

**TWGHs Lui Yun Choy Memorial College**  
**December Letter to Parents(F.4-F.6)**

28<sup>th</sup> November 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 December and January. The following is the summary of the school circulars concerned:

**Events for Whole School:**

- Special Schedule in December and January (School Circular No. 170 (24-25))
- School Holidays in December to January (School Circular No.171 (24-25))
- Support and Award Scheme for Elite Students on Sports and Arts (School Circular No. 172 (24-25))
- TWGHs Joint Secondary Schools Speech Day (School Circular No. 173 (24-25))
- Purchase of Calculator for Form 1 to Form 6 (School Circular No.174 (24-25))

**Events for Particular Forms:**

- F.1 to F.5 First Term Examination (School Circular No.175 (24-25))
- F.1 to F.6 Outdoor Study Trip (School Circular No.176 (24-25))

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 staff at the general office at 27060743 or complete the reply slip and return it to the class teachers concerned. Suggestions are most welcome.

With Best Regards,

*Lai*

Mr. Lai Wai Kong  
(The Principal)





## Reply-slip of the December Parents' Letter

Class: \_\_\_\_\_ Class number: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - 2024

### Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the December school circulars.

Yours sincerely,

\_\_\_\_\_ (Signature of Parent/Guardian)

\_\_\_\_\_ (Name of Parent/Guardian)

\_\_\_\_\_ (Name of Student)

— End of Part I —

### Part II (Optional)

Class: \_\_\_\_\_ Class number: \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ - 2024

I would like to offer the following suggestions for the December 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 School:

### ● **Special Schedule in December and January (School Circular No. 170 (24-25))**

<b>Date</b>	<b>Event</b>
7 <sup>th</sup> December, 2024 (Saturday)	<b>TW – TVB Charity Gala</b> Please join us to help the needy. <b>LYC Experience Day</b> Time: 9:30am-1:00pm
14 <sup>th</sup> December, 2024 (Saturday)	<b>LYC Experience Day</b> Time: 10:30am-1:00pm
17 <sup>th</sup> December, 2024 (Tuesday)	<b>TWGHs Joint Secondary Schools Speech Day</b> Please refer to School Circular No.173 (24-25) for details.
19 <sup>th</sup> December, 2024 (Thursday)	<b>F.1 to F.6 Outdoor Study Trip</b> Please refer to School Circular No.176 (24-25) for details.
20 <sup>th</sup> December, 2024 (Friday)	<b>Christmas Celebration</b> Time: 8:00am – 1:00pm All students should take part in the function in tidy winter sports uniform. <b>Club Christmas Activities</b> Time: 1:00pm – 3:00pm Christmas activities will be held by individual clubs. Parents will be notified of the details by the teachers in charge.
23 <sup>rd</sup> December, 2024 (Monday) to 1 <sup>st</sup> January, 2025 (Wednesday)	<b>Christmas and New Year school holiday</b> Please refer to School Circular No.171 (24-25) for details.
2 <sup>nd</sup> January, 2025 (Thursday) to 15 <sup>th</sup> January, 2025 (Wednesday)	<b>F.1 to F.5 First Term Examination</b> Please refer to School Circular No.175 (24-25) for details.

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

### ● **School Holidays in December to January (School Circular No.171 (24-25))**

The Christmas and New Year school holiday is from 23<sup>rd</sup> December, 2024 (Monday) to 1<sup>st</sup> January, 2025 (Wednesday). Students are not required to return to school and should make use of their free time to prepare for the First Term Examination.

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

### ● **Support and Award Scheme for Elite Students in Sports and Arts (School Circular No.172 (24-25))**

Students with potential and outstanding performance in sports or arts are often restricted by various barriers, such as high costs of training, equipment, or competitions. These students could become elite in the future if they receive subsidies and adequate training in sports or arts. The purpose of this scheme is to provide financial support for students attending schools under the Tung Wah Group of Hospitals who have demonstrated outstanding performance in sports or arts. Under the scheme, students can develop their potential and strive for exceptional achievements. If students are interested, please contact our teacher, Mr. Fong Yuk Wah, via Office 365 on or before 6<sup>th</sup> December, 2024 (Friday).

