

1 September 2017

Dear Parents,

**RE: Notre Dame College School Circular No. 1 (2017-2018)**

This is to inform all parents about the details of all school events and special arrangements taking place in early September.

**(1) Timetable:**

- a. Five school days a week from Monday to Friday. Seven to eight lessons every day.
- b. Class begins at 8: 15 am and ends at 3:20 pm. Lunchtime lasts for an hour, from 12:35 pm to 1:35 pm.
- c. Form 5 elective subject special class: Every Monday and Tuesday (3:20 pm to 3:55 pm)  
Form 6 Liberal Studies: Every Monday (3:20 pm to 4:10 pm)  
Form 6 elective subject: Every Thursday and Friday (3:20 pm to 4:10 pm)
- d. Counselling scheme and Sign Language class:  
Form 1 to Form 3 Homework Counselling Class: Every Monday, Wednesday and Friday, starting from October (3:20 pm to 3:55 pm)  
Form 2A Sign Language class: reading lesson every Wednesday (8:35 pm to 3:55 pm)  
Form 1 Sign Language class: every Tuesday (3:20 to 3:55 pm).

Here are the details:

Class	Date	Lessons
1A (every Tuesday)	First term: 10/3, 10/10, 10/31, 11/7, 11/21, 11/28, 12/5, 12/12	8
	Second term: 1/30, 2/6, 3/6, 3/13, 3/20, 4/10, 5/8, 5/15	8
1B (every other Tuesday)	First term: 10/3, 10/31, 11/21, 12/5	4
	Second term: 1/30, 3/6, 3/20, 5/8	4
1C (every other Tuesday)	First term: 10/10, 11/7, 11/28, 12/12	4
	Second term: 2/6, 3/13, 4/10, 5/15	4

- (2) School Reopens: The school reopens on 1 September (Friday). The students will be dismissed by 11 am.

- (3) Classroom Management Activities: The lesson begins at 8:15 am and ends at 12:45 pm from 4 September to 8 September. The classroom management activities and sharings organized by the Counselling Department will take place after school. All students must attend the activities. Here are the arrangements:

Date	Time	Class	Activity	Lunch Arrangement	Venue
4/9 (Mon)	12:45-3:20	Form 5	Classroom Management	Arranged by the class	Hall
5/9 (Tue)	12:45-2:15	Head prefects and students who have assisted the new S1 bridging programme	Head Prefects Lunch Party	Arranged by the head prefects group	Hall
	1:35	Form 6 Applied Learning students	Applied Learning courses	For more details, please refer to the special circular.	
6/9 (Wed)	12:45-3:20	Form 3	Classroom Management	Arranged by the class	Classroom
	2:00	Form 6 Physics students	Study Tour "Low Carbon Energy Education Centre"	For more details, please refer to the special circular.	
7/9 (Thu)	12:45-3:20	Form 2	Classroom Management	Arranged by the class	Classroom
	12:45-3:20	Form 4	Classroom Management	Arranged by the class	Hall
	1:30	Form 5 to 6 Physics students	Study Tour "ElectriCity"	For more details, please refer to the special circular.	
	1:35	Form 5 Applied Learning students	Applied Learning courses	For more details, please refer to the special circular.	
8/9 (Fri)	12:45-3:20	Form 1	Classroom Management	Arranged by the class	Classroom
	12:45-3:20	Form 6	Classroom Management	Arranged by the class	Hall

- (4) School Uniforms: Two school uniform suppliers will come to school on the following dates. New students and other students who are interested, please go to the hall to place order. Here are the details:

Date and Time	Supplier	Type of School Uniforms	Remarks
8 September (Friday) 9:45 am - 1 pm	Zoom Leisure Service Co.	Coat (including outer layer and inner layer) and sportswear (pants, shorts, short -sleeved shirts and long- sleeved hoodies)	The supplier will ask for a deposit of \$100 when placing order.
15 September (Friday) 12 pm to 4 pm	Triple Force School Uniform Co.	Limited Winter school uniform (long- sleeved shirts, grey pants, dress, ties and sweaters)	The supplier will ask for a deposit of \$100 when placing order.

