

*The Salvation Army*  
*Lam Butt Chung Memorial School*

Parent Handbook for Newcomers  
AY 2022-2023



# Curriculum

<b>Subjects:</b>	Chinese, English, Mathematics, General Studies, Bible Studies, Visual Arts, Music, Physical Education (P.E.), Computer Studies, Putonghua and Library Studies.
<b>Teaching Modes:</b>	<p>Small class teaching has been implemented in P1-P6 and e-Learning Classes are offered starting from P.4. There are Chinese Small Group Learning Classes and Teaching Chinese in Putonghua Classes in P.2-P.6.</p> <p>To maximize the effectiveness of learning and teaching, especially in fostering students' generic skills and self-directed learning abilities, as well as catering for learner diversity, teachers will apply various teaching strategies in class, such as "Cooperative Learning", "Assessment for Learning", "e-learning" and "Self-Directed Learning Approach", with reference to students' prior knowledge and skills, learning attitudes and life experience.</p>
<b>Reading to Learn:</b>	<p>"Reading Scheme" and "Reading across the Curriculum" are implemented throughout the whole academic year in accordance with the school-based curriculum and subject learning contents.</p> <p>In Chinese and English lessons, teachers will also systematically teach students reading strategies to strengthen their reading skills and cultivate an interest in reading, so as to enhance their Chinese and English competence.</p>

<b>School-based Curriculum:</b>	English:	P1-3 Ready by Oxford and Space Town English Programme (EDB), P4-5 Ready by Oxford and Keys 2 English Programme (EDB), Reading across Curriculum, Native English Teacher (NET) Lessons, Reading across Curriculum
	Chinese:	“Read to Write”, Non-Chinese Students Classes (NCS)
	Maths:	Inquiry Learning, Multi-sensory Learning and Mathematical Problem Solving Teaching
	G.S.:	Scientific Inquiry Learning, Life Skills Learning, Thematic learning and Outdoor Learning
	Library Studies (reading):	Regular Morning Reading Sessions, Reading Award Scheme, Reading across Curriculum and Subject Extension Reading
<b>Thematic Learning:</b>	<ul style="list-style-type: none"> <li>- Inquiry Learning Week</li> <li>- Subject-based Thematic Learning Activities</li> <li>- Moral, Civic and National Education</li> </ul>	



# **Half-day Schooling Period Arrangement**

## **School hours:**

### **(1<sup>st</sup>- 6<sup>th</sup> September)**

- School starts: 8:15 a.m.
- School dismissal: (P1) 11:30 a.m. ; (P2-P6) 11:45 a.m.

### **(Starting from 7<sup>th</sup> September)**

- School starts: 8:15 a.m.
- School dismissal: 1:10 p.m.
- Lunch: at home
- School dismissal:
  - a. Picked up by parents
  - b. Follow School Escort Teams
  - c. Picked up by school bus
  - d. Follow Bus Route Teams

**\*\*All P1 students and new comers must be picked by parents/guardians on all school days in September.**

## **Things to bring:**

- Basic stationery: A pencil case with a few pencils, an eraser and a rule (Please label all pieces of stationery and water bottle with student's name and class.)
- Glue and scissors
- Laminated name tag enclosed in the class information letter (P1 students need to pin their name tags on their uniform.)
- Student Handbook (Students should bring it to school every day starting from 1<sup>st</sup> September.)
- 2-3 unused masks and other necessary anti-pandemic supplies



## **Things need to be handed in to the class teacher:**

- Six student photos (40mm x 50 mm) in school uniform with student's name and class written on the back of each photo.



# Students Support

## Daily Routines for Mornings

Education Bureau, according to the Centre for Health Protection, recommends that parents shall take body temperatures of their children and conduct Rapid Antigen Test (RAT) for them every morning and record the results on their students' handbooks.

Any student having a body temperature at or higher than 37.5°C or a tympanic temperature at or higher than 38.5°C, or a positive result for RAT shall not return to school.

Time	Daily Routines	Points to note
7:50 a.m.	School opens; Students may enter school	/
8:15 a.m.	School bell rings - Students arrive after 8:15 a.m. are considered late. - Students being late for five times or more in one semester will be followed up by the Disciplinary Team. Their lateness will also be recorded on their Student's Reports.	/
8:15 a.m. - 8:30 a.m.	Morning Assembly / Morning Reading Class Teacher Period	Morning Reading session is set every Monday to Friday. Students shall bring and read their own books or reading materials.

