp/ip_alipayhk_directpay for details.
- ii. There has to be a positive balance in your AlipayHK account when making payments. No partial payment can be made.
- iii. Top up with cash can be done at Circle-K or 7-Eleven.
- iv. When ePayment notice is signed, the eClass Parent app will be directed to your AlipayHK app for payment.
- v. Payment notice will be issued when fees are to be collected. ePayment notice can only be signed once and cannot be undone. If there is an insufficient balance, parents can top up your account and sign the ePayment notice after 10 minutes.

5. Exercise Books & Miscellaneous Fees 2020-2021

Regarding exercise books & miscellaneous fees 2020-2021, please refer to Appendix 2. The first ePayment notice of miscellaneous fee will be issued in early September 2021. If parents choose to settle the payment in cash or by cheque (payable to "*The IMC of St. Joan of Arc Secondary School*", with your child's name, class and class number written on the back of the cheque), please submit the cash or cheque to the form teacher by 10th September.

6. COVID-19 Vaccination Arrangement

In order to take care of students who have not been vaccinated against COVID-19, the school will arrange another vaccination activity. Group bookings of 20-30 students accompanied by two teachers for vaccination at a Community Vaccination Center (CVC) with school bus service would be arranged. Our school has made the initial arrangement for students to receive vaccination at a CVC in groups in Sep 2021 for the first dose and Oct 2021 for the second dose during school hours. Please approach school office on 6 Sep 2021 to obtain the relevant information sheets and enrollment form if you need this service.

7. Student Taking Leave Procedures

- i. If a student fails to return to school due to illness, parents should call the school office from 7:45am to 8:30am.
- ii. When a student returns to school after recovering from illness, a leave application letter must be submitted to the form teacher within three school days.
- iii. For sick leave of three days or more, a leave application letter and a doctor's certificate letter must be submitted. If the leave procedure is not complete, it will be regarded as absenteeism.
- iv. If a student takes sick leave during the exam, he/she must submit a leave application letter and a doctor's certificate, otherwise he/she will be treated as "absent without reason".
- v. For follow-up consultation and personal leave applications, a leave application letter must be submitted to the Principal three days in advance.
- vi. Parents can download the "Application for Leave of Absence" from the school website. (Please refer to Appendix 3)

8. Agreement on Use of Image / Video

The school may use pictures and/or videos containing your child images for school promotion and non-profit making purposes in presenting and disseminating educational and school information. The school remains committed to the protection, privacy and safety of all students. For this reason, the school is now getting your agreement and permission for the following items:

- i. I give permission for the school using my child's images and/or videos in various media including, but not limited to brochures, publications, advertisements, websites, intranets, internets and social media platforms.
- ii. I give permission for the school copying, printing, exhibiting, editing, modifying, distributing all or part of my child's images and/or videos in any media or purposes at no cost.
- iii. I understand that school has the final decision in using my child's images and/or videos and I waive my right to inspect or approve the finished product or material in which the school and its sponsoring body may eventually use my child's images and/ or videos.
- iv. I agree to release the school from any civil liabilities and/or any legal responsibilities related to the use of my child's images and/ or videos.

I have read and understood and agreed to be bound by the terms and conditions of the agreement.

9. Others

- i. From this school year onwards, student handbook will be in electronic version and uploaded to the school website for reference.
- ii. After a few years promoting e-circular, parents were used to access and sign e-circulars by mobile

- devices. From this school year, school circulars will only be delivered through electronic devices. Delivery and collection of hard copies will be terminated. This will not only save paper and help the environment, but also let parents get instant updated information of our school more efficiently.
- iii. If you have applied for the Fee Remission Eligibility Certificate from the Student Financial Assistance Agency, please hand in the Certificate (photocopy) to your child's form teacher when classes resume.
 - iv. If students want to join MTR Student Travel Scheme, students may apply Personalized Octopus with "Student Status" or activate or renew their existing Personalized Octopus online. They may watch a video clip on <https://www.youtube.com/watch?v=p5QUYhD7XdE> or they can obtain hardcopies from Customer Service Centre in each MTR station.
 - v. If you want to enrol Student Health Service organized by Department of Health, HKSAR, please complete and return the "Application and Consent Form for Student Health Service" distributed on 2nd September to the form teacher by deadline. For details, please surf the following website: https://www.studenthealth.gov.hk/english/resources/resources_forms/resources_forms.html
 - vi. Students are not allowed to use mobile phones in the school premises for reducing distraction while studying. If there is such an urgent need to make calls, students can use the phone at the school office.
 - vii. The school accident insurance is now in effect. If students are injured accidentally while having school activities, an application for reimbursement should be made within 7 days of the injury via our school.

