



敬啟者：

十一月份綜合通告

茲有下列事項請家長留意，並簽妥相關回條，各項資料茲臚列如下：

一、學與教

1	初中學業提升計劃	(中一至中三級適用)	P. 2
2	有關第一學段考試安排	(中一至中五級適用)	P. 2
3	考試檢討及對卷安排	(中一至中五級適用)	P. 2

二、學生生活

4	聖誕祈禱聚會及聯歡	(全校適用)	P. 3
5	聖誕「便服日」籌款安排	(全校適用)	P. 3

三、學生成長支援

6	善度假期，參與有益身心活動。	(全校適用)	P. 3
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四、升中支援

7	中一自行分配學位報名	(全校適用)	P. 4
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五、其他事項

8	學校校曆表留意事項	(全校適用)	P. 4
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六、回條部份

9	A) 十一月份綜合通告回條	(全校填寫)	P. 4
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七、附件

10	附件一：考試規則	(中一至中五級適用)	P. 5
11	附件二：考試時間表	(中一至中五級適用)	P. 6

各位家長有任何查詢或建議，請與學校聯絡（電話：2792 6712）。

此致
各位家長



甘陳富文校長 謹啟

二零二二年十一月十八日

聖經金句：「你們無論做什麼，在言語上或行為上，一切都該因主耶穌的名而作，藉著祂感謝天主聖父。」(哥 3:17)

一. 學與教

1. 初中學業提升計劃（中一至中三級適用）

為提升學生對學習的積極主動性，及鼓勵學生認真準備每次學業評估，學校每年皆推行初中學業提升計劃。初中學生於第一學段及第二學段考試後，中文、英文及數學三個核心科目之中，其中如有任何一科成績不達標者（及格分數為 50 分），須另行補考該學科，惟補考後之分數將不獲計入成績表內。敬請家長督促 貴子弟持續積極學習，並鼓勵他們認真溫習，為每次學業評估作好準備，以爭取佳績。

2. 有關第一學段考試安排（中一至中五級適用）

本學年中一至中五級第一學段考試將於二零二二年十二月五日(星期一)開始，茲有下列安排通知各位家長：

- (1) 考試期間仍安排每日早會，故上課時間按平日一樣，即上午 7:55 預備鐘，8:00 早會，逾時作遲到處理。若中四及中五學生因當天未有考試，或當日不用進行第一節考試，則無須參加早會。
- (2) 初中設溫習時段，請督促學生帶備書本或筆記作溫習。
- (3) 考生不得提早離開試場。
- (4) 學生須穿著整齊冬季校服回校參加考試。
- (5) 為預備考試，煩請各家長協助督促學生放學後盡早回家溫習。
- (6) 學校已預留學額，供本學年中一至中五級未達升班要求的學生留班之用，以幫助學生提升各學科的基礎。下學年學校會把中四級選修科名額優先給予本學年中三級升班學生，故中四級留班學生只可選擇有剩餘學額之選修科目。而中四級與中五級的選修科課程架構有所不同，下學年中五留班學生不一定能夠繼續修讀原來的選修科。為避免遇上課程銜接的問題，中四及中五學生應珍惜機會，努力學習，以爭取好成績，順利升班，完成高中課程。
- (7) 隨函另派發相關之考試規則(附件一)及考試時間表(附件二)，學生須依照時間表回校考試。
- (8) 如考試期間遇有惡劣天氣，引致停課，該日所考之科目將會另作安排。其餘全部考試之日期、時間及應考科目，一律按照隨函附上之考試時間表進行。
- (9) 參考現時中六文憑試做法，若同學確診 COVID-19 新冠病毒病或屬密切接觸者需接受強制性隔離，而未能如期回校考試，可提交相關文件証明，向學校申請分數評估安排。

3. 考試檢討及對卷安排（中一至中五級適用）

- (1) 十二月十六日至十二月二十日為中一至中五的考試檢討及對卷日，放學時間為下午 3:45。
- (2) 學生應帶備相關考試卷進行檢討，鞏固所學。
- (3) 考試檢討及對卷時間表將會張貼於各班課室。