- (5) Back to Normal Time Schedule: Starting from 11 September (Monday), Form 1 to Form 6 class will return to normal time schedule. The class begins at 8:15 am and ends at 3:20 pm. Form 1 to form 3 students must stay in the school campus for lunch. For more details as to the lunch arrangement, please refer to the special school circular which will be distributed later.
- (6) Inter-class Volleyball Competition: The Form 3 to Form 5 Interclass Volleyball Competition that is to be held on 16 September and 23 September originally, will be postponed due to the School Anniversary Golden Jubilee Celebration. Details will be provided later.
- (7) Sick leave: For any student who wants to take a sick leave, his/her parents or guardians should inform the school by phone before 8:15am. Parents' letter and medical report must be submitted once the student returns to school. If a student wants to apply for special day leave, application must be submitted before hand and provided with reasons of leaving. Leaves without approval will be handled by the school office as skipping school. (For more details, please refer to the Student Handbook page 28). According to our school's tradition, moral education is of utmost importance. We strive to build up the attitude of obedience, diligence, responsibility and sociability among our students. For these reasons, we do not accept application for taking special day leaves because of outbound travel during school days or school events. Please be co-operative and encourage your child to play an active role at school.
- (8) Student Octopus Card: Students applying for the "Student Octopus Card" can obtain an application form / a renew form from the class teacher. Please fill in the personal information, attach with a personal photo (wearing school uniform), and hand in to the class teacher for registration. After the form is being stamped by the school office, please submit the form to specific MTR stations required and make payment for the application. Form 2 and Form 3 students do not have to renew the card. Form 4 to Form 6 students can apply for renewal.
- (9) Student Health Service: "Student Health Service" application form will be distributed on 1 September (Friday). All Form 1 to Form 3 students must participate in this scheme. Free shuttle bus service will be provided. Please fill in the form with great care, and do not tear off the bottom half of the form. The form should be submitted to the class teacher on or before 8 September.
- (10) Student Health Record: Parents should fill in the "Student Health Record" to inform the school regarding any special health condition of the students, and return the form to the class teacher on or before 8 September. In case of emergency, the school can react quickly according to the health record and handle the situation with great care.
- (11) Education Sponsorship: For students in need, please obtain the application form(s) from the class teacher starting from 1 September.
  - Financial Assistance Scheme for Secondary Students  
Each family can only submit one application. Write down the number of students in the family and post it to the address written on the envelope. The Student Finance Office will issue "Certificate of Qualification" (in the colour of pink) to the successful applicants. Students have to submit the "Application Form for Notre Dame College" to the school office.
  - Apple Education Fund  
Apple Education Fund strives to help students with economic difficulties by providing sponsorship to their education and activities. After filling the application form, please return

to the class teacher on or before 22 September, in order for the school to manage the application in groups and return to the organization punctually, late submission will not be accepted.

➤ **Grantham Maintenance Grants**

Grantham Maintenance Grants Committee is now accepting application from Form 4 to Form 6 students. Students must be Hong Kong citizens, who have not received comprehensive social security assistance (CSSA) on behalf of individual or family. In addition, application of repeaters will not be accepted, with the exception of special cases. After filling the application form, please return to the class teacher on or before 15 September, in order for the school to manage the application in groups and return to the organization punctually, late submission will not be accepted.

- (12) **E-card scheme:** In order to simplify the administrative procedures in collecting payment, we have launched an e-card payment scheme. Parents can do bank transfer at any Hang Seng Bank or to pay by cheque (payable to "The Incorporated Management Committee of Notre Dame College") starting from 1 September. It is reminded that the label (024-288-384985-003) should be attached at the back of the receipt or cheque for further verification. Please return the receipt or cheque to the class teacher on or before 8 September. Here are the details:

Class	Form 1 to 3	Form 4 to 6
Payment amount	\$800	\$1200

- (13) **Passport Size Photos:** The Student Union will arrange 123 Studio to come to our school on 1 September (Friday) and take colour photos for all students. Fees will be deducted from student e-card accounts. Here are the details:

Passport-sized colour photos 12 pieces (Free selection)	\$10
Passport-sized colour photos 24 pieces (Free selection)	\$15

- (14) **Class party and special activity:** A class party will be held for all Form 2 to Form 6 students from 4 September to 8 September. The fee is \$30 per person. Fees will be deducted from student e-card accounts.