## Recess

Two 15-minute recess: All students stay on their own floors.

## **School Dismissal**

School ends: 1:10 p.m. (Monday to Friday)

School dismissal:



- a. Picked up by parents
- b. Follow School Escort Teams
- c. Picked up by school bus
- d. Follow Bus Route Teams

## **Sick Leave/Special Leave**

- ✧ If students need to take a sick leave/special leave for a day, parents shall contact the school office at 21090328 and fill in the leave forms in the Student Handbooks. Students should also present the doctor certificates (for sick leave) to their class teachers when returning to school on the next day.
- ✧ If students need to leave school early, either due to illness or special events, parents shall go to the school office for registration and wait for the students. Parents shall not go to the classrooms to pick up the students and all students are NOT allowed to go home on their own in this case.

## **Other Matters**

- ✧ Students are advised to bring enough water to school every day. Drinking water fountains are installed in school for water refill.
- ✧ Students should bring their raincoats every day. They may also store their raincoats in their classroom cabinets.
- ✧ For details of other matters, parents may refer to the notice 2123-028.

# **Dates of dictation, assessment and examination**

- ✧ Chinese dictations and English dictations are held in alternative weeks. For example if there is a Chinese dictation in Week 7, the English dictation will be held in Week 8.
- ✧ P1 dictations will start in October.
- ✧ Dates of dictations will be stuck on the Student Handbooks.
- ✧ Assessments and examination:

Form of Assessment	Month
*Unit test 1	October
Assessment 1	November
Assessment 2	March
*Unit test 3	May
Final Examination	June

Note: \*Unit tests are only for Chinese, English and Maths (One subject in a week) and will be conducted during lessons.

## **Notes for assessment and examination**

- ✧ Students who cannot participate in any assessment or examination due to illness or accident may send a request to school for a supplementary assessment within 3 days. The calculation of marks will be subject to school's discretion.
- ✧ During assessment or examination week, if the EDB announces a school suspension, the assessment(s) or examination(s) on the affected day(s) will be postponed. Assessment of unaffected subjects will be carried out following the original schedule.



# Lunches and Snacks for Recesses

\*For half-day schooling period only

## Student Lunch

According to the guidelines of Education Bureau, the school and our lunch supplier will provide students with nutritious lunch boxes to bring home for lunch during the half-day schooling period. Parents could opt for “Order” or “Not order”.

Details for Lunch Box Ordering are as follows:

**September:** Fill out printed lunch ordering form

- Lunch ordering form will be distributed to students on 1<sup>st</sup> September.
- Parents should hand in the completed form to class teachers on or before 5<sup>th</sup> September, together with the payment receipts.

**October:** Order via the ‘Luncheon Star’ APP

- Procedures for the first login to ‘Luncheon Star’ APP:

1. Our lunch supplier is “Luncheon Star”.
2. The unit price for a lunch box is \$30.
3. Method of ordering: via the ‘Luncheon Star’ APP.
4. Procedures for the first login to ‘Luncheon Star’ APP:



1. Enter student number given by Luncheon Star
2. (First time user) Click on “Login”
3. Enter phone number
4. Enter email address
5. (First time user) Enter a password
6. Re-enter the password and press “Submit”
7. Enter the code given and press “submit”
8. Enter the pass code sent to your cell phone and then press “Continue”

\*A student number will be given to each student by Luncheon Star via eClass. Exiting students should use the student number given last year.

5. Payment Methods:
  - a. via credit cards;
  - b. pay by cash at any convenient store
  - c. via PPS
6. Students who joined ‘Free Lunch at School’ (Please refer to the notice 2123-022) and wish to order lunch boxes must also place their orders via the APP.
7. For students who cannot take certain kind(s) of food due to religious reasons or allergies, parents are advised to clearly state the food item(s) on the reply slip of the notice 2123-023 and pick the appropriate lunch boxes carefully from the menu.
8. In case, students are absent from school (either casual leave or sick leave) and wish to cancel their lunch boxes, parents should call the school office at 7:30-8:30 a.m. (tel.: 2109 0328) on that day. School will then inform the supplier to cancel the order. Late cancellation will not be handled. The supplier will reimburse the payment of the successfully cancelled lunch boxes either by deducting the lunch fee of the upcoming second month, or making a bank transfer in July.
9. For any suspension of classes or home-learning arrangement according to the announcement of the Education Bureau, the supplier will reimburse the payment of the lunch boxes on the affected day(s) either by deducting the lunch fee of the upcoming second month, or making a bank transfer in July.
10. Order made beyond each month’s deadline are not accepted.
11. Students are advised to bring reusable bags with insulation layers to hold their lunch boxes.