二、學生生活

4. 聖誕祈禱聚會及聯歡（全校適用）

十二月二十一日(星期三)是聖誕聯歡及禮儀日。當日仍為上課天，各學生務必出席。

當天安排如下：

時間	項目	活動地點
8:00 a.m.	各班點名	課室
8:05 a.m.	中小聯合聖誕早會開始	手球場
8:15 a.m.	中一四五級同學參加聖誕禮儀 中二三六級同學進行聖誕聯歡會	禮堂 課室
9:00 a.m.	小	息
9:15 a.m.	中二三六級同學參加聖誕禮儀 中一四五級同學進行聖誕聯歡會	禮堂 課室
10:00 a.m.	小	息
10:15 a.m.	學生會主持聖誕綜藝節目	明陣廣場
11:00 a.m.	學生協助清理課室	課室
11:15 a.m.	放	學

學生須注意事項：

- (1) 當日早上 8:00 點名，學生應準時回校。
- (2) 為免發生任何意外，嚴禁學生攜帶金粉或任何易燃噴劑一類物料。
- (3) 班主任提醒學生裝飾課室時不能損毀或噴污牆壁及電器用品。
- (4) 防疫關係，是次聖誕聯歡活動不可飲食。

5. 聖誕「便服日」籌款安排（全校適用）

作為學校慶祝聖誕的傳統，「便服日」籌款將於二零二二年十二月二十一日（星期三）聖誕聯歡及禮儀日舉辦，學生於十二月一日(星期四)前將港幣善款十元或以上交予班主任，並登記妥當，便會獲發特別貼紙以作標記。學生只需於聯歡當日貼上該特別貼紙，即可穿上輕便服裝*回校。是次所有款項均會捐助「林柏棟神父紀念助學金」，支援有需要的學生。

* 便服需樸素及合乎學生身份要求，不得標奇立異，違規者將會作紀律處分，並須即時更換學校安排之體育服。敬請各家長於當日留意 貴子弟衣飾，亦請學生自重。而當天不參加「輕便服日」的學生，須穿著整齊校服回校。

三、學生成長支援

6. 善度假期，參與有益身心活動（全校適用）

聖誕假期將至，學生將會參與不同活動。家長宜提醒學生小心結識朋友，慎選活動。在參與大型慶祝活動時，應遵守秩序，注意人身安全。如學校於假期舉辦活動，老師均會發出家長信通知各位家長。如有懷疑，家長可致電學校查詢。

四、升中支援

7. 中一自行分配學位報名（全校適用）

二零二三至二零二四年度中一自行分配學位報名申請即將展開，教育局在二零二二年十二月向每名小六學生派發兩份「中一自行分配學位申請表」。家長如欲為子弟及親友申報本校中一學位，可參閱學校網頁 www.sts.edu.hk 有關本校中一自行分配學位報名須知，並於校網下載或親臨本校校務處索取報名表。報名日期為二零二三年一月三日至一月十七日。

五、其他事項

8. 學校校曆表留意事項（全校適用）

- (A) 十一月二十日(星期日) 為崇真資訊日，除服務生外，當日學生不用回校。
- (B) 十一月二十一日(星期一) 為崇真資訊日補假，當日學生不用上課。
- (C) 一月十日(星期二) 會採用星期五時間表上課，請學生緊記帶適當課本及上課用品回校。

2022-2023 年度第 04 號通函

六、回條部份

(A) 十一月份綜合通告回條（全校填寫）

敬覆者：本人已詳閱【十一月份綜合通告】，並知悉各項有關安排。

家長附言（若有）：_____

此 覆

西貢崇真天主教學校(中學部)

學生姓名：_____
班 級：_____ 學號：_____
家長簽署：_____
日 期： 二零二二年____月____日

註：班主任收齊回條於 11 月 28 日前交回校務處朱先生。

西貢崇真天主教學校(中學部)
考試規則

1. 考生必須遵照監考老師的指示，於考試開考前十分鐘進入試場，並按座位表入座。語文科口試考生須於預定開考時間前十五分鐘到達等候室報到，安靜等候應考。
2. 考生必須將筆記、書籍及個人物品(包括已關掉的手提電話、平板電腦及具文字顯示功能的智能手錶)放入一個附有拉鍊或鈕扣的手提包內，並將袋口拉上拉鍊或扣好，於開考前放在椅子下面。
3. 試場內外考生應保持肅靜。
4. 考生遲到
 - 4.1 考生在開考後抵達試場，須先到校務處取得「遲到紙」，再按照試場監考老師指引入座。該考生不會得到額外時間作答。
5. 考生早退
 - 5.1 所有考生不得提早離場。
6. 在考試進行中，倘若考生違反以下規則，有關科目成績會被扣分，甚至可能被取消全部考試成績：
 - 6.1 考生的衣袋內、身上、桌上或抽屜內有筆記、書籍或任何電子器材 [例如：手提電話、平板電腦、電子字典、具文字顯示功能的智能手錶等]。
 - 6.2 考生攜帶的電子器材，例如手提電話/ 智能手錶/ 備有響鬧功能的物品未有關掉，甚至發出聲響。
 - 6.3 開考前考生不得貼上電腦條碼或開始書寫。
 - 6.4 考生使用沒有「H. K. E. A. A. APPROVED」或「H. K. E. A. APPROVED」標籤的計算機。
 - 6.5 考生在監考老師宣布立即停筆後或收集答卷時，仍繼續書寫。
 - 6.6 考生搗亂秩序，如發出聲響滋擾他人。
 - 6.7 考生作弊。
7. 考生缺席：
 - 7.1 學生若於考試缺席將不獲安排補考。
 - 7.2 無故缺席者，成績表將列明該學生無故缺席相關科目或科目分卷的考試。

SAI KUNG SUNG TSUN CATHOLIC SCHOOL (SECONDARY SECTION)
FIRST TERM EXAMINATION (2022-2023)
TIMETABLE

附件二
Appendix

S.1

5/12/2022 Monday	6/12/2022 Tuesday	7/12/2022 Wednesday	8/12/2022 Thursday	9/12/2022 Friday	12/12/2022 Monday	13/12/2022 Tuesday	14/12/2022 Wednesday	15/12/2022 Thursday
Revision Period 溫習時段 8:15 - 9:10							Contingency Day for Makeup Exam 備考日	Contingency Day for Makeup Exam 備考日
Chinese I 中文【1】 ＜閱讀＞ 9:30-10:30	English I 英文【1】 ＜Reading＞ 9:30-10:45	Chi. History 中史 9:30-10:30	Science 科學 9:30-10:30	Math 數學 9:30-11:00	Computer Literacy 電腦 9:30-10:30	L&S 生活與社會 9:30-10:30		
Chinese II 中文【2】 ＜寫作＞ 11:00-12:30	English II 英文【2】 ＜Writing＞ 11:15-12:15		<u>1B, 1C, 1D</u> 英語閣 EC, 學生發展中心 English IV 英文【4】 ＜Speaking＞ 11:00-13:00		Putonghua 普通話 11:00-11:30 （不設小息） （No recess） English III 英文【3】 ＜Listening＞ 11:35-12:05			

SAI KUNG SUNG TSUN CATHOLIC SCHOOL (SECONDARY SECTION)
FIRST TERM EXAMINATION (2022-2023)
TIMETABLE

附件二
Appendix

S.2

5/12/2022 Monday	6/12/2022 Tuesday	7/12/2022 Wednesday	8/12/2022 Thursday	9/12/2022 Friday	12/12/2022 Monday	13/12/2022 Tuesday	14/12/2022 Wednesday	15/12/2022 Thursday
Revision Period 溫習時段 8:15 - 9:10							Contingency Day for Makeup Exam 備考日	Contingency Day for Makeup Exam 備考日
English I 英文【1】 <Reading> 9:30-10:45	Chinese I 中文【1】 <閱讀> 9:30-10:30	Chi. History 中史 9:30-10:30	Science 科學 9:30-10:30	Math 數學 9:30-11:00	Computer Literacy 電腦 9:30-10:30	L&S 生活與社會 9:30-10:30		
English II 英文【2】 <Writing> 11:15-12:15	Chinese II 中文【2】 <寫作> 11:00-12:30	Putonghua 普通話 11:00-11:30 (不設小息) (No recess) English III 英文【3】 <Listening> 11:35-12:20			<u>2A, 2B, 2C, 2D</u> 英語閣 EC, 學生發展中心 English IV 英文【4】 <Speaking> 11:00-13:30			

