

# 國民學校

## KWOK MAN SCHOOL

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6<sup>th</sup> January, 2023

### Whole-day classes will be resumed on 1<sup>st</sup> February (Wednesday)

Dear Parents,

The school will arrange for whole-day classes to resume on 1<sup>st</sup> February, 2023 (Wednesday). In order to allow students to resume whole-day classes routine, we have prepared the following information. Please read the following items and then complete the reply slip.

#### 1. School timetable

On 16<sup>th</sup> January (Monday), the class teacher will distribute a paper timetable to students, and parents are asked to paste it into their children's handbooks.

The timetable of each class can also be viewed in the attachment to this notice. Students must come to school at or before 8:30 a.m., and the school dismissal time is 3:10 p.m.; for self-study students, the school dismissal time is 4:30 p.m. Individual students are required to attend morning tutorials from 8:00 a.m. to 8:30 a.m. The class schedule for this year is as follows:

Lesson		Monday	Tuesday	Wednesday	Thursday	Friday
	8 : 00 – 8 : 30	Morning tutorials				
	8 : 30 – 8 : 40	Morning assembly				
	8 : 40 – 8 : 50	Class teacher period				
1	8 : 50 – 9 : 25					
2	9 : 25 – 10 : 00					
3	10 : 00 – 10 : 35					
	10 : 35 – 10 : 50	Recess 1				
4	10 : 50 – 11 : 25					
5	11 : 25 – 12 : 00					
Lunch	12 : 00 – 12 : 45					
	12 : 45 – 13 : 00	Recess 2				
6	13 : 00 – 13 : 35			Multiple Intelligence Lesson (After school 2:30)		
7	13 : 35 – 14 : 10					
	14 : 10 – 14 : 25	Recess 3			Recess 3	
8	14 : 25 – 15 : 00					
9	15 : 00 – 15 : 10	Class teacher period	Class teacher period		Class teacher period	Class teacher period

## **2. Self-study classes**

Self-study classes allow students to complete their homework after school. Each self-study class is supervised by a teacher or an assistant who answer students' homework questions. These classes run every Monday, Tuesday, Thursday, and Friday from 3:10 p.m. to 4:30 p.m (in the case of school exams or full-day academic activities, self-study classes will be suspended). In order to anticipate the number of participants, if your child has registered earlier and would like to register again, parents are requested to fill in the self-study class reply slip. The classes start on 2<sup>nd</sup> February (Thursday), and the class teacher will post the admission notice on the homework page of your child's handbook.

## **3. Multiple intelligence courses**

Since the students have already chosen their multiple intelligences courses for the second stage of schooling, this same allocation will continue. These sessions take place from 1:00p.m.to 2:30p.m.

### **Wednesday afternoon support classes:**

Since there are no self-study classes on Wednesdays, the school also understands that some working parents need their children to stay in school for a longer period of time, so special support classes will be set up so that students can stay in school to do homework. This group is not equivalent to a self-study class, and only school staff will assist and supervise the students until 3:30 p.m.

## **4. After-school study courses**

Starting from 1<sup>st</sup> February (Wednesday), the learning time for these different groups has been updated as follows:

- A) The dates for the following after-school learning programmes will remain the same, but the starting time will be changed to 3:15p.m.( Wednesday start at 2:30)  
Uniformed troops: Brownies, Cub Scouts, Flag Troop  
Music study: Dizi class, Pipa class, Yangqin class, Guzheng class, Erhu class, Liuqin class  
Support groups: expressive arts (music) group, Chinese reading and writing group (P.1-2), (P.3)
- B) Non-Chinese speaking group: The class time will be changed, and the teacher in charge will inform individual parents about the arrangements.
- C) The Chinese Orchestra training time is on Wednesday. Since the class time will follow the multiple intelligence class, the start time will be changed from 2:30 p.m. to 4:00 p.m.
- D) The time of all after-school activities is subject to the notice of the teacher in charge.

## 5. Lunch arrangements

In order to ensure that each student has arranged for lunch on school days, and to ensure we have a record of each student's choice, the school will issue a "Lunch Arrangement" reply slip through the Eclass system at the end of each month. Parents are requested to plan their children's lunch and complete the reply slip.

Parents can choose from the following lunch options:

- (1) Parents bring in lunch —From 11:30 a.m. to 11:50 a.m., children's lunch can be sent to the school hall and placed in the group lunch box for the child's class. Parents must write the class and name of the child on the outside of the lunch box.
- (2) Delivered to schools by food providers—parents can go to local restaurants to order lunch for their children. Similarly, please remind the food provider to write the class and name of the child's lunch box on the outside of it.
- (3) Going home for lunch (12:00 p.m. to 1:00 p.m.)
- (4) Students bring their own lunch

### 1. Free lunch at school scheme

This school year's "Free School Lunch" scheme is still a regular subsidy from the government, and all eligible students are welcome to apply. The details are as follows:

- (1) Eligibility: Students who receive a full grant under the School Textbook Assistance Scheme for the school year 2022-2023 and need to have their lunch at school
- (2) Scheme period: February 2023 to June 2023
- (3) Procedures and reimbursement of lunch subsidy for February
  - a) Students or parents need to submit the document that shows the full grant under the School Textbook Assistance Scheme from the SFO and the receipt issued by the restaurant from which they have ordered the lunch for February to their child's class teacher from 9<sup>th</sup> January to 11<sup>th</sup> January. The school will verify the eligibility status and do the registration. Eligible students will have their lunch expenses reimbursed for February on 13<sup>th</sup> January.
  - b) Registered students will be given a lunch voucher between 20<sup>th</sup> to 22<sup>nd</sup> of each month. Parents can bring the lunch voucher and complete the chosen restaurant's lunch order form no later than 26<sup>th</sup> of each month. Parents should also return the reply slip on lunch arrangements to class teachers. By following the arrangement above, the students will then have their lunch boxes for each month. The lunch box ordering will proceed in the same way the coming months.
  - c) All eligible applicants should register as soon as possible as the



**subsidy is not retroactive. If a student fails to submit the necessary documents to the school before the twentieth of each month, he/she cannot be granted the lunch subsidy for the following month.**  
Whenever a student gets the full grant under the School Textbook Assistance Scheme, he/she can register for the 'Free Lunch at Schools' Scheme immediately.

Qualified students only need to submit the qualification certificate once and complete the registration verification; there is no need to submit it again the next month.



Mr Yung Chi Ming (Supervisor)  
Ms Kwok Yuen Ki (Principal)

### Reply Slip

Circular NO. 139E/22

#### (1) **Lunch Arrangement for February**

Please tick regarding lunch arrangements for September.

- ☐ Having lunch at school – ordering from (restaurant: \_\_\_\_\_).
- ☐ Having lunch at school – parents bring in lunch.
- ☐ Having lunch at school – students bring their own lunch.
- ☐ Going home for lunch.

#### (2) **Free lunch at school scheme**

- ☐ I am a parent who received a "full subsidy" and will apply for "free lunch" and return a copy of the "full subsidy" eligibility certificate for the 2022/23 school year. I undertake to notify the school as soon as possible if my child is confirmed to be ineligible for the "full subsidy" after being reviewed by the Student Finance Office, and the lunch fee paid by the school will be refunded.
- ☐ I do NOT need to apply for "free lunch scheme".

#### (3) **Self-study classes**

- ☐ I need to apply for the self-study classes.
- ☐ I do NOT need to apply for the self-study classes.

(4) Afternoon Support Class (Wednesday)

☐ I need to apply for the afternoon support class (Wednesday).

☐ I do NOT need to apply for the afternoon support class (Wednesday).

(Please place a ✓ in the appropriate box ☐.)

I have read the contents of the circular and ticked the appropriate boxes.

\_\_\_\_\_  
Name of Student

Class : \_\_\_\_\_ Class No : \_\_\_\_\_

Signature of Parent : \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone No. : \_\_\_\_\_