

TWGHs Lui Yun Choy Memorial College
July Letter to Parents(F.1-F.3)

28th June 2024

Dear Parents,

This is to inform you of the arrangements of the school affairs, as well as an update on some of our school activities in July. The following is the summary of the school circulars concerned:

Events for Whole Schools:

- Special Schedule from July to September (School Circular No.380 (23-24))
- Distribution of Students' Report Cards and Registration for New School Year 2024-25 (School Circular No.381 (23-24))
- Purchase of Textbooks (School Circular No.382 (23-24))
- Opening Hours of School during Summer Holidays (School Circular No.383 (23-24))
- First School Day for the School Year 2024-25 (School Circular No. 384 (23-24))
- Change of Uniform Supplier (School Circular No.385 (23-24))

You can also find this information on our school website at <http://www.lycmc.edu.hk>. If you have any comments or opinions on our school policies, please feel free to contact our general office at 27060743 or complete the reply slip and return via the class teachers concerned. Suggestions are most welcome.

With Best Regards,



Mr. Lai Wai Kong
(The Principal)





Class: _____ Class number: _____
_____ - _____ - 2024

Reply-slip of the July Parents' Letter

Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the July school circulars.

Yours sincerely,

_____ (Signature of Parent/Guardian)

_____ (Name of Parent/Guardian)

_____ (Name of Student)

*Please delete the inappropriate item.

— End of Part I —

Part II (Optional)

Class: _____ Class number: _____

_____ - _____ - 2024

I would like to offer the following suggestions on the July school circulars:

Yours sincerely,

_____ (Signature of Parent/Guardian)

_____ (Name of Parent/Guardian)

_____ (Name of Student)

— End of Part II —

School's Follow Up (To be filled in and submitted to Ms. Leung of the general office by the class teacher.)

_____ 2024

the opinion has been reflected to the department concerned and a reply has been made to the parent.

the opinion has been referred to the department concerned _____ for follow up.

_____ (Name of Class Teacher)

_____ (Endorsed by the Vice-principal)

_____ (Signature of the Class Teacher)

_____ (Endorsed by the Principal)

_____ (Name & signature of follow up teacher)

Please ✓ the appropriate boxes.

Class teacher has to submit a simple report (including date, time and contact person) and submit to Ms. Carmen Leung for record.

Events for Whole Schools:

● **Special Schedule from July to September (School Circular No. 380(23-24))**

Date	Event
17 th June, 2024 (Monday) to 19 th July, 2024 (Friday)	Post-examination Activities Please refer to School Circular No.351 (23-24) in June Letter to Parents for details.
1 st July, 2024 (Monday)	HKSAR Establishment Day Students are not required to return to school.
10 th July, 2024 (Wednesday)	School Closing Ceremony Release of Academic Report Please refer to Circular No. 381 (23-24) for details.
11 th July, 2024 (Thursday)	Return of Academic Report Please refer to Circular No. 381 (23-24) for details.
15 th July, 2024 (Monday) to 31 st August, 2024 (Saturday)	Summer Holiday Please refer to Circular No. 383 (23-24) for details.
28 th August, 2024 (Wednesday)	TWGHs Flag Day Please refer to School Circular No.350 (23-24) in June Letter to Parents for details.
2 nd September, 2024 (Friday)	2024-24 School Opening Ceremony All students are required to return to school before 7:55 a.m. Please refer to Circular No.384 (23-24) for details.

For enquiries, please contact our Vice Principal, Mr. Tsui Ka Wai

● **Distribution of Students' Report Cards and Registration for New School Year 2024-25 (School Circular No. 381(23-24))**

Students' academic reports will be distributed on 10th July 2024 (Wednesday). Parents or guardians are reminded to sign on the reports. Students are required to complete the registration procedure for the school year 2024-2025 by returning their academic reports to their class teacher on 11th July 2024 (Thursday) in person. Students who fail to do so will be considered as giving up the place for the next school year.

For enquiries, please contact our teacher, Ms. Cheng Yuen Ming.

● **Purchase of Textbooks (School Circular No.382 (23-24))**

The list of textbooks for the next school year will be given to students on 12th July 2024 (Friday). Students may purchase their textbooks from the booksellers shown on the list or from other booksellers.

For enquiries, please contact our teacher, Ms. Hui Suk Lan.

● **Opening Hours of School during Summer Holidays (School Circular No. 383 (23-24))**

During the summer holidays, the school opens from 9:00 a.m. to 3:00 p.m. on weekdays; and 9:00 a.m. to 1:00 p.m. on Saturdays (except on public holidays). Teachers and other members of staff will be on duty to handle student affairs. Students should only participate in activities organized by teachers, and parents will be informed of these activities through circulars or student handbooks in advance.

For enquiries, please contact our Vice Principal, Mr. Tsui Ka Wai.

● **First School Day for the School Year 2024-2025 (School Circular No.384 (23-24))**

The first school day falls on 2nd September 2024 (Monday). Students should arrive at school in tidy school uniform before 7:55 a.m. The arrangement for the first two school days is shown as follows:

2 nd September 2024 (Monday)	: Opening ceremony. Dismiss at 12:20 p.m.
3 rd September 2024 (Tuesday)	: A.M. – Class period by Class teachers. Dismiss at 12:20 p.m.
4 th September 2024 (Wednesday) onwards	: Normal lessons, From 4 to From 6 students can go out for lunch

For enquiries, please contact our Vice Principal, Mr. Tsui Ka Wai.

● **Change of Uniform Supplier (School Circular No.385 (23-24))**

The uniform supplier of school uniform and sportswear from 2024 to 2026 are Victoria Uniform and Hanin Enterprises Limited respectively. The leaflets of the suppliers are shown on the notice board outside the general office. Parents may go to retail branch of supplier for any purchases.

Victoria Uniform and Hanin Enterprises Limited will arrange staff to school for measurement and distribution of uniform on 12th July, 2024 (9:00a.m. to 4:00 p.m.) and 22nd August, 2024 (9:00a.m. to 4:00 p.m.). Parents are welcome to come and purchase uniform on the above date and time.

	School Uniform	Sportswear
Supplier	Victoria Uniform	Hanin Enterprises Limited
Address	Shop 32, G/F, Kam Pik House, Ching Yeung Avenue, Choi Hung Estate, Kowloon.	Room A, 11/F, Block A, Lee Sum Factory Building, 28 Ng Fong Street, San Po Kong.
Contact Number	2321 1733	5542 7877
Website	https://victoriauniform.com	https://esgschoolhk.com/zh-hant

For enquiries, please contact our teacher, Ms. Lau King Tak (School Uniform) or Mr. Yu Chun Tung (Sportswear).