### **Snacks for Recesses**

1. Students are advised to place their snacks in resealable food containers or bags for easy handling of any reminds.
2. Healthy snacks are suggested. Parents may refer to the “Nutritional Guidelines on Snacks for Students” from the Centre for Health Protection.



# Student Health Service

## Vaccination

- P1 and P6 students will receive vaccination for Diphtheria, Tetanus, acellular Pertussis & Inactivated Poliovirus Vaccination (DTaP-IPV), measles prevention, mumps, rubella (integrated MMR vaccine) .
  - P1-P6 students will receive seasonal influenza vaccination.
  - P.5 and P6 girls will receive Human Papillomavirus Vaccination.
- ✧ All these vaccination service will be conducted by the professions from the Department of Health.
- ✧ To ensure a smooth process, students need to hand in the true copy of the immunization records (including any records issued from the Mainland or other countries) to their class teacher by 7<sup>th</sup> September. All records will be returned to parents after injection.
- ✧ Here is an example of immunization records issued by the Department of Health in Hong Kong:

DEPARTMENT OF HEALTH  
GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION  
香港特別行政區衛生署  
IMMUNIZATION RECORD  
免疫注射紀錄

Name 姓名 \_\_\_\_\_ Sex 性別 \_\_\_\_\_  
Date of Birth 出生日期 \_\_\_\_\_ Birth Certificate No. 出生證明書編號 \_\_\_\_\_  
Case No. 編號 \_\_\_\_\_  
MCH Centre 母嬰健康院 \_\_\_\_\_

Please keep this record.  
This record should be presented when the child is to receive immunization in maternal & child health centre or at school.  
此記錄應妥為保存。  
兒童在母嬰健康院或學校接種疫苗時須出示此記錄。

For further information about the vaccination, you may refer to the following websites:

<https://www.chp.gov.hk/tc/features/18877.html>

[https://www.fhs.gov.hk/tc\\_chi/health\\_info/child/14828.ht](https://www.fhs.gov.hk/tc_chi/health_info/child/14828.ht)



# Student Health Service

## School Dental Care Service and Student Health Service

- ✧ Students who wish to participate in these two health services are reminded of the following important dates:

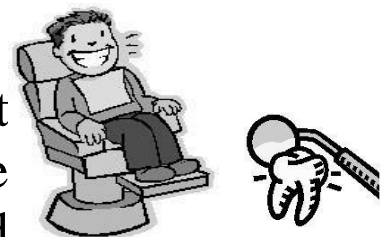
Events	Dates
Distribute e-notices and application forms	1 <sup>st</sup> September
Reply the e-notices and the copies of relevant documents (Appendix 1)	7 <sup>th</sup> September
Students who participate in “School Dental Care Service” need to pay \$33 (The fee includes \$3 administrative fee. The fee will be deducted from students’ e-Payment account. Parents do not need to pay in cash and are advised to debit the fee to students’ e-Payment accounts.)	on or before 30 <sup>th</sup> September

- ✧ Reminders for Parents/Guardians:

To apply for these two 2022/2023 student health services, parents need to complete ONE application form, provide the copies of relevant documents and settle the payment of \$33 via e-payment account.

- ✧ Eligibility and details:

Please refer to the Attachment 1: “Student Health / Dental Care Programme by Centre for Health Protection Application Form and Consent Form (Sample)”.



# **School Textbook Assistance Scheme**

1. For 2022/23 School Textbook Assistance Scheme, the Student Financial Assistance Agency should have sent the “Household Application Form for Student Financial Assistance Schemes” (SFO106B) (a family as a unit) (Please refer to Appendix 2) to eligible families of 2020/2021. Applicants should have submitted the completed application form and send it to the SFO before end of May 2021 (Applicants do not need to hand it in to the school). **If applicants passed the means test, the SFO should have released the application results (printed on yellow paper) and the provisional School Textbook Assistance by autopay to them in August. (Please refer to Appendix 3). Parents should keep the true copy of the application result.**
2. For other applicants (Including all 2022/23 P1 students, or new applicants) submitted their applications and provided all necessary supporting documents applications by May 2022, the SFO will issue the student-based EC “Eligibility Certificates” (A yellowish form) (Please refer to Appendix 4) starting from end August 2022. Parents should return the completed ECs to the class teachers in **the first week of September 2021** for further procedure.
3. The SFO will check and review of eligibility of the applications based on the returned ECs. The SFO will release the provisional School Textbook Assistance by autopay to eligible applicants starting from October 2021. The SFO will contact the applicants directly for any updates of information.

4. Parents/Guardians should contact the SFO (Tel: 2802 2345) if they do not receive any notifications in early September.
5. **All P1 students, new comers or new applicants** can obtain the application form (Form A) from **Tung Chung District Office** during office hours. The school office may have a few copies of Form A available. **Parents should send the completed application forms to SFO on or before 31<sup>st</sup> October 2022**.

Tung Chung District Office (address):

1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island, New Territories

6. Schools will not be responsible for the assessment of eligibility.



# **Student Grant**

1. The provision of the student grant of \$2,500 was regularized starting from the 2020/21 school year as suggested by Chief Executive in the 2019 Policy Address.
2. In 2022/23, students promoted to the next forms will receive the application forms printed with their basic information and the information of the applicants (parents/guardians). Parents/guardians shall check the information and sign on the form as confirmation, and then submit the form to the EDB through schools. There is no need to fill in the application forms anew. For students who are newly admitted to a school or have transferred to another school, their applications will be processed as new ones.
3. Starting from this school year, the EDB will contact parents via SMS and email as appropriate to inform them of the status of their applications (e.g. whether the application has been received, whether it is necessary to contact schools or the EDB to amend the information or provide supplementary information, or whether the subsidy has been disbursed).

# Extra-curricular activities

Aim	To achieve our goal “One Student, One Art or Sport” and develop students’ potential in different learning areas
Mode	An “extra-curricular activities” lesson is set every week in the school timetable. Every student is given the opportunity to participate in various activities. The activities are mainly the extension of the subjects learning contents, and students will participate in at least one art or one sports activity in each academic year.



# Information Technology

To apply information technology in learning and teaching:

eClass Mobile App (Parent's Account)	e-Handbook (for everyday homework) Checking E-payment account e-Notice Students attendance record e-Payment
Student Smart Card:	e-Attendance Library books borrow and return record
Curriculum :	Online homework / Online platforms of each subject elearning (pre-and-post learning / classroom learning activities) ebooks reading Computational thinking (3D printing/ games/ robots) STEM education

Useful Websites:	
<a href="http://www.salbcms.edu.hk">http://www.salbcms.edu.hk</a>	(School website )
<a href="http://eclass.salbcms.edu.hk">http://eclass.salbcms.edu.hk</a>	(School Intranet)

## eClass Mobile App (Parent's Account)

1. Applicable to iPhone and Android phones.
2. The mobile app can be downloaded for free
3. The account login information of the Parents' Account has been distributed in August.
4. Please refer to the notice about the installation of app issued in early September.
5. Each parent's account can be used in five different devices.
6. The password shall be accessible by parents/guardians only.
7. After installation of the app, parents can read the latest information of the school. See below.



## e-Payment

- For settling payment for school matters, parents should make use of the “epayment barcode” in eClass Parents Apps. An example:



- Parents may use the barcode to make payment in any 7-11 convenient store. After making the payment, please keep the receipt and return it to school (with student’s name, class and class number written on the back of the receipt).
- A notice with all necessary payment will be issued to parents in each school term.
- **Note: Lunch payment cannot be settled via this e-payment barcode.**



# e-Notice

	Android	iOS
<p>Step 1</p> <p>Select</p> <p>“eNotice”</p>		

	Android	iOS
<p>Step 2</p> <p>Read the list of notices</p>		



## Android

## iOS

### Step 3

Read the notice

← 通告

2018001

**2018「我們一起悅讀的日子」** 未簽

🕒 簽署限期: 2018-05-28 00:00:59

2018「我們一起悅讀的日子」活動  
為鼓勵學生多閱讀，並培養學生的寫作興趣，本校邀請貴子弟參與2018「我們一起悅讀的日子」活動。  
是項活動由香港教育工作者聯會、亞洲週刊及香港中華出入口商會舉辦。屆時，學生除可得150元贊助費於次書展中購買喜愛的圖書外，亦可參加由兩岸三地作家分享閱讀及寫作心得的座談會，並會獲作家即場指導作文，有關作品更有機會集集成書。

茲將活動詳情臚列如下：  
日期：二零一八年七月二十日(星期五)  
時間：9:00a.m. - 5:00p.m.  
地點：香港會議展覽中心會議室 N20

大會將安排旅遊巴接送學生前往會場及提供午膳，詳情稍後公佈。請家長簽覆回條。如有查詢，請致電 39133222查詢。

➕ 其他資料

← 通告

2018006

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茲將活動詳情臚列如下：  
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時間：9:00a.m. - 5:00p.m.  
地點：香港會議展覽中心會議室 N20

大會將安排旅遊巴接送學生前往會場及提供午膳，詳情稍後公佈。請家長簽覆回條。如有查詢，請致電 39133222查詢。

🏠 首頁    📢 即時訊息    📡 學校宣佈    📄 通告    ☰ 更多

## Android

## iOS

### Step 4

Sign the notice

← 通告

回條

本人已知悉2018「我們一起悅讀的日子」活動通告內容

\*同意敝子女參加是次活動

同意

不同意

\*敝子弟參加2018「我們一起悅讀的日子」活動。本人明白學生的作文若於日後被挑選匯編成書及出版，其版權將歸主辦機構所擁有。

同意

不同意

\* 請填妥以上回條，再按簽署。

密碼

簽署

← 通告

回條

不同意

\*敝子弟參加2018「我們一起悅讀的日子」活動。本人明白學生的作文若於日後被挑選匯編成書及出版，其版權將歸主辦機構所擁有。

同意

不同意

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密碼

簽署

🏠 首頁    📢 即時訊息    📡 學校宣佈    📄 通告    ☰ 更多

# Library

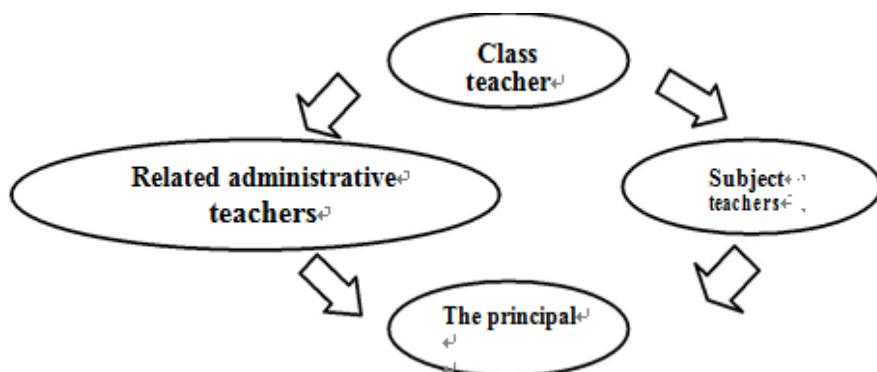
## Opening hours of school library:

- The school library will be open on 26<sup>th</sup> September, 2022.
- The library will be open for students during recess. A quota of 50 is set for each session.
- Recess: 10:30 - 10:45 a.m.  
11:15 - 11:30 a.m.
- After class (New Arrangement):
  - The library will be open for students from 2:30 - 3:15 p.m. A quota of 15 is set for each day.
  - Students must **apply one day before their visit**. They shall give their student handbooks to the school librarian at 7:50 - 8:15 a.m. (next to the Staircase 2 on G/F) for a special chop. Students need to have their parents signed on their handbooks for confirmation. In the afternoon for the library visit, students must wear the school uniform and bring along their student handbooks.
  - Students shall return home with their parents (for P1-P6) or by themselves (for P3-P6 only).

## Remark:

- Students may borrow books during their library studies lessons.

# Who should I contact for queries?



- ✧ Make an appointment for a talk
- ✧ Phone call to teachers (Recess: 10:10 - 10:25 a.m. / 11:15 - 11:30 a.m. ; After school: after 1:30 p.m.)
- ✧ Office hours: 8:00 a.m. - 6:00 p.m. (Mon-Fri on school day)
- ✧ School phone no. :2109 0328
- ✧ School website: [www.salbcms.edu.hk](http://www.salbcms.edu.hk)
- ✧ School e-mail: [lbcps@esd.salvation.org.hk](mailto:lbcps@esd.salvation.org.hk)



## Principal and Administrative teachers:

Scope	Principal/ Responsible teachers
School policy	Principal Mr. Chan
Parents and Teachers Association, class arrangement	Vice Principal, Ms. Ha
School curriculum, Learning and Teaching	Vice Principal, Ms. Poon
Assessments and examinations	Ms. Ngai
Information technology	Mr. Tony Chan
School discipline and counseling	Mr. Chui
Special educational needs coordinator	Ms. Lam Wing Sze
Students activities coordinator	Mr. Chau Sui Man
Student lunch and Healthy School coordinator	Ms. Chan Kit Han
Vaccination, student health and dental service	Ms. Chong
Textbook Allowance, Student Subsidy	Ms. Wong Lai Shan
Students textbooks, uniforms and photos	Ms. Tsang Mei Yi
P.1 extra-curricular activities (after school)	Ms. Yue
Library matters	Mr. Cheng

# Appendix 1

## 2022-2023 Student Health / Dental Care Programme

### by Centre for health Protection

## Application form and consent form sample

Department of Health Application & Consent Form for Student Health Service / School Dental Care Service 2022 / 2023

<b>Student Particulars</b>	Name of Child <small>(Please complete the name as printed on Identity Card / Birth Certificate)</small> <small>(Please complete this form in BLOCK letters using ball pen)</small>				Sex	
	Surname (English)		Other name (English)		<input type="checkbox"/> Male <input type="checkbox"/> Female	
	Surname (Chinese)		Other name (Chinese)			
Name of School _____ AM <input type="checkbox"/> PM <input type="checkbox"/> Day <input type="checkbox"/> Class <input type="text"/>						
<b>This part must be completed and checked as appropriate</b>	Please select <b>one</b> of the following documents: Document No.: <input type="text"/>				Date of Birth	
	<input type="checkbox"/> HK Permanent Identity Card <input type="checkbox"/> HK Birth Certificate (with permanent resident status of HKSAR indicated as "ESTABLISHED") <input type="checkbox"/> HKSAR Passport <input type="checkbox"/> HKSAR Re-entry Permit <input type="checkbox"/> HKSAR Document of Identity for Visa Purpose (bearing valid visa endorsement to stay in HK) <input type="checkbox"/> Valid travel document (Passport) with label / stamp showing "right to land" / "right of abode" / "permitted to land" in HK / "previous conditions of stay are hereby cancelled" / "eligibility for HK permanent identity card verified" <input type="checkbox"/> Valid travel document (Passport) with label / stamp showing "unconditional stay" in HK <input type="checkbox"/> Valid travel document (Passport) with label / stamp showing "permitted to remain until (date)" or "permission to remain extended until (date)" in HK provided that the holder is not a visitor and has not overstayed in HK. <input type="checkbox"/> Travel document (e.g. Passport, Two-way Permit) showing the holder's status as "Visitor" / holders of Form of Recognizance (should be charged at "non-eligible person" rate)				<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> / <input type="text"/>	
	<b>Student who selects the following documents is required to further provide requested information to prove his / her eligibility. Otherwise, he / she would be charged at "non-eligible person" rate</b> <input type="checkbox"/> HK Birth Certificate (with permanent resident status of HKSAR indicated as "NOT ESTABLISHED") <input type="checkbox"/> HK Identity Card (only applicable for the age of 11 or above) <input type="checkbox"/> Other identity documents, please specify _____				Place of Birth _____	
					Date of arrival in Hong Kong (Not for child born in Hong Kong) Month <input type="text"/> Year <input type="text"/>	
				Day-time contact Telephone No. of parent / guardian (Remarks : for phone contact and receiving SMS message) <input type="text"/>		
Student Reference Number <input type="text"/>		School Dental Care Service Number (SDCS No.) <input type="text"/>		Home Telephone No./other cell phone no. <input type="text"/>		
<small>(Please refer to the student handbook / school report of last school term) (For P1 student, this number can be found on the P1 Admission Allocation Slip)</small>						
<small>(Please refer to SDCS Handbook. Not applicable to new applicant)</small>						
<b>Student Medical History</b>	Your child's medical history will help us to provide the most appropriate care <small>(Submit relevant medical document or other information if available)</small>					
	<input type="checkbox"/> M1	Congenital Heart Disease	<input type="checkbox"/> M7	Rheumatic Heart Disease	<input type="checkbox"/> M13	Other Heart Diseases <small>*Please specify</small>
	<input type="checkbox"/> M2	Haemophilia	<input type="checkbox"/> M9	Hepatitis B	<input type="checkbox"/> M14	Other Blood Diseases <small>*Please specify</small>
	<input type="checkbox"/> M4	Tuberculosis	<input type="checkbox"/> M10	HIV / AIDS	<input type="checkbox"/> M15	Other Liver Diseases <small>*Please specify</small>
	<input type="checkbox"/> M5	Epilepsy	<input type="checkbox"/> M11	Asthma	<input type="checkbox"/> M16	Other Infectious Diseases <small>*Please specify</small>
	<input type="checkbox"/> M6	G6PD Deficiency	<input type="checkbox"/> M12	Diabetes	<input type="checkbox"/> M17	Kidney Disease
	<input type="checkbox"/> M8	Thalassaemia	<input type="checkbox"/> M23	ADHD	<input type="checkbox"/> M24	Autistic Spectrum Disorder
	<input type="checkbox"/> M18	Hereditary Disorder <small>*Please specify</small>	<input type="checkbox"/> M19	Long Term Medication <small>*Please specify</small>		
	<input type="checkbox"/> M20	Operations <small>*Please specify the type and date of operation taken</small>	<input type="checkbox"/> M21	Allergies to Drugs <small>*Please specify</small>		
	<input type="checkbox"/> M22	Other Medical Conditions / Allergies <small>*Please specify</small>				
<b>Consent and Declaration</b>	<b>I have thoroughly read and completed the above medical history section. I confirm that the reported medical history is true and accurate.</b>					
	<input type="checkbox"/> <b>Student Health Service (SHS)</b> <small>(Please refer to the attached 'Guidelines to Verification of Eligibility' for details)</small> I agree to enrol the above named child in the Student Health Service. I give consent to and authorise the Director of Health to obtain or disclose all relevant information relating to the child from me, the school the child is attending, the service providers engaged by SHS, Government Departments and Bureaux and relevant parties for the purpose of enrolment and follow-up appointment and establishing the eligibility status of the child for fee-determination purpose. (The SHS is provided free for those students who are "eligible persons". For "non-eligible persons", they have to pay on the appointment day the gazetted annual fee, the prevailing fee is HK\$535.)					
	<input type="checkbox"/> <b>School Dental Care Service (SDCS)</b> <small>(Please refer to the attached 'Guidelines to Verification of Eligibility' for details)</small> I agree to enrol the above named child (Only primary school children under the age of 18 as at 1 <sup>st</sup> September 2022 are eligible to join the SDCS.) in the School Dental Care Service. I give consent to dental treatments considered necessary for my child and undertake to co-operate with the staff of the clinic. I also give consent to and authorise the Director of Health to obtain all relevant information relating to the child from me, the school the child is attending, Government Departments and Bureaux for the purpose of enrolment and establishing the eligibility status of my child for fee-determination purpose. (Students joining SDCS are required to submit the form together with HK\$30 to the school. For students who are "non-eligible persons", they have to pay the balance HK\$695 upon notification by the SDCS.)					
Signature of Parent / Guardian _____				Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		
Name of Parent / Guardian _____				(IN BLOCK LETTERS) Date _____		
Name of Student _____			Name of Student _____			
Address _____			Address _____			

Students who participate in the services for the first time should submit the following documents to confirm their identity:

1. Application form
2. A copy of one of the following items
  - i. Student's Hong Kong Identity Card or
  - ii. Student's Hong Kong Birth Certificate or
    - a) With permanent resident status of HKSAR and marked with word "ESTABLISHED"
    - b) With permanent resident status of HKSAR marked with words "NOT ESTABLISHED", but the Permit to Remain in the HKSAR shows that:
      - unconditional stay in HKSAR has been granted
      - the holder is permitted to remain until (date) and provided that the holder is not a visitor and has not overstayed in Hong Kong.
  - iii. