



ST. JOAN OF ARC SECONDARY SCHOOL

聖 貞 德 中 學

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Ref. No.: P01/2022-23

1 September 2022

School's Newsletter (September 2022/223)

1. Class Arrangements in September

- From 5th to 9th September, the school conducts half-day face-to-face classes. The school time is from 8:30 a.m. to 12:55 p.m.

Half-day lesson timetable

8:30 - 8:40	Morning Assembly	10 mins
8:40 - 9:05	Period 1	25 mins
9:05 - 9:30	Period 2	25 mins
9:30 - 9:40	Recess	10 mins
9:40-10:05	Period 3	25 mins
10:05 - 10:30	Period 4	25 mins
10:30 - 10:55	Period 5	25 mins
10:55 - 11:05	Recess	10 mins
11:05 - 11:30	Period 6	25 mins
11:30 - 11:55	Period 7	25 mins
11:55 - 12:05	Recess	10 mins
12:05 - 12:30	Period 8	25 mins
12:30 - 12:55	Period 9	25 mins

- If the school meets the requirements set by the EDB including all teachers and school staff directly employed by schools (including teaching and non-teaching staff) have received the second dose of vaccination for more than 14 days; and 90% or more of the total number of students of the school eligible to receive vaccination have received the second dose of vaccination for more than 14 days. With the endorsement of our Incorporated Management Committee, our school initiates the whole-day face-to-face classes for the whole school from 13 September (Tuesday) onwards. The school is from 8:30 a.m. 3:40 p.m.

Whole-day lesson timetable

8:30 - 8:50	Morning Assembly	20 mins
8:50 - 9:25	Period 1	35 mins
9:25 - 10:00	Period 2	35 mins
10:00 - 10:25	Recess	25 mins
10:25 - 11:00	Period 3	35 mins
11:00 - 11:35	Period 4	35 mins
11:35 - 12:10	Period 5	35 mins
12:10 - 13:10	Lunch	60 mins
13:10 - 13:45	Period 6	35 mins
13:45 - 14:20	Period 7	35 mins
14:20 - 14:30	Recess	10 mins
14:30 - 15:05	Period 8	35 mins
15:05 - 15:40	Period 9	35 mins
Tutorials / Extra-curriculum activities		

- Lunch service will be provided when full-day face-to-face classes are resumed. S.1-S.3 students should have lunch at school. If students want to order lunch, ask their form teachers for the order form.
- A rice steamer and some microwave ovens are newly purchased and placed at the tuck shop for students bringing their own lunches with a view to forming a healthy eating habit.

2. Undergoing Regular COVID-19 Rapid-Antigen Tests (RATs)

The EDB states that the daily COVID-19 RAT arrangements will continue until further notice. Every student has to complete a RAT each day before returning to school. RATs should be conducted in the morning and only persons obtaining negative results are allowed to return to school for lessons. After obtaining a negative result, students are required to take a picture for record and report the test result and body temperature through the school's SMART Portal before 8:30 a.m. every school day. They need to log in SMART Portal showing the test results at the school entrance. They should switch off their mobile phones after completing the checking. Students tested positive should not return to school, should inform the schools of their positive results as soon as possible and stay at home. They should also report to the Department of Health as soon as possible within 24 hours via the "Declaration System for individuals tested positive for COVID-19 using Rapid Antigen Test" (<https://www.chp.gov.hk/ratp/#>).

3. Distribution of COVID-19 Rapid Antigen Test Kits

The Education Bureau (EDB) announced that during the period of face-to-face class resumption, students are required to do COVID-19 RAT before school on school days. The EDB and the school continue to provide students with RAT kits. Each student will receive 10 RAT kits. Students receiving

Comprehensive Social Security Assistance (CSSA) Scheme and School Textbook Assistance Scheme will receive extra 35 (45 in total) RAT kits and 100 surgical masks. Class teachers will distribute the mentioned materials in early – mid September. Parents may apply for extra RAT kits if necessary.

4. School ePayment

From the 2021/22 school year, the school has fully implemented ePayment. 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 must 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 2022-2023

Regarding exercise books & miscellaneous fees 2022-2023, please refer to Appendix 1. The first ePayment notice of miscellaneous fee will be issued in early September 2022. 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 9th September.

6. Student Taking Leave Procedures

- i. If a student fails to return to school due to illness, parents should call the school office between 8:00a.m. to 8:30a.m. on that day.
- 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.

7. Bad Weather Condition Arrangements

In the event that the Education Bureau announces the closure of schools due to bad weather while school is in session, the school will make emergency arrangements for the safe release of students at an

appropriate time. If parents have any special requests on picking up their own children, please contact class teachers for suitable arrangements.

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. Students who intend to apply for **student financial assistance** in 2022/23 school year are advised to use the E-form. The E-form is available at the "SFO E-link - My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)" website (<https://ess.wfsfaa.gov.hk/espps>). Using E-form is convenient and time-saving. Applicants can complete and submit applications online through personal computers, tablets or smart phones and upload supporting documents online anytime and anywhere. Applicants can also save and retrieve partially completed applications for completion later.
- ii. 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.
- iii. **S.1-S.3** students are invited to participate in **Student Health Service** organized by Department of Health. Please browse the website www.studenthealth.gov.hk for details. Students will receive relevant forms on 5th September and are required to submit the completed "Application & Consent Forms" to their form teachers before 9th September.
- iv. The school respects the privacy of individuals and does our best to ensure the collection, usage, storage, transfer and disclosure of personal data according to the Personal Data (Privacy) Ordinance. Students will receive "Personal Information Collection Statement" on 5th September and are required to submit it to their form teachers before 9th September.
- v. After a few years promoting e-circular, parents are used to access and sign e-circulars by mobile devices. School circulars are only delivered through electronic devices. Delivery and collection of hard copies will be terminated. This not only saves paper and helps the environment, but also lets parents get instant updated information of our school more efficiently.

St. Joan of Arc Secondary School
List of Exercise Books & Miscellaneous Fees 2022-2023

	Items	S.1	S.2	S.3	S.4	S.5	S.6
1	Exercise books*	\$19.20	\$19.20	\$18.20	\$27.70	\$27.70	\$24.70
2	School badge	\$26.50					
3	Visual Arts materials	\$100.00	\$70.00	\$50.00			
4	Student card	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
5	eClass Parent App	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00
6	E-payment system management fee	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
7	Misc. fee for specific purpose#	\$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	SU membership fee	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
11	PTA membership fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
12	Kung Kao Po subscription fee (local students)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$15.00
13	Sunday Examiner subscription fee (NCS students)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$6.00
Total Amount (Local students)		\$694.70	\$638.20	\$617.20	\$916.70	\$916.70	\$823.70
Total Amount (NCS Students)		\$676.70	\$620.20	\$599.20	\$898.70	\$898.70	\$814.70

#Fees collected would be spent on improvement of learning environment and school facilities.

In accordance with EDB's regulations, the school gains the approval from the PTA and the IMC to collect \$310 and \$235 in S1-S5 & S6 respectively. Parents will be informed of the financial statement at the end of the school year.

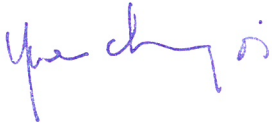
***Exercise Books (Quantity & Price HK\$)**

	S.1	S.2	S.3	S.4	S.5	S.6
A0001 (@\$1.0)	16	16	15	9	9	6
A0002 (@\$2.1)	1	1	1	7	7	7
A0006 (@\$4.0)				1	1	1
D0002 (@\$1.1)	1	1	1			

- (i) The above payment is mandatory. In September, the payment can be settled by using school ePayment system (AlipayHK).
- (ii) Parents with FULL LEVEL of ASSISTANCE from the Student Financial Office (HKSAR) may apply for exemption of the misc. fee of specific purpose. Please submit a written application with the copy of the fee remission eligibility.

- 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



Do for others what you want them to do for you. (Matthew 7:12)

(Reply Slip)

Ref. No.: P01/2022-2023

Dear Principal,

School Updates (Sep)

I have read and noted the circular dated 1 September 2022. Thank you.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Name of Student: _____

Class & Class No.: _____ ()

Date: _____