



St. Joan of Arc Secondary School
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聖貞德中學
地址: 香港北角寶馬山道五十五號
Website 網址: www.sja.edu.hk

Circular No.: P01/2025-2026

1 September 2025

Dear Parent or Guardian,

School's Newsletter (September 2025)

2025/26 SCHOOL YEAR EXERCISE BOOKS AND MISCELLANEOUS FEES

Regarding the exercise books and miscellaneous fees for the 2025/26 academic year, please refer to Appendix 1 for details. Parents are requested to make payment electronically or by a crossed cheque (payable to "The Incorporated Management Committee of St. Joan of Arc Secondary School") by Friday, 12 September 2025. Cheques can be submitted to the class teacher, with the student's name, class, and class number written on the back.

SCHOOL E-PAYMENT SYSTEM

Since the 2021/22 academic year, our school has fully implemented an electronic payment system. Parents can make electronic payments and check transaction details and account balances for their children's electronic payment accounts via the eClass Parent App. The specific arrangements for the electronic payment system are as follows:

- Parents need to download and install the AlipayHK application on smartphones that already have the eClass Parent App installed. Installation steps can be found at:
https://sites.google.com/view/eclassepaymentusagevideopage/ip_alipayhk_directpay
- The AlipayHK account balance must be positive to conduct transactions, and parents cannot make "partial payments".
- Instant cash top-ups for AlipayHK can be made via "7-Eleven" or "Circle K" convenience stores.
- Sign the payment notice through the eClass Parent App, and the payment process will connect to the AlipayHK application.
- The school will issue a payment notice for each charge, which can only be signed once and cannot be modified. If the AlipayHK account balance is insufficient, the transaction will be cancelled. Parents can top up the account and re-sign after ten minutes.

HOME-SCHOOL COMMUNICATION

Parents may contact the school office by phone at 2578 5984 or via email at info@sja.edu.hk. School updates and student-related information will also be shared through the school website, e-notices, and the SMART Portal.

Additionally, the school uses the mobile eClass Parent App to communicate with parents, including sending e-notices, surveys, and important announcements. Parents can also use the app to check their child's attendance records, school calendar, and other updates. The app supports push notifications, ensuring timely delivery of urgent messages.

How to Download the eClass Parent App

- Available for free on Google Play and the App Store.
- For installation or usage assistance, contact Assistant Principal Mr CHOY Wing Hong at 2578 5984 or eClass Parent Support Team (for technical issues)

Account Setup

a. Parent Accounts

- S1 New Students: Will be issued after the school year begins.
- Transfer Students (All Levels): Will be issued after the school year begins.

- Returning Students: Passwords remain unchanged. If forgotten, contact the school to reset.
- b. Student Accounts
- New Students: Will be issued after the school year begins.
 - Current Students: Passwords remain unchanged. If forgotten, visit the IT staff at the school office for a reset.

For any further inquiries, please do not hesitate to reach out to the school office.

LUNCH AND TUCK SHOP ARRANGEMENTS

Please refer to Appendix 2 for details.

MEDICAL / HEALTH INFORMATION

Physical Education (PE) is an integral part of the school curriculum. Every student must participate in PE lessons. However, if your child has any illness, you should seek medical advice on whether your child is suitable to participate in PE lessons. If your child needs to be temporarily or perpetually exempted from PE lessons, a medical certificate from a registered doctor must be produced. The "Medical History of Student" form will be distributed to all students on 1 September. This form is a crucial document that provides us with essential information about your child's medical history, enabling us to ensure their safety and well-being during their time at school, particularly during sports activities. Please return the completed "Medical History of Student" form to your child's form teacher by 5 September.

ATTENDANCE

Attendance is recorded by tapping the student card on electronic devices at the designated places of school campus before 08:30, during lunchtime (13:00-13:30), and upon leaving school every day. A student will be considered as late for school if he or she fails to tap the student card at lunchtime on time.

ABSENTEE CALL-IN AND TAKING LEAVE PROCEDURES

- Parents should notify the school office between 07:45 and 08:30 when their child is absent.
- 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.
- For sick leave of three days or more, a leave application letter and a medical certificate must be submitted. If the procedures for leave taking are incomplete, it will be regarded as absenteeism.
- If a student takes sick leave during the exam, he/she must submit a leave application letter and a medical certificate, otherwise he/she will be treated as "absent without reason".
- For follow-up consultation and personal leave applications, a leave application letter must be submitted to the school principal via the form teacher three days in advance.
- Parents can download the "Application for Leave of Absence" from the school website.

GUIDELINES ON SCHOOL UNIFORMS

Starting from the 2025/26 academic year, students will be allowed to wear white sports shoes when returning to school (high-top styles are not permitted). The relevant arrangements are as follows:

- * On regular school days, students are required to wear tidy school uniforms, paired with dark brown leather shoes or white sports shoes.
- * If there is a physical education class on that day, students may choose to wear their sports attire along with white sports shoes.
- * During special ceremonies held by the school, students must wear neat school uniforms along with dark brown leather shoes. Further details regarding these arrangements can be found in Appendix 3.
- * The school conducts a national flag raising ceremony weekly, students need to wear neat school uniforms and compliant dark brown leather shoes to school on that day. Students could wear P.E. uniform to school if there is a P.E. lesson on the day. Please refer to the Smart Portal for the dates of national flag raising ceremony.

MOBILE PHONE USAGE POLICY

To ensure students remain focused during lessons, the use of mobile phones is strictly prohibited on campus at all times.

- In case of emergencies, students may contact parents using the telephone set at the school office.
- For detailed regulations, please refer to Appendix 4.

BRING YOUR OWN DEVICE ACCEPTABLE USE POLICY (AUP) FOR STUDENTS

Please refer to Appendix 5 for details.

TROPICAL CYCLONES AND HEAVY PERSISTENT RAIN ARRANGEMENTS FOR THE SCHOOL

Please refer to Appendix 6 for details.