- (15) **Hong Kong Schools Speech Festival:** The 69th Hong Kong Schools Speech Festival is now accepting application. Students who are interested in joining the competitions, please obtain the application form from the Chinese and English teachers. Fees will be deducted from student e-card accounts. Here are the details:

Class	Application fee
Form 1 to 5	\$120 per competition

- (16) **English:** The English Department will order the following stationeries for all students. Fees will be deducted from student e-card accounts. Here are the details:

Class	Items	Price
Form 1 to 6	(1) GE Folder (2) Composition Folder (3) ERS or SBA Folders	\$3.6 each
	(4) Green Notebook	\$2.5 per book

- (17) Science Subjects: Form 1 students must purchase the Science textbooks from the school or by themselves according to their respective language groups. Fees will be deducted from student e-card accounts. Here are the details:

Class	Language Group	Textbook	Publisher	Discounted Price
Form 1	Chinese Group	基礎科學課本 1A 及 1B	Oxford University Press	\$168 per book
		基礎科學作業 1A 及 1B		\$61.5 per book
	English Group	Mastering Science Textbook 1A & 1B	Oxford University Press	\$168 per book
		Mastering Science Workbook 1A & 1B		\$61.5 per book

- (18) Computer Studies: All junior students have to purchase two folders for the subject of Computer Studies. Fees will be deducted from student e-card accounts. Here are the details:

Class	Folder	Discounted Price
Form 1 to 3	A4 sized, hole-punched	\$5.5 per folder

- (19) Visual Arts: Form 1 to 3 students have to purchase sketchbooks and plastic envelop with metal zipper for the subject of Visual Arts. Fees will be deducted from student e-card accounts. Here are the details:

Item	Supplier	Price
A4 sketchbook	The school	\$2.5
A3 plastic envelop with metal zipper	Student Exercise & Educational Co Ltd	\$7.5

- (20) Music: Form 1 to 6 students have to purchase notebooks for the subject of Music. Fees will be deducted from student e-card accounts. Here are the details:

Item	Supplier	Price
A4 notebook	The school	\$2.5

- (21) Online Question Bank (OQB): Form 5 and Form 6 students in Business, Accounting and Financial Studies (BAFS), Information and Communication Technology (ICT) and Geography, must pay for the Online Question Bank (OQB) offered by HKedCity. The price is \$50 per subject. Fees will be deducted from student e-card accounts.

- (22) Biology: Form 6 Biology students must purchase the textbooks from the school or by themselves. Fees will be deducted from student e-card accounts. Here are the details:

Class	Textbook	Publisher	Discounted Price
Form 6	HKDSE BIOLOGY Photomicrograph Exercise (2017)	Aristo Educational Press Ltd	\$56
	Aristo Exam Success Series: HKDSE BIOLOGY Mock Exam Papers (2016)		\$130

(23) E-card balance: Please be reminded that we will deduct money from the student e-card accounts on 8 September for future payment. Here are the details:

Categories	Class	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6
School notebook set (10 books in a set) \$18		*	*	*	*	*	*
Student handbook \$30		*	*	*	*	*	*
Student music book \$4		*	*	*	*	*	*
E-card (for new students) \$22		*	*	*	*	*	*
Air conditioner fee \$180		*	*	*	*	*	*
Tuition fee \$320					*	*	*
Passport-sized colour photos 12 pieces / 24 pieces \$10/\$15 (If applicable)		*	*	*	*	*	*
Yamaha (German) Recorder \$24 (If applicable)		*	*	*	*	*	*
Form 1 to 3 Publishing fee \$90		*	*	*			
Form 4 to 6 Publishing fee \$120					*	*	*

Yours sincerely,

Mr. Ka Ming Tong  
School Principal