



St. Joan of Arc Secondary School

聖貞德中學

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Parent / Guardian Consent Form

Circular No.: CCA083/2025-2026

8th January 2025

The 'NGO-School Collaboration' Project delivered by the Education Bureau

Small group training for students

(2025/26 to 2026/27 school years)

Dear Parents/Guardians,

Starting from the 2021/22 school year, the Education Bureau (EDB) will allocate funds to implement a three-year Project on 'Whole School Approach to Providing Tiered Support for Students with Autism Spectrum Disorder—NGO-School Collaboration' (hereinafter referred to as the 'NGO-School Collaboration' Project). This is an extension of the service model on after class supplemental small group training which aims at improving the overall social adaptation skills and abilities of the students in need, and has been proven to be effective in the 'JC A-Connect: Jockey Club Autism Support Network'. The related model makes good use of the expertise of NGOs on ASD training, and arranges small group training for students with ASD through collaboration between schools and NGOs.

Our school has **successfully enrolled** in the 'NGO-School Collaboration' Project of the EDB. Starting from this school year, this Project will commission (Caritas–Hong Kong) to work with our school personnel to provide students with no less than 18 hours of small group training each year at school. The training will strengthen students' learning adaptation, social communication, emotional regulation and problem solving skills etc. In addition, this Project also provides parent activities at the same time to allow parents to learn more about effective measures and strategies to support their children. The small group training is designed and carried out by experienced professionals of the NGOs. During the two-year training period, students' progress will be regularly reviewed, and the training contents will be adjusted, where appropriate, to ensure the maximum effectiveness.

We have reviewed your child's learning profile and developmental needs, and believe that your child's participation in the above-mentioned Project can help improve his/her learning and social adjustment. In this connection, this letter is sent to you to summarize the details of the Project with a view to enlisting your support of the following:

1. The school will arrange for your child to participate in the small group training provided by the EDB in the 'NGO-School Collaboration' starting from this school year for 2 years. If necessary, please arrange to move his/her extracurricular activities around the group training time to avoid clashing.
2. In order to review the progress of students and evaluate the effectiveness of training, this Project will

collect data and information on your child's adaptive performance through observation, questionnaires¹ or interviews etc. on a regular basis within these two years. This may include group facilitator's records and teacher's evaluation on student's performance. Before the start of the small group training and at the end of the group training every year, you will also be invited to fill in the relevant questionnaire to understand your child's support needs, his/her progress and your opinions about the Project. The Educational Psychology Service (NTW) Section of the EDB will be responsible for collecting and analyzing the questionnaire data to improve the overall planning and implementation of the support services.

Course / Event:	Project on "Whole School Approach to Providing Tiered Support for Students with ASD" - Part 2: The 'NGO-School Collaboration' Project
Target student:	Individual students
Date:	5/3, 19/3, 26/3, 9/4, 16/4, 23/4, 30/4, 7/5, 14/5, 21/5, 28/5, 4/6
Time:	16:00-17:30
Venue:	Room 505

Please submit the following reply slip on or before 14/1/2026 (Wednesday) to the Class Teacher. If you have any inquiries regarding the above, please contact Ms. Chow Luen at 2578 5984.

Yuen cheung oi

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)

¹ Commencing from the 2024/25 academic year, student particulars and questionnaire data related to the programme will be processed through an independent system within SEMIS. Information entered this system will remain separate and will not be uploaded to or stored in the SEMIS Special Educational Needs (SEN) Student Record Database System.

Reply Slip

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Dear Principal,

I, the parent / guardian of _____ (*student's name*) (Class: _____ No: _____),
acknowledge the school's arrangements for my child to participate in the above-mentioned small group
training to improve his/her social adaptation skills and abilities, and my reply is as follows:

I * **Agree / Disagree** to the following

1. My child to participate in the small group training organized by the EDB in the ‘NGO-School
Collaboration’ Project from the 2025/26 to 2026/27 school years; and
2. The Education Bureau to collect relevant data and information about my child/ in this Project
for evaluation and research purpose².

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Emergency contact no.: _____

Date: _____

** Please delete the irrelevant option*

² According to the ‘Personal Data (Privacy) Ordinance’, parents/guardians have a right to request access to or be supplied with a copy of the personal data of their children in this Project. Please approach the Special Educational Needs Coordinator or Teacher-in-charge of the Student Support Team at school for enquiries about this matter.