SCHOOL POLICY ON CCTV

To ensure the safety and well-being of all students and staff, the school has installed closed-circuit television (CCTV) systems in public areas such as school entrances, corridors, and snack bars. All recorded footage is generally automatically deleted 30 days after the recording date in a loop recording manner. The school adheres to the Personal Data (Privacy) Ordinance and the Guidelines on CCTV Surveillance issued by the Office of the Privacy Commissioner for Personal Data in Hong Kong to handle the recorded footage, ensuring that the privacy of students and staff is not violated.

COLLECTION OF PERSONAL INFORMATION

The school places great importance on the privacy of personal data and strictly adheres to the standards regarding privacy, confidentiality, and security as stipulated in the Personal Data (Privacy) Ordinance when handling all personal data. Students will receive the "**Personal Data Collection and Privacy Policy**" on September 1 and must submit the completed acknowledgment form from their parents/guardians to their class teacher by September 5. If parents do not consent to the disclosure of their child's personal data, they may submit a written request to the school within two weeks after the start of the school year. Parents are kindly asked to pay attention to this matter.

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.

READING TO LEARN

Promotion of "Reading to Learn" is one of the key focus areas of our school. We aim to cultivate students' interest in reading, develop their reading habits, and broaden their knowledge base through creative, enjoyable, and diverse reading activities. This also helps guide students in connecting the knowledge gained from reading to learning in different subjects. The school offers the "Raz Kids English e-books" (for S1 – S3), "KanHan Chinese e-Reading Platform" (for S1 – S6) and the "Nowbook Digital Library" (for S1 – S6). Students can access these platforms via the school website. Login accounts and passwords will be distributed to students at the beginning of the semester by their English and Chinese teachers. Students are encouraged to make good use of their spare time to read more.

ACCIDENT AND EMERGENCY DEPARTMENT CHARGES

If a student is injured at school and the responsible first-aid teacher confirms that hospital treatment is necessary, the school will contact the parents for follow-up arrangement. If the parents cannot be reached, the

school will prioritize the student's life, safety, and health by promptly sending the student to the hospital for treatment. The costs incurred will be the responsibility of the parents. According to the Hospital Authority's policy on charges for public hospital emergency rooms, eligible persons with a Hong Kong Identity Card are charged \$180, while non-eligible persons are charged \$1,230. Parents with any questions can inquire with the class teacher.

TRAVEL DOCUMENTS TO MAINLAND CHINA

To strengthen students' national identity and to deepen their understanding of our country, our school plans to organize the mainland study tours for all students in the coming school year. Parents are requested to check whether the relevant travel documents of your child to return to Mainland China are valid, including:

- Mainland Travel Permit for Hong Kong and Macao Permanent Residents (Home Return Permit for Chinese Citizens) or
- Mainland Travel Permit for Hong Kong and Macao Permanent Residents (Home Return Permit for Non-Chinese Citizens) or
- Valid foreign passport issued outside of Hong Kong; or
- Other required travel documents.

Please ensure that the validity date of the above documents extends to at least the end of 2026. If the relevant documents have expired or are about to expire, parents are requested to renew them for your children to ensure that the student can participate in the activities in the 2025/26 school year.

SCHOOL'S ACADEMIC AFFAIRS POLICIES AND GUIDELINES / COUNSELLING AND DISCIPLINE POLICIES AND GUIDLINES

For information regarding the school's policies and procedures related to academic matters, student counselling and discipline, please visit the documents available on the school website.

APPLICATION FOR STUDENT ACTIVITIES SUPPORT GRANT

Eligible S.1 to S.6 students can apply for financial assistance from the Education Bureau. This Fund is to support financially needy students to participate in life-wide learning activities

Students who are receiving Comprehensive Social Security Allowance (CSSA), full/half grant under School Textbook Assistance Scheme (STAS) or students with financial needs who are not CSSA or STAS full/half grant recipients are eligible for application.

In this regard, eligible parents are kindly requested to complete the Reply Slip obtainable from the school office and return it with the photocopy of the above allowance to the school office on or before Friday, 19 September 2025.

MTR STUDENT TRAVEL SCHEME FOR THE 2025/26 ACADEMIC YEAR

Please refer to Appendix 7 for details.

STUDENT HEALTH SERVICE CENTRES

The Student Health Service was introduced by the Department of Health. Enrolled students will be given an annual appointment for health assessment at a Student Health Service Centre to receive services meeting the health needs at various stages of their development. These services include physical examination; screening for health problems related to growth, nutrition, blood pressure, vision, hearing, spine, psychological health and behaviour; individual health counselling and health education. Students found to have problems will be referred to the Special Assessment Centres of the Student Health Service, specialist clinics of the Hospital Authority or other institutions for detailed assessment, follow-up or treatment. Details will be announced later.

STUDENT ACCIDENT INSURANCE

Group Personal Accident insurance for students 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 school.

UPCOMING EVENTS

OPENING CEREMONY FOR SCHOOL YEAR

On 5 September (Friday), the 9th and 10th periods will be the school's Opening Ceremony for the 2025/26 school year. Classes will follow the original timetable for that day. Students are required to wear neat school uniforms and compliant dark brown leather shoes to school.

SCHOOL ANNUAL ATHLETIC MEET

Our school's annual Athletic Meet will be held on Tuesday and Wednesday, September 23rd and 24th. Arrangements and important information are listed as follows:

Time: 8:30 a.m. to 4:30 p.m.

Location: Siu Sai Wan Sports Ground (8 Fu Hong Street, Siu Sai Wan, Hong Kong) (No school services. Students are required to go and leave the venue on their own.)

Registration: Registration will take place during the OLE class period on September 12th. Parent confirmation letters will be distributed after the registration date.

MAKE-UP CLASSES FOR S6 STUDENTS TAKING APPLIED LEARNING SUBJECT

S6 students taking Digital Comic Design and Production, 6 September (Sat), 13 September (Sat), 20 September (Sat), and 27 September (Sat), from 2:00 p.m. to 6:30 p.m., at Room 805, 8th Floor, HKU SPACE Kowloon East Campus (Address: 28 Wang Hoi Road, Kowloon Bay, Kowloon).