Target Groups:

Students who are studying in secondary schools, primary schools, and special schools under the Tung Wah Group of Hospitals, possessing:

- 1) Qualified academic results and good conduct;
- 2) Potential and outstanding performance in sports or arts (such as achieving global or Hong Kong rankings, obtaining good results in high-level competitions, etc.), along with continuous training.

Preference may be given to students from underprivileged families.

For enquiries, please contact our teacher, Mr. Fong Yuk Wah.



● **TWGHs Joint Secondary Schools Speech Day (School Circular No. 173 (24-25))**

The captioned event will be held on 17<sup>th</sup> December 2024 (Tuesday).

Normal lessons will be scheduled for the first four periods. Details of the event are as follows:

**Form 1, Form 2, Form 3, Form 4A and 4B students:**

Normal lessons will be scheduled for the first four periods, and school will finish at 11:25am. Students are reminded to study at home after school.

**Form 4C and 4D students who need to attend the ceremony:**

1. 4C and 4D students have to attend the captioned ceremony at Queen Elizabeth Stadium, Wan Chai. They should be in tidy winter school uniform (sweater or multifunctional coat).
2. Normal lessons will be scheduled for the first four periods. Students can have lunch at school or outside school from 11:25am to 1:00pm. They must return to school by 1:00pm and assemble at the playground. Coaches will be arranged to take students to the venue. The ceremony will end at about 4:30pm and students will need to make their own way home.
3. The ceremony is a special function of our school. Students who are absent without good reasons will be treated as truants. Medical certificates should be submitted to school for sick leave.

**Form 5 and Form 6 Students:**

Students should attend lessons (Day 7) as usual.

All after-school activities will be cancelled that day.

For enquiries, please contact our teacher, Ms Lau King Tak.

● **Purchase of Calculator for Form 1 to Form 6 (School Circular No.174 (24-25))**

Since Mathematics and public examinations require students to bring their own calculators, and the prices of calculators vary widely, our school plans to collectively purchase calculators approved by the Hong Kong Examinations and Assessment Authority at a lower price for students. The details are as follows:

Brand: CASIO

Model: Fx-50FH II

Price: \$305 (Only available on designated dates by school)

Date: 10<sup>th</sup> December, 2024

Time: 1:00pm – 2:00pm

Location: Outside the school hall

Students can purchase the above calculator model on the specified date outside the school hall. Please prepare enough cash. Students may also choose to purchase the designated calculator models independently.

For enquiries, please contact our teacher, Mr. Yu Chun Tung.

● **Events for Particular Forms:**

● **F.1 to F.5 First Term Examination (School Circular No.175 (24-25))**

The First Term Examination for Form 1 to Form 5 will be held from 2<sup>nd</sup> January to 15<sup>th</sup> January 2025. Please see the attached document for details. Students can go home after their exam. For those students who do not have an exam on a particular day, they should not return to school. In the event that school is cancelled due to deteriorating weather conditions, the exam(s) scheduled for that day will be cancelled and postponed to a later date, while other exams that follow will proceed as scheduled.

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

● **F.1 to F.6 Outdoor Study Trip (School Circular No.176 (24-25))**

The Outdoor Study Trip will be held on 19<sup>th</sup> December, 2024 (Thursday). The details are as follows:

Class	Venue	Nature of Activity	Meeting Place	Meeting Time	Dismissal Place	Dismissal Time	Transportation
F.1	Breakthrough Youth Village No. 33 A Kung Kok Shan Road, Sha Tin, N.T., Hong Kong	Positive Education	The school	07:45	The school	14:45	Coach
F.2	Jockey Club Sai Kung Outdoor Training Camp	Team Building Problem solving activities	The school	09:00	The school	16:00	Coach
F.3	Ocean Park Hong Kong	Outdoor Learning	The school	09:00	The school	17:00	Coach
F.4	Sai Kung Yim Tin Tze and Sharp Island	Interdisciplinary Field Trip	The school	08:30	The school	15:15	Coach
F.5	University : To be confirmed  Career experience : 100 Kennedy Road, Wai Chai Hong Kong	Team A : • AM: University Visit • PM: Career Experience Team B : • AM: Career Experience • PM: University Visit	The school	Team A 08:45  Team B : 08:15	Team A Wai Chai  Team B : University To be confirmed	Team A 17:00  Team B : 16:15	Coach (depart)  Public Transport (Leave)

6A	Tai Mei Tuk	Graduation Trip	Tai Po Market Station	10:00	Tai Mei Tuk	14:00	Public Transport
6B	Tai Po Lung Mei Beach	Graduation Trip	Tai Po Market Station	10:00	Tai Po Lung Mei Beach	14:00	Public Transport
6C	Shek O	Graduation Trip	Shau Kei Wan Station	10:00	Shek O	14:00	Public Transport
6D	Lung Kwu Tan	Graduation Trip	Yuen Long Station	10:00	Lung Kwu Tan	15:30	Public Transport

**Note:**

- For classes that meet and disperse outside the school, the exact location of the meeting and dismissal will be notified separately by the teacher in charge.
- F.3 and F.5 students need to prepare their own lunch.

**Objectives:**

- Aims of the Outdoor Study Trip: Outdoor Study Trip is part of our school education. It enhances classroom learning by providing opportunities for pleasurable learning in a natural environment. As the Outdoor Study Trip is considered a formal school activity, all students should behave well as usual.
- The details of the meeting places of those classes having activities outside school will be informed by class teachers later.

**Remark:.**

1. All students must arrive on time through the school entrance of Po Fung Road (near the Metro City).
2. The school will be open at 7:30 am on that day.
3. As the Outdoor Study Trip is considered to be a formal school activity for the whole school, **all students are required to attend**. Students who are not able to join the activities must submit a parent letter to the Principal through their class teachers 3 days prior to the day of the activity. If students take sick leave on that day, medical certificates should be submitted to the class teachers upon resumption of school, or playing truant will be regarded.
4. All students have to wear proper PE uniforms.
5. Students with improper dressing or discipline problems will be arranged to stay at the school and regarded as a violation of discipline.
6. Students are encouraged to practice green living. To reduce the disposal of disposable items and reduce pollution, students should bring their own water bottles, hand towels, environment-friendly lunch boxes and tableware.

**Guidance notes for the activity:**

1. Students are educated to love and preserve our earth and public properties. They should handle rubbish properly.
2. Students must arrive at the designated gathering venue punctually.
3. Bring along the student card and ID Card.
4. Students should take care of their own belongings and they should not bring too much money.



5. Do not meet friends outside school at the venues.
6. Students should not leave the group. In case of emergency, they should report to the teachers promptly.
7. Students should follow the safety guidelines and the instructions given by teachers.
8. At the end of the activity, all students should return to the designated venue and take attendance before dismissal.
9. Further information will be announced by class teachers.

**Emergency response measures:**

1. If there is an announcement concerning suspension of classes due to bad weather before 6:30a.m., the Outdoor Study Trip for all forms will be cancelled, students are not required to go to school.
2. If a red/black rainstorm warning is issued, Typhoon Signal No.1 or above is hoisted or when the AQHI reaches “Serious” level (band 10+) before 6:30a.m., the Outdoor Study Trip for all forms will be cancelled, students are not required to go to school.
3. According to the Guidelines on Outdoor Activities, students with heart, respiratory or chronic illnesses are not suitable for engaging in outdoor activities when the AQHI reaches “Very high” level or above (band 8 – 10 or above), those students should stay in the school to do revision.

For enquiries, please contact our teachers, Mr. Cheung Ming Fai, or Ms. Hui Suk Lan.

2024-2025 First Term Examination Time Table

F1	2 <sup>nd</sup> Jan (Thu)	3 <sup>rd</sup> Jan (Fri)	6 <sup>th</sup> Jan (Mon)	7 <sup>th</sup> Jan (Tue)	8 <sup>th</sup> Jan (Wed)	9 <sup>th</sup> Jan (Thu)	10 <sup>th</sup> Jan (Fri)	13 <sup>th</sup> Jan (Mon)	14 <sup>th</sup> Jan (Tue)	15 <sup>th</sup> Jan (Wed)
Subject Time	Chinese History 08:30 – 09:30	English (Listening) 08:30–09:30 (HALL)	English (G.E.) 08:30–09:45	Chinese (Paper 1 Reading) 08:30 –09:45	Mathematics 08:30–09:45	Geography 08:30-09:30	English (Writing) 08:30-09:30	History 08:30-09:30	English (Speaking) 09:00-11:00 (HALL)	Integrated Science 08:30–09:45
Subject Time		Putonghua 10:00–10:30 (HALL)		Chinese (Paper 2 Writing) 10:15-11:30						

1) The exam on 3<sup>rd</sup> Jan and 14<sup>th</sup> will be conducted at the HALL.

2) Other exams will be conducted in their own classrooms.

F2	2 <sup>nd</sup> Jan (Thu)	3 <sup>rd</sup> Jan (Fri)	6 <sup>th</sup> Jan (Mon)	7 <sup>th</sup> Jan (Tue)	8 <sup>th</sup> Jan (Wed)	9 <sup>th</sup> Jan (Thu)	10 <sup>th</sup> Jan (Fri)	13 <sup>th</sup> Jan (Mon)	14 <sup>th</sup> Jan (Tue)	15 <sup>th</sup> Jan (Wed)
Subject Time	English (Listening) 08:30–09:30 (HALL)	Mathematics 08:30 – 09:45	Chinese (Paper 2 Writing) 08:30–09:45	Chinese History 08:30–09:30	History 08:30–09:30	English (G.E.) 08:30-09:45	English (Speaking) 09:00-11:00 (HALL)	Integrated Science 08:30-9:45	Chinese (Paper 1 Reading) 08:30 – 09:45	Geography 08:30-09:30
Subject Time	Putonghua 10:00–10:30 (HALL)				English (Writing) 10:00-11:00					

1) The exam on 2<sup>nd</sup> Jan and 10<sup>th</sup> Jan will be conducted at the HALL.

2) Other exams will be conducted in their own classrooms.



F3	2 <sup>nd</sup> Jan (Thu)	3 <sup>rd</sup> Jan (Fri)	6 <sup>th</sup> Jan (Mon)	7 <sup>th</sup> Jan (Tue)	8 <sup>th</sup> Jan (Wed)	9 <sup>th</sup> Jan (Thu)	10 <sup>th</sup> Jan (Fri)	13 <sup>th</sup> Jan (Mon)	14 <sup>th</sup> Jan (Tue)	15 <sup>th</sup> Jan (Wed)
Subject Time	Geography 08:30– 09:30	Integrated Science (Chemistry) 08:30-09:30	English (Listening) 08:30–9:45 (HALL)	Integrated Science (Biology) 08:30–09:30	English (G.E.) 08:30–09:45	English (Speaking) 09:00-12:00 (HALL)	Integrated Science (Physics) 08:30–09:30  English (Writing) 10:00–11:15	Chinese (Paper I Reading) 08:30–09:45	Mathematics 08:30–09:45	History 08:30–09:30
Subject Time	Life & Society (Economics) 10:00-11:00	Chinese (Paper 2 Writing) 10:00-11:15	Putonghua 10:15–10:45 (HALL)	Chinese History 10:00-11:00						

- 1) The exam on 6th Jan and 9th Jan will be conducted at the HALL.
- 2) Other exams will be conducted in their own classrooms.

F4	2 <sup>nd</sup> Jan (Thu)	3 <sup>rd</sup> Jan (Fri)	6 <sup>th</sup> Jan (Mon)	7 <sup>th</sup> Jan (Tue)	8 <sup>th</sup> Jan (Wed)	9 <sup>th</sup> Jan (Thu)	10 <sup>th</sup> Jan (Fri)	13 <sup>th</sup> Jan (Mon)	14 <sup>th</sup> Jan (Tue)	15 <sup>th</sup> Jan (Wed)
Subject Time	Citizenship and Social Development 08:30-10:00	Mathematics 08:30-10:00	Chinese (Paper I Reading) 8:30 - 10:00	English (Paper 3 Listening) 08:30-10:30 (HALL)	Physics 08:30-10:00 (HALL)	Chinese Literature (I) (604) 08:30 - 10:30  Tourism and Hospitality (605) 08:30 - 10:00  Information and Communication Technology (606) 08:30 - 10:00	Biology (603) 08:30 - 10:00  History(604) 08:30 - 10:00  Economics(605) 08:30 - 10:00  Geography(606) 08:30 - 10:00  M2(607) 08:30 - 10:00	English (Paper 4 Speaking) 09:00-12:00 (HALL)	Chinese History (604) 08:30 - 10:00  Business, Accounting and Financial Studies (605) 08:30 - 10:00  Visual Art (N502) 08:30 - 12:30	English (Paper I Reading) 08:30- 10:00
Subject Time	English (Paper 2 Writing) 10:30-12:00		Chinese (Paper 2 Writing) 10:30-12:45	Chemistry 11:00-12:30 (HALL)		Chinese Literature (II) (604) 11:00 - 13:00				

- 1) The exam on 7<sup>th</sup>, 8<sup>th</sup> and 13<sup>th</sup> Jan will be conducted at the HALL.
- 2) The exam of elective subjects on 9<sup>th</sup>, 10<sup>th</sup> and 14<sup>th</sup> Jan will be conducted in designated classrooms.
- 3) Other exams will be conducted in their own classrooms.

F5	2 <sup>nd</sup> Jan (Thu)	3 <sup>rd</sup> Jan (Fri)	6 <sup>th</sup> Jan (Mon)	7 <sup>th</sup> Jan (Tue)	8 <sup>th</sup> Jan (Wed)	9 <sup>th</sup> Jan (Thu)	10 <sup>th</sup> Jan (Fri)	13 <sup>th</sup> Jan (Mon)	14 <sup>th</sup> Jan (Tue)	15 <sup>th</sup> Jan (Wed)
Subject Time	Chinese (Paper I Reading) 08:30-10:00	English (Paper I Reading) 08:30 – 10:00	Mathematics(I) 08:30–10:00	Chinese History 08:30 – 10:45  Business, Accounting and Financial Studies 08:30 – 10:30  Visual Art 08:30 – 12:30	Biology 08:30 – 10:30  History 08:30 – 10:30  Economics 08:30 – 10:30  Geography 08:30 – 10:30  M2 08:30 – 10:00	English (Paper 3 Listening) 08:30-10:30	Chinese Literature (I) 08:30 – 10:30  Tourism and Hospitality 08:30 – 10:00  Information and Communication Technology 08:30 – 10:00	Physics 08:30–10:30	Chemistry 08:30–10:30	English (Paper 4 Speaking) 09:00-12:00 (HALL)
Subject Time	Chinese (Paper 2 Writing) 10:30-12:45	English (Paper 2 Writing) 10:30 – 12:30	Mathematics(II) 10:30–11:30			Citizenship and Social Development 11:00-12:30	Chinese Literature (II) 11:00–13:00			

1) The speaking exam on 15<sup>th</sup> Jan will be conducted in classrooms at the HALL.

2) Other exams will be conducted in SRC on the 7<sup>th</sup> floor.