Yours sincerely,



Yuen Cheung Oi
Principal



Let your hope keep you joyful, be patient in your troubles, and pray at all times (Rom 12:12)

(Reply Slip)

Ref.no.: P01/2021-2022

Dear Principal,

New School Year Arrangements

I have read and noted the circular dated 1st September, 2021. Thank you.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Name of Student: _____

Class & Class No.: _____ ()

Date: _____

St. Joan of Arc Secondary School
Temperature Record Sheet (Monthly record)

- Parents/Guardians should take their children's temperature before going to school. For normal body temperature range, please refer to the "Reference Range for Temperature Screening" in the "Guidance Note on Monitoring of Body Temperature" by the Centre for Health Protection, Please browse https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf When the student has fever, he/she should not attend school and should consult a doctor promptly, apply for sick leave, stay at home and take rest.
- Parents/Guardians should record their children's temperature and sign on the record sheet daily. The record sheet should be returned to school staff/class teacher for checking.

Name of student : _____ Class: _____ Class no.: _____ Month: _____

Date	Time for taking temperature	Temperature	Signature of Parent/Guardian
1	A.M. / P.M.	°F/°C	
2	A.M. / P.M.	°F/°C	
3	A.M. / P.M.	°F/°C	
4	A.M. / P.M.	°F/°C	
5	A.M. / P.M.	°F/°C	
6	A.M. / P.M.	°F/°C	
7	A.M. / P.M.	°F/°C	
8	A.M. / P.M.	°F/°C	
9	A.M. / P.M.	°F/°C	
10	A.M. / P.M.	°F/°C	
11	A.M. / P.M.	°F/°C	
12	A.M. / P.M.	°F/°C	
13	A.M. / P.M.	°F/°C	
14	A.M. / P.M.	°F/°C	
15	A.M. / P.M.	°F/°C	
16	A.M. / P.M.	°F/°C	
17	A.M. / P.M.	°F/°C	
18	A.M. / P.M.	°F/°C	
19	A.M. / P.M.	°F/°C	
20	A.M. / P.M.	°F/°C	
21	A.M. / P.M.	°F/°C	
22	A.M. / P.M.	°F/°C	
23	A.M. / P.M.	°F/°C	
24	A.M. / P.M.	°F/°C	
25	A.M. / P.M.	°F/°C	
26	A.M. / P.M.	°F/°C	
27	A.M. / P.M.	°F/°C	
28	A.M. / P.M.	°F/°C	
29	A.M. / P.M.	°F/°C	
30	A.M. / P.M.	°F/°C	
31	A.M. / P.M.	°F/°C	

St. Joan of Arc Secondary School

List of Exercise Books & Miscellaneous Fees 2021-2022

	Items	S.1	S.2	S.3	S.4	S.5	S.6
1	Exercise Books*	\$17.20	\$17.20	\$14.20	\$32.60	\$26.50	\$21.40
2	Student Handbook	\$26.50					
3	Visual Arts Materials	\$100.00	\$70.00	\$50.00			
4	Student Identity Card	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
5	eClass Parent App	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
6	Certificate Holder Case for S.6						\$36.00
7	Misc.Fee for Specific Purposes#	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00	\$235.00
8	Student Insurance	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
9	Tong Fai				\$340.00	\$340.00	\$340.00
10	Student union Membership Fee	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
11	Parent-Teacher Association Membership Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
	Amount	\$647.70	\$591.20	\$568.20	\$876.60	\$870.50	\$826.40

Fees collected would be spent on improvement of learning environment and school facilities. In accordance with ED the Parent-Teacher Association and the IMC approved the school to collect \$310 and \$235 S.1-S.5 and S.6 students. A separate financial statement would be presented to parents at the end of school year.

*Exercise Books (Quantity & Price HKS)

	S.1	S.2	S.3	S.4	S.5	S.6
A0001 (@\$1.0)	14	14	11	9	5	2
A0002 (@\$2.1)	1	1	1	9	8	7
A0006 (@\$4.0)				1	1	1
D0002 (@\$1.1)	1	1	1			
A4 Clear File (@\$0.7)				1	1	1

(i) The above payment is mandatory. In September, the payment can be settled by using school ePayment system, by cash or cheque.

(ii) Parents with FULL LEVEL of ASSISTANCE from the Student Financial Office (HKSAR) may apply for exempt the misc. fee for specific purpose. Please submit your written application with a copy of the Fee Remission Eligibility



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Application for leave of Absence

To whom it may concern,

My son / My daughter * would like to apply for leave of absence.

Name of Student : _____ Class: _____ No.: _____

Date of absence: from _____ / _____ / _____ to _____ / _____ / _____
date month year date month year

Total no. of day(s) : _____ (a.m. / p.m. / whole day) *

Reason(s) of absence: (Detailed explanation must be provided)

Signature of Parent/Guidance: _____

Date : _____

*Please delete as appropriate.

(Remarks: Students who take sick leave for three days or more or apply for sick leave during uniform test or examination periods must submit a letter of leave and a doctor's certificate.)

The following parts are filled in by the school:

Part A) The student submitted the following document(s):

Application letter Doctor's certificate

(Sick leave application has to be submitted within 3 days of returning to school and application for leave of absence due to personal reasons has to be submitted 3 days in advance.)

Name of Class Teacher: _____ Signature of Class Teacher: _____ Date: _____

Part B) The application is

approved. not approved.

Signature of Principal: _____ Date: _____

Please put a tick (✓) in the appropriate box .