SPECIAL DAY ARRANGEMENTS

25 September (Thursday) : Day after Athletic Meet Holiday, No classes

Yours sincerely,



Mr YUEN Cheung Oi
Principal



Be determined and confident. Do not be afraid of them. Your God, the Lord himself, will be with you. He will not fail you or abandon you. (Deuteronomy 31:6)

Reply Slip
School's Newsletter (September 2025)

Circular No.: P01/2025-2026

Dear Principal,

I, the parent / guardian of _____ (*student's name*) (Class: _____ No: _____),
acknowledge the receipt of the circular regarding School's Newsletter (September 2025)

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Date: _____

	收款項目 Items	中一 S.1	中二 S.2	中三 S.3	中四 S.4	中五 S.5	中六 S.6
1	習作簿* Exercise Books*	\$24.50	\$23.50	\$25.40	\$35.40	\$33.50	\$25.80
2	鐵校章及校呔 School Badge & Tie	\$26.50					
3	畢業證書皮套 Certificate Holder						\$30.00
4	學生手冊 Student Handbook	\$6.30	\$6.30	\$6.30	\$6.30	\$6.30	\$6.30
5	學生筆記簿 Student Notebook	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
6	學生證 Student Card	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
7	家長eClass手機應用程式 eClass Payment App	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
8	電子支付系統收費 E-payment System Management Fee	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
9	非標準項目收費 (特定用途費用)# Misc. Fee for Specific Purpose #	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$255.00
10	活動保險 Student Activity Insurance	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
11	視藝科材料費 Visual Arts Materials	\$100.00	\$100.00	\$100.00			
12	高中堂費 Senior Secondary Tong Fai				\$340.00	\$340.00	\$340.00
13	學生會會費 Student Union Membership Fee	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
14	家長教師會會費 PTA Membership Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
15	訂閱公教報 (本地學生) Kung Kao Po Subscription Fee (local students)	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$12.00
16	訂閱Sunday examiner (非華語學生) Sunday Examiner Subscription Fee (NCS students)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$6.00
	總額 (本地學生) Total Amount (Local Students)	\$739.30	\$711.80	\$713.70	\$963.70	\$961.80	\$881.10
	總額 (非華語學生) Total Amount (NCS Students)	\$724.30	\$696.80	\$698.70	\$948.70	\$946.80	\$875.10
附註 Notes							
1. #為提供更佳的學習環境及設施給學生，本校會收取教育局許可之「特定用途收費」，用以支付特別教育開支，例如非標準教學設施的空調及各類設備、添置及保養戶外學習園地設備等，以配合學校的校本需要。經家長教師會及法團校董會商討，同意本年度的「特定用途收費」為\$340，中六學生所繳交的費用為\$255。在學年結束後，將以通告形式列出收支表以供家長查閱。							
#Miscellaneous fees for specific purpose are 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 \$340 and \$255 in S1-S5 and S6 respectively.							
Parents will be informed of the financial statement at the end of the school year.							
2. 以上項目為必收項目，須於2025年9月份付款。The above payment is mandatory and should be settled in September 2025.							
3. 已獲學生資助辦事處全額書簿津貼之家長如須申請豁免特定用途費用，請致函本校，並附上全額資助證明副本，申請方為有效。							
Parents with Full Grant of Textbook Assistance from the Student Finance Office (HKSAR) may apply for exemption from the miscellaneous fees for specific purpose. Please submit a written application to school with the copy of the fee remission eligibility certificate.							
*習作簿數量及價目表 *Quantity & Price of Exercise Books (HK\$)							
		中一 S.1	中二 S.2	中三 S.3	中四 S.4	中五 S.5	中六 S.6
A0001 (@\$1.0)		12	11	11	5	5	3
A0002 (@\$1.9)		6	6	7	16	15	12
D0002 (@\$1.1)		1	1	1			

附件二 午膳及小食部事宜
Appendix 2 Lunch and Tuck Shop Arrangements

1. 午膳安排: 午膳時間由十二時二十五分至一時三十分，各級安排如下:
Lunch Arrangements: Lunchtime runs from 12:25 pm to 1:30 pm, with the following arrangements for different forms:
 2. 中一至中三級 S1 – S3
 - a. 學生須留校午膳，午膳地點為學生各班班房。
Students must stay on campus for lunch and eat in their own classrooms.
 - b. 每份餐只可一人食用，不可與別人共用飯盒。
Each meal is for individual consumption only. Sharing lunch boxes is not allowed.
 - c. 沒有老師許可，不可電召外賣回校。
Students may not order food delivery without a teacher's permission.
 - d. 校方不建議家長為同學電召外賣，並應鼓勵子女向小食部訂購飯盒或自備午膳。
Parents are discouraged from arranging food delivery for their children. Instead, students should order lunch boxes from the tuck shop or bring their own meals.
 - e. 學生須於下午一時至一時三十分拍卡，登記下午出席紀錄。
Students must tap their student cards between 1:00 pm and 1:30 pm for afternoon-session attendance record.
 3. 中四至中六級 S4 – S6
 - a. 可外出午膳。
Students may leave campus for lunch.
 - b. 學生須於下午一時至一時三十分拍卡；外出午膳的學生須於一時三十分前回校，否則作遲到處理。
They must return and tap their student cards between 1:00 pm and 1:30 pm, or they will be marked late.
 - c. 外出午膳時必須保持儀容端正及注意舉止言行。
Students must maintain proper appearance and behaviour when off campus.
 - d. 學校不鼓勵學生電召外賣回校。
The school discourages ordering food delivery back to campus.
 - e. 如在校訂飯，安排與初中學生相同。
If ordering lunch at school, the same rules as junior forms apply.
4. 購買午膳飯盒安排 Lunch Box Purchase Arrangements
 - a. 學生可於小食部以現金或八達通訂購即場製作午膳飯盒。
Students can order freshly prepared lunch boxes (HK\$30) at the tuck shop using cash or Octopus cards.
 - b. 午膳飯盒將以飯券形式發售，同學需於當天購買，不提供月訂服務。
Lunch boxes are sold via meal vouchers on the same day. No monthly subscription service is available.

- c. 同學可在早上或小息時間預訂，或在午膳時間現場購買。
Students can pre-order during the morning or recess or purchase on-site during lunchtime.
- d. 同學需在午飯時間到小食部出示當日飯券以領取飯盒。
At lunchtime, students must present their meal voucher at the tuck shop to collect their lunch box.
- e. 遺失的飯券將不予補發。如有遺失，同學需再次全額付款方可獲得新的飯盒。
Lost vouchers will not be replaced. Students must pay again in full for a new lunch box.
- f. 購買飯券後，同學不得臨時更改所選午餐款式。
Once a voucher is purchased, students cannot change their meal choice.
- g. 對於有食物過敏或特殊需求的同學，在選購午餐飯盒時請特別注意。
Students with food allergies or special dietary needs should check meal options carefully.
- h. 小食部每天會提供三款飯菜，供學生選擇。
The tuck shop offers three daily meal choices.

其他安排 Other Arrangements:

- 5. 自行帶飯：校方鼓勵家長為子女準備午膳，培養健康飲食習慣。
Bringing Your Own Lunch: Parents are encouraged to prepare lunch for their children to promote healthy eating.
- 6. 學校設有微波爐，給予自攜午膳的學生使用。使用微波爐注意事項如下：
The school provides microwave ovens for students who bring their own meals. Usage guidelines are as follows:
 - a. 學生於每個上學日之早會前，自行將食物盒放在食物部的雪櫃內。
Students themselves put their own lunch box in the fridge inside the tuck shop before the morning assembly of every school day.
 - b. 食物盒上必須清楚顯示學生之姓名、班別和班號。
Students' name, class and class no. must be clearly shown on their own lunch box.
 - c. 午膳時段，已加熱的飯盒由校工放於食物部的枱面上。學生須自行取回飯盒。
During lunch time, the reheated lunch boxes are placed on the table at the tuck shop by the janitors. Students should take back lunch boxes on their own.
 - d. 初中學生返回課室午膳；高中學生於食物部旁之座位間午膳。
Junior-form students have lunch in the classrooms whereas senior-form students have lunch at the seating area next to the tuck shop.
 - e. 注意飯盒的高溫，小心避免燙傷。
Beware of the high temperature of the lunch box, avoid getting scalded.
 - f. 必須使用適合於微波爐加熱之食物盒。
Only microwave-safe food containers should be used.
 - g. 必須移除食物盒內所有紙質或塑膠類包裝物料。
Must remove all paper or plastic packaging material in the food container used.

7. 家長送飯：家長可於上午十一時五十分至中午十二時二十分期間，將已經貼上學生姓名和班別的飯盒交予更亭當值之學校職工，然後轉交學生。家長請勿為同學電召外賣膳食。

Parents Delivering Lunch: Parents may drop off lunch boxes at the school gate between 11:50 am and 12:20 pm for collection by school staff. Parents should not arrange food delivery for their children.

8. 健康午餐應包括三份飯麵，兩份蔬菜，加一份肉，少加鹽、糖、油，多用蒸、煮、燉、焯等低脂烹調方式。

A balanced meal should include 3 portions of rice/noodles, 2 portions of vegetables and 1 portion of meat. Use less salt, sugar, and oil; opt for steaming, boiling, stewing, or blanching as healthier cooking methods.

9. 環保午膳：為了保護環境，給學生提供身體力行的環保教育，本校鼓勵學生自備可重用餐具及可重用水樽。我們鼓勵家長為子女準備適量食物之自備午膳，以避免產生廚餘。

Eco-Friendly Lunch Practices: To promote environmental awareness, the school encourages students to bring reusable cutlery and water bottles to school. Parents are encouraged to prepare lunch meals for their child with adequate food portion to prevent making food waste.

10. 小食部安排 Tuck Shop Arrangements

- a. 本年度小食部承辦商為力柏餐飲管理有限公司。

The tuck shop is operated by Lik Pak Limited for the current school year.

- b. 開放時間為早會前、小息、午膳及放學後。

Opening hours: Before morning assembly, recess, lunchtime, and after school.

- c. 學生必須謹守秩序及排隊。

Students must queue in an orderly manner.

- d. 當上課預備鐘聲響起後，不可再購買任何物品。

No purchases are allowed after the class preparation bell rings.

- e. 必須保持飯堂整潔。

Students must keep the canteen clean.

聖貞德中學
校服指引（2025/26 學年起生效）

為兼顧學生舒適度與保持整潔統一的形象，學校於下學年開始，學生可選擇穿著運動鞋回校，規則如下：

1. 一般上課日

- 學生須穿著整齊校服，搭配**深褐色皮鞋**或**白色運動鞋**回校。

2. 體育課當日

- 學生可選擇穿著體育服及白色運動鞋回校。
- 若體育課對運動鞋有特別要求，學生可於課堂期間更換合適的運動鞋，課後務必換回白色運動鞋。

3. 學校典禮

- 學生須穿著整齊校服，並穿上**深褐色皮鞋**（除非另有通知）。

4. 非上課日而安排學校活動

- 服裝要求將另行提前公佈。

5. 小息及午膳時間

學生在校內外均須保持儀容整潔，於校內進行運動訓練後，應整理儀容裝束。

6. 校服要求

● 男生

夏季校服：白色短袖恤衫配有校徽，淺藍色條紋長褲，束黑色或深棕色皮帶，純白色襪子。

冬季校服：白色長袖恤衫配有校徽，學校領帶，灰色絨長褲，黑色或深棕色皮帶，純白色襪子。學生可穿著純灰色毛衣，並須於外面扣上鐵校徽；頸巾須純灰、純黑或純深藍色。

● 初中女生

夏季校服：淺藍色條紋連身裙，裙長及膝，於領呔上扣上鐵校徽，純白色襪子。

冬季校服：灰色連身絨裙，白色長袖恤衫配有校徽，裙長及膝，學校領帶，純白色襪子。

● 高中女生

夏季校服：白色短袖恤衫配有校徽，淺藍色條紋半截裙，裙長及膝，束短黑色或深棕色皮帶，純白色襪子。

冬季校服：白色長袖恤衫配有校徽，學校領帶，灰色半截絨裙，裙長及膝，束黑色或深棕色皮帶，純白色襪子。頸巾須純灰、純黑或純深藍色。

- 外套：學生可穿著學校黑色外套（校褸）；或學校抓毛外套（校褸）；或純灰色毛衣，並須於外面扣上鐵校徽；或學校深灰色衛衣；或校慶棒球外套。

- 若上課當天早上六時，天文台發出寒冷天氣警告，學生可穿著**黑色、深藍或灰色的羽絨回校**（不可穿著其他外套或衛衣，包括學會或校隊衛衣），女同學可穿著純黑或純白色的厚襪褲。

7. 體育服要求：

- 外套：學校體育服配深灰色衛衣或舊款藍白色風褸。
- 上衣：新款體育服（紅色、藍色或綠色）、舊款體育服（藍白色體育上衣）。
- 運動褲：
 - 夏季：新款體育服配黑色運動短褲、舊款體育服配深藍色運動短褲。
 - 冬季：新款體育服配黑色運動長褲、舊款體育服配深藍色運動長褲。

備註：中一及新插班生學生，必須穿著新款運動服。

8. 鞋款規定

- 深褐色皮鞋：
 - 樸素款式。
 - 必須為低筒（不可穿高筒鞋款）。
- 白色運動鞋：
 - 白色為主色（鞋面最少 90% 為白色）
 - 設計宜簡約，不宜花巧。
 - 必須為低筒（不可穿高筒鞋款）。

9. 其他規定

- 校隊服裝：體育校隊的制服及運動鞋僅限放學後訓練時穿著，不可替代常規體育服。
- 特殊申請：如有特殊需要（如醫療原因），學生須事先向校方申請批准。
- 儀容標準：髮型、飾物及整體儀容須符合校方規定（詳情請參閱學校網頁）。

生效日期：2025 年 9 月 1 日

St. Joan of Arc Secondary School
School Uniform Guidelines (Effective from the 2025/26 School Year)

To balance student comfort with maintaining a neat and unified image, the school will allow students to wear sports shoes starting from the next academic year, with the following regulations:

1. Regular Class Days

- Students must wear the proper school uniform, paired with dark brown leather shoes or white sports shoes when returning to school.

2. Days with Physical Education Classes

- Students may choose to wear their physical education attire along with white sports shoes when returning to school.
- If there are specific requirements for sports shoes during physical education classes, students may change into appropriate sports shoes during the class and must switch back to white sports shoes afterwards.

3. School Ceremonies

- Students are required to wear the proper school uniform and dark brown leather shoes (unless otherwise notified).

4. Non-Class Days with Scheduled School Activities

- Dress requirements will be announced in advance separately.

5. Break and Lunch Periods

Students must maintain a neat appearance both inside and outside the school. After participating in sports training on campus, they should tidy their appearance.

6. Uniform Requirements

● Boys

Summer Uniform: White short-sleeved shirt with the school badge, light-blue striped long trousers, black or dark brown leather belt, and plain white socks.

Winter Uniform: White long-sleeved shirt with the school emblem, school tie, grey winter trousers, black or dark brown leather belt, and plain white socks. Scarf must be plain grey, plain black, or plain dark blue.

● Girls (Junior Form)

Summer Uniform: Light-blue striped dress, knee-length, with the school pin on the necktie, and plain white socks.

Winter Uniform: Grey woollen dress, white long-sleeved shirt with the school badge, knee-length, school tie, and plain white socks.

● Girls (Senior Form)

Summer Uniform: White short-sleeved shirt with the school badge, light-blue striped knee-length skirt, short black or dark brown leather belt, and plain white socks.

Winter Uniform: White long-sleeved shirt with the school badge, school tie, grey woollen knee-length skirt, short black or dark brown leather belt, and plain white socks. The scarf must be plain grey, plain black, or plain dark blue.

- Outerwear: Students may wear the school black coat; or school fleece coat; or plain grey sweater, which must have the school emblem fastened on the outside; or school dark grey sweatshirt; or school celebration baseball jacket.

- If a cold weather warning is issued by the observatory at 6 AM on a school day, students may wear black, dark blue, or grey down jackets to school (other jackets or sweatshirts, including those from clubs or sports teams, are not permitted), and female students may wear plain black or plain white thick tights.

7. Physical Education Attire Requirements:

- Jacket: School physical education jacket with dark grey sweatshirt or old blue and white windbreaker.
- Top: New physical education attire (red, blue, or green), old physical education top (blue and white).
- Shorts:
 - Summer: New physical education attire with black sports shorts, old physical education attire with dark blue sports shorts.
 - Winter: New physical education attire with black sports long pants, old physical education attire with dark blue sports long pants.

Note: Students in Form One and new transfers must wear new physical education attire.

8. Shoes Regulations

- Dark Brown Leather Shoes: - Simple style.
 - Must be low-cut (no high-top shoes allowed).
- White Sports Shoes: - Predominantly white (at least 90% white on the upper).
 - The design should be simple, not ornate.
 - Must be low-cut (no high-top shoes allowed).

9. Other Regulations

- Team Uniforms: Uniforms and sports shoes of the athletic teams may only be worn during after-school training sessions and must not replace regular physical education attire.
- Special Requests: Students with special needs (such as medical reasons) must apply for approval from the school in advance.
- Appearance Standards: Hairstyles, accessories, and overall appearance must comply with school regulations (please refer to the school website for details).

Effective Date: September 1, 2025

目的 Aim

為使用學生能專心學習，減少上課期間受滋擾，提升學習效能。學生進入校園前，必須關掉提電話。學校在每個課室增設手提電話儲存櫃，供學生存放手提電話。

To enable students to focus on their studies, reduce disturbances during class, and enhance learning effectiveness, students should turn off their mobile phones before entering the campus. The school has installed mobile phone storage lockers in each classroom for students to store their mobile phones.

守則 Guidelines:

1. 學生進入校園前，必須關掉手提電話。
Students should turn off their phones before entering the school campus.
2. 在校園內不得使用或展示手提電話。
Mobile phones cannot be used within the campus.
3. 學生必須於每天早上把手機存放在手提電話儲存格內，並須自行將手提電話鎖指定編號的儲物櫃內，在老師監察下於放學取回手提電話。
Students should store their mobile phones in the mobile phone storage compartment every morning and should lock their mobile phones in the designated locker by themselves. They can retrieve their mobile phones after school under the supervision of the teacher.
4. 高年級學生（中四至中六）如外出午膳，需要使用手提電話，須在老師監察取回手提電話，於外出午膳後把手提電話放回手提電話的儲存格內。
Senior form students (Form 4 to Form 6) who go out for lunch and need to use their mobile phones must retrieve their phones under the supervision of a teacher and return them to the storage compartment after lunch.
5. 學生須自備鎖頭，並確保把手提電話鎖好在儲存櫃內。學生應妥善保管鎖頭及鎖匙。學校不對學生手機的遺失或損壞負責。
Students should provide their own locks and ensure that their mobile phones are securely locked in the storage compartment. They should take proper care of the lock and key. The school is not responsible for any loss or damage to students' mobile phones.
6. 班主任須收集學生鎖匙，存放於「鎖匙簿」內，以備不時之需。
The class teacher should collect the students' keys and store them in a 'key book' for emergencies.
7. 學生如遺失儲物櫃鎖匙，可向班主任借用後備鎖匙或向校方申請剪鎖。
If students lose their locker keys, they may borrow a spare key from the class teacher or request the school to cut the lock.
8. 凡在遲到回校學生須自行把手提電話放在手提電話儲物櫃內；凡早退的學生，須在老師監察下取回手提電話。
Students returning to school late should place their mobile phones in the designated storage. Students leaving early must retrieve their mobile phones under the supervision of a teacher.
9. 若學生在校期間因要事需要聯絡家長，可到校務處使用學校電話。
If students need to contact their parents for important matters while at school, they may go to the school office to use the school phone.

10. 「學生使用手提電話政策」適用於校園內的所有時間，直至放學為止。
The 'Mobile Phone Policy for Students' applies at all times while on campus, until the end of the school day.
11. 學生如違反「學生使用手提電話政策」的守則，學校將依據校規作出懲處。
Students who do not observe the “Mobile Phone Policy for Students” will face school disciplinary actions.
- a. 老師暫時沒收已關掉的手提電話。
The teacher will temporarily confiscate the turned-off phones.
- b. 此事記錄在 Smart Portal 內。
The incident will be recorded in Smart Portal.
- c. 學生可於當天放學（下午 5:00 前）到校務處領回手提電話。
Students may collect their phones or electronic devices from the school office the same day after school (before 5:00 p.m.).
- d. 凡有五次違規記錄將記缺點一個。
One bad mark will be issued for every five violations of the rules.
- e. 如在一個學期內被收手提電話或電子流動裝置多於五次，且未能改善者，將交訓導老師處理，沒收的手機或電子流動裝置將於一個星期後發還，且記小過處分，訓導老師會約見家長到校面談。
If a student's phone or electronic devices is confiscated more than five times in a term without any improvement in behaviour, the confiscated phone will be returned after one week. Cases involving these students will be referred to the Discipline Unit for follow-up action, and a demerit record will be issued. The discipline teacher will schedule a meeting with the parents to discuss the issue.

Effective Date: September 1, 2025

定義 Definition:

電子流動裝置包括平板電腦或筆記簿電腦，但不包括手提電話。

Devices refer to iPads, tablets or notebook computers, but do not include mobile phones.

原則 Principles:

1. 在校內使用的電子流動裝置，只可作學習用途。

Students can use their devices for educational purposes only.

2. 在課堂中，學生必須聽從老師使用電子流動裝置的安排。

Students can only use their devices during lesson time with teachers' prior permission.

守則 Guidelines:

1. 學生只能在老師的監管下或於特定許可的地點，方可使用電子流動裝置。

Students should seek for approval from their teachers in advance before using the devices during lesson time or in designated zone.

2. 學生不得在校內使用電子流動裝置作非學習用途，例如：

Students shall not use their devices for non-educational purposes, for example:

- a. 娛樂用途（玩網上遊戲或 apps、聽音樂、觀看與學習無關的視頻等）

entertainment purposes. (e.g. playing games, listening to music or watching videos)

- b. 瀏覽社交網站（Facebook、Instagram、抖音等）

social-networking websites. (e.g. Facebook, Instagram, TikTok)

- c. 使用通訊應用程式（WhatsApp、微信、Line 等）

instant messaging applications. (e.g. WhatsApp, WeChat, Line)

3. 除已獲老師許可外，學生嚴禁於校內進行一切錄影、錄音或拍照活動。

Students are prohibited from photo-taking or video/voice recording on school campus without their teachers' prior permission.

4. 學生若要開啟含音頻的檔案，須得老師批准，並應保持適當的音量。

Students can only listen to audio files with teachers' permission. The volume should be kept at a level that does not disrupt others.

5. 學生應為自己設備準備後備電源，不得擅自使用校內電源為自攜電子流動裝置充電。

Students are responsible for the charging of the battery of their devices. They are not allowed to charge their devices in their classrooms.

6. 學生必須在自攜電子流動裝置貼上姓名及班別。離開課室時，須將裝置鎖在儲物櫃內，妥善保管。若有遺失，損壞或被偷竊，校方不會承擔賠償的責任。

Students should take good care of their personal devices and put them into their lockers if needed. They should stick labels with their names to the back of their devices. The school is not liable for any loss, damage or thievery of devices brought to school.

7. 學校會為 MDM 管理的平板安裝軟件，學生在非 MDM 管理的流動裝置安裝的軟件必須為合法及正版軟件。

The school will install applications on devices with MDM. All other applications downloaded and installed must comply with copyright laws.

8. 使用 MDM 管理平板的學生不可將其使用的無線網絡(WiFi)密碼告知其他同學或校外人士。
Students having installed MDM should never share the Wi-Fi password with others, both inside and outside school.

9. 學生如違反「學生使用自攜電子流動裝置政策」，學校將依據校規作出懲處。
Students who do not observe the “Bring Your Own Device Acceptable Use Policy (AUP) for Students” will face school disciplinary actions.

- a. 老師暫時沒收關掉的電子流動裝置。

The teacher will temporarily confiscate the turned-off phones.

- b. 此事記錄在 Smart Portal 內。

The incident will be recorded in Smart Portal.

- c. 學生可於當天放學（下午 5:00 前）到校務處領回手提電話。

Students may collect their electronic devices from the school office the same day after school (before 5:00 p.m.).

- d. 凡有五次違規記錄將記缺點一個。

One bad mark will be issued for every five violations of the rules.

- e. 如在一個學期內被收手提電話或電子流動裝置多於五次，且未能改善者，將交訓導老師處理，沒收的手機或電子流動裝置將於一個星期後發還，且記小過處分，訓導老師會約見家長到校面談。

If a student's phone or electronic devices is confiscated more than five times in a term without any improvement in behaviour, the confiscated phone will be returned after one week. Cases involving these students will be referred to the Discipline Unit for follow-up action, and a demerit record will be issued. The discipline teacher will schedule a meeting with the parents to discuss the issue.

熱帶氣旋 Tropical Cyclones

1. 學校在熱帶氣旋影響香港期間的一般上課安排如下：

When tropical cyclones affect Hong Kong, the following general arrangements will apply:

天氣情況 Weather conditions	應採取的行動 Corresponding measures
當天文台發出一號熱帶氣旋警告信號 When Tropical Cyclone Warning Signal No.1 is issued	✧ 除非另行通知，否則學校照常上課。 The school is to operate as usual unless advised otherwise.
當天文台發出三號熱帶氣旋警告信號 When Tropical Cyclone Warning Signal No.3 is issued	✧ 除非另行通知，否則學校照常上課。 The school is to operate as usual unless advised otherwise.
當天文台發出八號預警／八號或以上熱帶氣旋警告信號 When Tropical Cyclone Warning Signal Pre-No.8 / No. 8 is issued	✧ 學校停課。 Classes of all schools are to be suspended.
當天文台以三號取代八號或以上熱帶氣旋警告信號 When Tropical Cyclone Warning Signal No.8 or above is replaced by Signal No. 3	✧ 假如三號熱帶氣旋警告信號在上午 5 時 30 分前發出，除非事前已公布所有學校須全日停課，否則學校恢復上課。 Unless previous announcement has been made to the effect that classes will be suspended for the entire day, the school is to resume if Tropical Cyclone Warning Signal 3 has been issued before 5:30a.m.
當天文台以一號取代三號熱帶氣旋警告信號或取消所有熱帶氣旋警告信號 When Tropical Cyclone Warning Signal No.3 is replaced by Signal No.1 or when all tropical cyclone signals are cancelled	✧ 除非事前已公布所有學校須全日停課，否則學校恢復上課（在當日的下午或翌日的上午）。 All schools are to resume with the next session unless previous announcement has been made to the effect that classes will be suspended for the entire day.

持續大雨 Heavy Persistent Rain

2. 學校在暴雨期間的一般上課安排如下：

In the event of rainstorms, the following general arrangements will apply:

暴雨警告信號 Rainstorm Warning Signal	應採取的行動 Corresponding Measures
當天文台發出黃色暴雨警告信號 When Amber Rainstorm Warning Signal is issued	✧ 除非另行通知，學校照常上課。 The school is to operate as usual unless advised otherwise.
當天文台發出紅色或黑色暴雨警告信號 When Red or Black Rainstorm Warning Signal is issued	
(i) 在上午 5 時 30 分至 6 時前發出 From 5:30 am onwards and before 6:00 am	✧ 學校全日停課。 Classes of the school are to be suspended all day. ✧ 未離家上學的學生應留在家中。 Students who have not left for school should stay home. ✧ 學校應實施應急措施並安排人手照顧可

	<p>能返抵學校的學生；同時在安全情況下，方可讓學生回家。</p> <p>The school implements contingency measures and arranges staff to look after the students who might arrive at school and ensure that conditions are safe before allowing students to return home.</p>
<p>(ii) 在上午 6 時至 8 時前發出</p> <p>From 6:00 am onwards and before 8:00 am</p>	<p>✧ 學生無需上課。</p> <p>Students do not have to attend school that day.</p> <p>✧ 未離家上學的學生應留在家中。</p> <p>Students who have not left for school should stay home.</p> <p>✧ 學校保持校舍開放，同時安排應急措施，照顧已返抵學校的學生。</p> <p>The school keeps its premises open and implements contingency measures to look after students who have arrived at school.</p> <p>✧ 如學生在上學途中獲悉停課，宜觀察雨勢、道路、斜坡或交通情況，以決定是否繼續前往學校。</p> <p>If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions.</p> <p>✧ 已返抵學校的學生應留在校內，直至情況安全才回家。</p> <p>Students who have already arrived at school should remain in school until it is safe for them to return home.</p> <p>✧ 家長無需急於到校接子女回家。</p> <p>Parents do not need to pick up their children from school immediately.</p>
<p>(iii) 在上午 8 時至 10 時 30 分前發出</p> <p>From 8:00 am onwards and before 10:30am</p>	<p>✧ 學校繼續上課，直至正常放學時間為止；並在安全情況下，方可讓學生回家。</p> <p>The school continues the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>
<p>(iv) 在上午 10 時 30 分至在下午 1 時或以後發出</p> <p>From 10:30 am onwards and from 1:00 pm onwards</p>	<p>✧ 學校繼續上課，直至正常放學時間為止；並在安全情況下，方可讓學生回家。</p> <p>The school continues the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home.</p>

3. 家長可因應天氣惡劣情況自行決定應否讓子女上學。假如區內天氣、道路、斜坡或交通情況惡劣，為保障其子女安全，他們便應讓子女留在家中。為此，學校向家長重申，對於受惡劣天氣或水浸影響而遲到或由家長決定於當日缺課的學生，學校會酌情處理，有關學生不會因而受到處分。學校亦可鼓勵家長教導子女處理暴雨帶來的不便，包括著他們上學時帶後備衣物或鞋襪等。

Parents could exercise their discretion in deciding whether or not to send their children to school having regard to inclement weather conditions. In the event of adverse local weather, road, slope or traffic conditions, parents should keep their children at home for the sake of safety. In this connection, the school reassures parents that allowance will be given to the affected students for lateness or absence from school at parents' discretion on the day with inclement weather or flooding and such students will not be penalised for that reason. The school also encourages parents to teach their children how to cope with the inconvenience caused by heavy rain, for example, reminding them to bring spare clothes or an extra pair of socks and shoes to school.

特殊天氣情況

4. 當熱帶氣旋警告信號生效時，天文台如評估香港現正或將會受強風及長時間暴雨的共同影響，並向公眾發放「本港正/預料會受強風及長時間暴雨的共同影響」的信息，教育局會按機制作出相應宣布（例如因應天文台於上午 5 時 30 分至 8 時前發出相關公布而宣布上午校及全日制學校停課。如相關公布在上課期間發出，學校繼續上課，直至正常放學時間為止，並須在安全情況下，方可讓學生回家；家長無需急於前往學校接回子女）。

When Tropical Cyclone Warning Signal is in force, if the HKO assesses that Hong Kong is or will be under the combined effect of strong wind and prolonged rainstorm, and disseminates to the public the information "The combined effect of strong wind and prolonged rainstorm is affecting/expected to affect Hong Kong", the EDB will refer to the framework of class suspension to make the relevant announcements accordingly (for example, in accordance with the relevant announcement made by the HKO during 5:30 a.m. to 8:00 a.m., the EDB will make class suspension announcements for AM and whole-day schools. If announcements are made during school hours, schools should continue lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home. Parents do not need to pick up their children from school immediately).

5. 在上課時間內受到熱帶氣旋或惡劣天氣影響，學校會根據教育局指引安排學生在適當及安全情況下離校。如家長對離校安排有特別要求，請與班主任聯絡。

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.

附件七 2025/2026 學年「港鐵學生乘車優惠計劃」

港鐵公司現為「港鐵學生乘車優惠計劃」2025/2026 學年的申請作出以下安排，繼續方便合資格學生申請，以下為相關詳情供貴校與學生及家長分享並參閱：

1. 提早接受網上申請

一如以往，為方便合資格學生提交申請，我們將提早於 2025 年 8 月 14 日上午 10 時開放網上平台（以下為網址）供學生使用，而紙本申請將按原定安排於 2025 年 9 月 1 日起接受申請。

網上平台：<https://studenteapplication.mtr.com.hk/ch/>

就現時持有已加註有效「學生身分」個人八達通或個人手機八達通的學生，其八達通上的「學生身分」最快會於 2025 年 10 月 31 日到期。在到期日前，學生仍可享有港鐵學生乘車優惠。

2. 新增新申請「學生身分」個人手機八達通之手機型號

去年成功推出申請 iOS 版「學生身分」個人手機八達通後，新學年起年滿 13 歲或以上並使用 Android 手機的學生亦可透過電子平台選擇申請「學生身分」個人手機八達通，以手機八達通享受便利又輕鬆的乘車體驗。請參閱以下指定手機八達通適用型號：

iPhone 或 Apple Watch 內的八達通

繁體中文：<https://www.octopus.com.hk/tc/consumer/mobile-payment/apple-pay/about/index.html>

簡體中文：<https://www.octopus.com.hk/sc/consumer/mobile-payment/apple-pay/about/index.html>

Android 版八達通

繁體中文：https://www.octopus.com.hk/tc/consumer/mobile-payment/android-octopus/about/images/ao_handset.pdf

簡體中文：https://www.octopus.com.hk/sc/consumer/mobile-payment/android-octopus/about/images/ao_handset.pdf

3. 附件之精簡資料

為協助貴校與學生及家長溝通有關電子化申請的流程及方法，現隨函附上相關俗稱「懶人包」的精簡資料、海報及教學影片

（繁體：https://youtu.be/88_KfBDExNk，簡體：<https://youtu.be/Wro0Ca0uy5Y>），以供參考。

學校鼓勵學生及家長使用網上服務，一同為保護環境出一分力。

To bring further convenience to students applying for the MTR Student Travel Scheme, the following updated arrangements are in place for eligible students for the Academic Year 2025/2026.

1. Advanced Opening of Online Application

As always, to facilitate the eligible students to apply for the Scheme, we are pleased to inform you that the online application platform (the link below) will be opened earlier from 10am of 14 August 2025. Meanwhile, the hardcopy application will start as usual from 1 September 2025.

Online application platform: <https://studenteapplication.mtr.com.hk/en>

However, for the students who are already holding the previously approved Personalised Octopus or Personalised Mobile Octopus with “Student Status”, as usual, the concession will expire not earlier than 31 October 2025.

2. Newly Added Mobile Device for Personalised Mobile Octopus with “Student Status” for New Applications

Following the successful launch of the iOS version of the "Student Status" Personalised Mobile Octopus last year, students aged 13 or above with Android phones can also apply for a Personalised Mobile Octopus with “Student Status” via the online application. Students could enjoy an even more seamless and convenient travel experience with their Personalised Mobile Octopus. Please refer to the below list of designated devices of Personalised Mobile Octopus:

Octopus on iPhone or Apple Watch

<https://www.octopus.com.hk/en/consumer/mobile-payment/apple-pay/about/index.html>

Octopus on Android

https://www.octopus.com.hk/en/consumer/mobile-payment/android-octopus/about/images/ao_handset.pdf

3. Communication Pack

To facilitate communications with students and their parents on the digitalized process, a communication pack, poster and a tutorial video (https://youtu.be/88_KfBDExNk) are enclosed. It would be appreciated if you could adopt online applications to better protect the environment together.