SAI KUNG SUNG TSUN CATHOLIC SCHOOL (SECONDARY SECTION)
FIRST TERM EXAMINATION (2022-2023)
TIMETABLE

附件二
Appendix

S. 3

5/12/2022 Monday	6/12/2022 Tuesday	7/12/2022 Wednesday	8/12/2022 Thursday	9/12/2022 Friday	12/12/2022 Monday	13/12/2022 Tuesday	14/12/2022 Wednesday	15/12/2022 Thursday
Revision Period 溫習時段 8:15 - 9:10							Contingency Day for Makeup Exam 備考日	Contingency Day for Makeup Exam 備考日
Chinese I 中文【1】 <閱讀> 9:30-10:30	English I 英文【1】 <Reading> 9:30-10:45	Chi. History 中史 9:30-10:30	Science 科學 9:30-10:30	Math II 數學【2】 9:30-10:30	Computer Literacy 電腦 9:30-10:30	Geography 地理 9:30-10:30		
Chinese II 中文【2】 <寫作> 11:00-12:30	English II 英文【2】 <Writing> 11:15-12:30	1A, 1B, 1C, 1D, 3A, 3C 英語閣 EC Eng. Lang. IV 英文【4】 <Speaking> 11:00-13:30	Putonghua 普通話 11:00-11:30 (不設小息) (No recess) English III 英文【3】 <Listening> 11:35-12:35	Math I 數學【1】 11:00-12:30				

SAI KUNG SUNG TSUN CATHOLIC SCHOOL (SECONDARY SECTION)
FIRST TERM EXAMINATION (2022-2023)
TIMETABLE

附件二
Appendix

S. 4

5/12/2022 Monday	6/12/2022 Tuesday	7/12/2022 Wednesday	8/12/2022 Thursday	9/12/2022 Friday	12/12/2022 Monday	13/12/2022 Tuesday	14/12/2022 Wednesday	15/12/2022 Thursday
Eng. Lang. II 英文【2】 <Writing> 8:15-9:45	<u>4A</u> Geography 地理 8:15-10:15 <u>4B</u> Chemistry 化學 8:15-10:00 ICT 資訊及通訊科技 8:15-9:45	Chi. Lang. I 中文【1】 <閱讀> 8:15-9:45	<u>4A</u> Biology 生物 8:15-10:00 <u>4B</u> P.E. 體育 8:15-9:45 Physics 物理 8:15-10:00	Citizenship and Social Development 公民與社會發展 8:15-9:15	Math. I 數學【1】 8:15-10:00	<u>HALL</u> Math. M1 (Extended part) 數學 (延伸部分) 8:15-9:45	<u>HALL</u> Visual Arts 視覺藝術 8:15-12:15	Contingency Day for Makeup Exam 備考日
Eng. Lang. III 英文【3】 <Listening> 10:15-12:15	<u>4C</u> Chi. History 中史 8:15-9:35 <u>4D</u> BAFS 企業、會計及 財務概論 8:15-9:15 <u>4A, 4B, 4C, 4D, 5A</u> 英語閣 EC, 學生發展中心 Eng. Lang. IV 英文【4】 <Speaking> 10:45-13:15	Chi. Lang. II 中文【2】 <寫作> 10:15-11:45	<u>4C</u> Tourism & Hospitality 旅遊與款待 8:15-9:45 <u>4D</u> Economics 經濟 8:15-9:45	Eng. Lang. I 英文【1】 <Reading> 9:45-11:15	Math. II 數學【2】 10:30-11:45			

SAI KUNG SUNG TSUN CATHOLIC SCHOOL (SECONDARY SECTION)
FIRST TERM EXAMINATION (2022-2023)
TIMETABLE

附件二
Appendix

S. 5 (HALL)

5/12/2022 Monday	6/12/2022 Tuesday	7/12/2022 Wednesday	8/12/2022 Thursday	9/12/2022 Friday	12/12/2022 Monday	13/12/2022 Tuesday	14/12/2022 Wednesday	15/12/2022 Thursday
Chi. Lang. I 中文【1】 <閱讀> 8:15-9:45	Eng. Lang. III 英文【3】 <Listening> 8:25-10:25	P.E. 體育 8:25-10:55 Biology 生物 8:25-10:25 Physics 物理 8:25-10:10 Economics 經濟 8:25-10:25	Math. I 數學【1】 8:15-10:30	Citizenship and Social Development 公民與社會發展 8:15-9:45	BAFS 企業、會計及 財務概論 8:25-9:55 Chemistry 化學 8:25-10:10 Geography 地理 8:25-10:25	Math. M1 (Extended part) 數學 (延伸部分) 8:15-10:45	Visual Arts 視覺藝術 8:15-12:15	Contingency Day for Makeup Exam 備考日
Chi. Lang II 中文【2】 <寫作> 10:15-12:30	Eng. Lang. II 英文【2】 <Writing> 10:55-12:55	Tourism & Hospitality 旅遊及與款待 8:25-10:25 Ethics and Religious Studies 倫理與宗教 8:25-10:55 ICT 資訊及通訊科技 8:25-9:55	Math. II 數學【2】 11:00-12:15	Eng. Lang. I 英文【1】 <Reading> 10:25-11:55	Chi. History 中史 8:25-10:40	<u>5A, 5B, 5C, 5D, 4D</u> 英語閣 EC, 學生發展中心 Eng. Lang. IV 英文【4】 <Speaking> 11:00-13:30		



Dear Parents / Guardians,

November Circular

Please take note of the following special arrangements and forthcoming school events and functions. Please acknowledge the receipt of this circular by returning the reply slip to class teachers.

A. Learning & Teaching

1	Academic Enhancement Programme for Junior Forms	(For S1 to S3 Students)	P.12
2	Arrangement of the First Term Examination	(For S1 to S5 Students)	P.12
3	Arrangement of Examination Evaluation and Mark Checking	(For S1 to S5 Students)	P.12

B. Student Life

4	Christmas Celebration and Prayer Meeting	(For All Students)	P.13
5	Arrangement of Christmas Fundraising Activity – “Dress Casual Day”	(For All Students)	P.13

C. Student Growth Support

6	Spend Christmas Holidays Well by Joining Healthy Activities	(For All Students)	P.13
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D. Support for Transition to Secondary Level

7	Application for the S1 Discretionary Places	(For All Students)	P.14
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E. Others

8	School Calendar Reminder	(For All Students)	P.14
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F. Reply Slips

9	A) November Circular-Reply Slip	(For All Students)	P.14
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G. Appendices

10	Appendix I: Examination Regulations	(For S1 to S5 Students)	P.15
11	Appendix II: Examination Timetable	(For S1 to S5 Students)	P.6

Should you have any enquiries, please feel free to contact us at 2792 6712.

Yours sincerely,



Principal
Mrs. KUM CHAN Fu-man

Bible Verses : “And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.”(Col 3:17)

A. Learning and Teaching**1. Academic Enhancement Programme for Junior Forms (For S1 to S3 Students)**

In order to urge students to take initiative in learning and to encourage them to prepare for assessment in a more serious manner, the school plans to implement a program to upgrade their academic performance at junior forms. After the 1st and 2nd term examinations, supplementary examinations will be arranged for students who fail in either one of the core subjects: Chinese Language, English Language or Mathematics. (The passing mark is 50.) The scores of the supplementary examinations will not be counted in the report card. Please urge your children to study hard and prepare well for the assessment.

2. Arrangement of the First Term Examination (For S1 to S5 Students)

The First Term Examination of this academic year starts on 5th December, 2022 (Monday). Please note the following arrangements:

- (1) During the examination period, the morning assembly will be conducted every day. Therefore, the school day will start as usual. The bell rings at 7:55 a.m. and 8:00 a.m. for preparation and morning assembly respectively. Latecomers will be regarded as being late for school. For S4 and S5 students who do not have any examination in the first period, they are not required to join the morning assembly.
- (2) Revision period is arranged for junior form students. Please supervise your children to bring textbooks or notes for revision accordingly.
- (3) Students are not allowed to leave the examination venue early.
- (4) Students should be in winter school uniform.
- (5) In order to help students spend more time preparing for the examinations, please remind your children to revise at home as soon as possible after school.
- (6) Places for repeaters are reserved in S1 to S5 for students who do not meet the criteria for promotion so as to help them develop better foundation. However, priority for S4 elective subjects (2023/2024) will be given to S3 students this year (2022/2023). Therefore, students repeating S4 can only choose from the electives dependent upon the availability. Besides, the curriculum frameworks of S4 and S5 may be different and thus there is no guarantee that the S5 repeaters can remain in the same elective subjects as this year. In light of this, S4 and S5 students should maximize the opportunity and study hard to achieve the best results so as to accomplish the Senior Secondary Curriculum smoothly.
- (7) Enclosed please find the Examination Regulations (Appendix I) and Examination Timetable (Appendix II) for the 2022/2023 First Term Examination. Students should sit for the examinations according to the timetable.
- (8) In case of bad weather or class suspension during the examination period, the examinations on that day will be rescheduled. All examination dates, time, and subjects concerned will be proceeded in accordance with the Examination Timetable.
- (9) Referring to the current HKDSE practice, if your child is diagnosed with COVID-19 disease or is a close contact and is required to undergo mandatory quarantine, and fails to return to the school for the examination as scheduled, your child can submit relevant documents to prove that he/she can apply to the school for score evaluation arrangements.

Should you have any enquiries, please contact Vice-principal Mr. KO Kwok-wah at 2792 6712.

3. Arrangement of Examination Evaluation and Mark Checking (For S1 to S5 Students)

- (1) S1 to S5 Examination Evaluation and Mark Checking will be held from 16th to 20th December. The dismissal time is 3:45 p.m. every day.
- (2) Students should bring along the question papers concerned in accordance with the timetable.
- (3) Timetable of Examination Evaluation and Mark Checking will be posted in each classroom.

B. Student Life**4. Christmas Celebration and Prayer Meeting (For All Students)**

The Christmas Celebration and Prayer Meeting is scheduled on 21st December, 2022 (Wednesday). It is regarded as a school day and all students are required to attend.

Time	Activity	Venue
8:00 a.m.	Attendance taking	Classrooms
8:05 a.m.	Joint-section Christmas Assembly	Handball Court
8:15 a.m.	S.145 Prayer Meeting S.236 Christmas Celebration	School Hall Classrooms
9:00 a.m.	Recess	
9:15 a.m.	S.236 Prayer Meeting S.145 Christmas Celebration	School Hall Classrooms
10:00 a.m.	Recess	
10:15 a.m.	Christmas Carnival by Student Union	Labyrinth Square
11:00 a.m.	Students Clean-up of Classrooms	Classrooms
11:15 a.m.	Dismissal	

Remarks for Students on the day:

- (1) Attendance will be taken at 8:00 a.m. All students must arrive on time.
- (2) For safety reasons, students are forbidden to bring glitter powder or any inflammable spray.
- (3) While decorating the classrooms for Christmas celebrations, students must not damage any electronic appliances or spray on the walls.
- (4) Due to social distancing measures, no food and drinks are allowed during Christmas parties.

5. Arrangement of Christmas Fundraising Activity – “Dress Casual Day” (For All Students)

As a school tradition on the day for Christmas Celebrations, “Dress Casual Day” will be held on 21st December, 2022 (Wednesday). Students who would like to participate in the event should register through their class teacher(s) and donate a minimum of \$10 by 1st December, 2022 (Thursday). A special sticker will be distributed to the students for identification. Students are required to wear the stickers on their casual wear* on the fundraising day. Proceeds will be allocated to Rev. Lambertoni Memorial Student Aid Fund for students in need. Please read the notice carefully and sign the reply slip.

** Students are required to put on casual wear which is simple and conforms with the school's values. No fanciful or outrageous outfits are allowed. Students who do not observe such principle will be penalized and must immediately change to the sports uniform arranged by the school. Please remind your children about their outfits. Students themselves should also closely observe the principle for the occasion. For those who do not join “Dress Casual Day”, they should wear their neat and tidy school uniform to school as usual.*

C. Student Growth Support**6. Spend Christmas Holidays Well by Joining Healthy Activities (For All Students)**

Students may participate in various kinds of activities during the Christmas Holidays. Please remind your children to make good company with friends and to join appropriate activities. While joining these activities, they should follow the rules and instructions and keep their personal safety in mind. Should there be any school activities during the holidays, teachers will inform parents of the arrangements in advance. Please feel free to contact the school if you have any enquires.

D. Support for Transition to Secondary Level

7. Application for the S1 Discretionary Places (For All Students)

Application for 2023-2024 S1 Discretionary Places will be open soon. The Education Bureau has distributed two sets of “Application Form for S1 Discretionary Places” to each P6 student in early December. If you wish to apply a place for your children or relative, you can download and print the application form from our website and bring it along with the completed form to the school in person. For further information regarding the application procedure, please visit our website at www.sts.edu.hk. The application period starts on 3rd January, 2023 and ends on 17th January, 2023.

E. Others

8. School Calendar Reminder (For All Students)

- A) 20th November, 2022 (Sunday) is STS Information Day. There will be no school that day.
- B) 21st November, 2022 (Monday) is a school holiday. There will be no school that day.
- C) Please note that the Friday timetable will be adopted on 10th January, 2023 (Tuesday).

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Ref: 2022-2023 / No.4

F. Reply Slips

(A) November Circular - Reply Slip (For All Students)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and understood November Circular in detail.

Parent's suggestions (if any) : _____

Student's Name:	_____
Class:	_____ Class No: _____
Parent's signature:	_____
Date:	_____

Remarks to class teachers: Please collect and submit the reply slips to Mr. CHU at the General Office on or before 28th November, 2022.

Sai Kung Sung Tsun Catholic School (Secondary Section)
Examination Regulations

Appendix

1. All candidates must follow the instructions given by the invigilators. You should enter the examination venue 10 minutes before the examination starts and sit according to the seating plan assigned. Candidates should arrive at the waiting room 15 minutes before the start of the oral examination and remain silent when waiting.
2. All candidates must put all the notes, books and personal belongings (such as the off-mode mobile phones, tablets and smart watches with word-display function) in a bag that can be properly closed with a zip/buckle etc. The bag must be properly closed and placed under the chair.
3. Candidates must remain silent inside/outside the examination venue.
4. Punctuality of candidates
 - 4.1 If candidates arrive at the examination venue after the examination starts, they should take the “Late Record Sheet” from the General Office. The seat will be assigned by the invigilator. Candidates will NOT be given extra time to compensate for any time lost.
5. Early leave of candidates
 - 5.1 All candidates are NOT allowed to leave the examination venue early.
6. If candidates violate the following regulations in the examination, they will be subject to a mark penalty or subject downgrading and may even be disqualified from the whole examination.
 - 6.1 Any articles such as notes, books and all kinds of electronic devices (e.g. mobile phones, tablets, electronic dictionaries, smart watches with word-display function) must not be put on the desk or in the drawer of the desk, in the pockets or on the body of the candidates during an examination.
 - 6.2 Candidates must switch off any electronic devices (including mobile phones). They must ensure that no sound (including alarm) is emitted from their mobile phones even though the phones are power off.
 - 6.3 Candidates are not allowed to stick the barcode labels or start writing before the examination.
 - 6.4 Candidates must not use the calculators without the label of「H.K.E.A.A.APPROVED」 or 「H.K.E.A.APPROVED」.
 - 6.5 Candidates must stop writing when the announcement of “Time’s up” or “collect the paper” is made by the invigilator.
 - 6.6 Candidates must not misbehave or act maliciously (e.g. making noise) in such a way that they upset the conduct of the examination.
 - 6.7 Candidates must not cheat.
7. Handling cases of absence during examination.
 - 7.1 Make-up examination will NOT be given to students who are absent from the examination.
 - 7.2 For absentees who fail to provide any reasonable explanation or medical certificate, their school report will state they were absent without reason during the examination of the subject and the paper concerned.