

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

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

**Events for Whole Schools:**

- Special Schedule in November (School Circular No.122 (24-25))
- Class Photo Taking (School Circular No.123 (24-25))
- LYC Information Day and Mock Interviews for Primary Students (School Circular No.124 (24-25))
- Switching of School Uniform (School Circular No.125 (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 general office at 27060743 or complete the reply slip and return to 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 November Parents' Letter

#### Part I (Compulsory)

Dear Mr. Lai,

I acknowledge the details of the November 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 on the November 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 in November (School Circular No. 122 (24-25))**

<b>Date</b>	<b>Event</b>
1 <sup>st</sup> November, (Friday) to 7 <sup>th</sup> November, 2024 (Thursday)	<b>F.1 to F.5 First Term Uniform Test</b> Please refer to October Letter to Parents School Circular No.84 (24-25) for details.
16 <sup>th</sup> November, 2024 (Saturday)	<b>F.6 Parents Day</b> Please refer to Parents School Circular No.126 (24-25) for details.
20 <sup>th</sup> November, 2024 (Wednesday)	<b>LYC Experience Day</b> P.6 students from TWGHs Wong Yee Jar Jat Memorial Primary School will visit our school. Our students will have lessons as usual.
30 <sup>th</sup> November, 2024 (Saturday)	<b>LYC Information Day for Primary Students</b> Please refer to Parents School Circular No.124 (24-25) for details.

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

### ● **Class Photo Taking (School Circular No. 123 (24-25))**

Class photos will be taken on 2<sup>nd</sup> December 2024 (Monday). Every student should be in winter school uniform while at school. If students have P.E. lessons on that day, they should bring their school sportswear for the lessons.

For enquiries, please contact our teacher, Mr. Lo Wing Hong.

### ● **LYC Information Day and Mock Interviews for Primary Students (School Circular No. 124 (24-25))**

LYC Information Day and other activities on this year are now open for registration. Parents and students who are interested may register at <http://www.lycmc.edu.hk/> for online enrollment on or before 8<sup>th</sup> November, 2024.

Activity:	LYC Information Day and Workshops on Interview Skills
Rundown:	a. Form One Admission Talk for parents b. Mock Interview for students c. Campus Tour for students
Target Audiences:	Primary School's Parents (School Information Talk) Primary Four to Six Students (Mock Interviews)
Date:	30 <sup>th</sup> November, 2024 (Saturday)
Time:	First round: 1:30 p.m. - 2:30 p.m. Second round: 3:00 p.m. - 4:00 p.m.
Venue:	LYC School Hall
Deadlines:	8 <sup>th</sup> November, 2024
Remarks:	All participants will be decided by lottery, our school will notify the successful participants by WhatsApp on 20 <sup>th</sup> November, 2024. Due to the limited seats in the hall, only one member of each family can be arranged to participate in the talk. Please arrive at hall 15 minutes early for seat arrangements.

For enquiries, please contact our teacher, Ms. Tang Sau Chun.

- **Switching of School Uniform (School Circular No. 125 (24-25))**

With effect from 25<sup>th</sup> November 2024 (Monday), students must return to school in winter school uniform. During the transitional period from 14<sup>th</sup> November 2024 (Thursday) to 22<sup>nd</sup> November 2024 (Friday), students are allowed to wear either summer or winter school uniform. A photo of the winter school uniform is displayed on the notice board outside the General Office. Parents are particularly reminded of the standards for boys' trousers. For details, please refer to page 6 of the student handbook.

Uniform checks will be conducted on 25<sup>th</sup> November 2024. All students must be dressed in winter uniform when coming to school. If students have P.E. lessons that day, they should bring their school sportswear for the lessons.

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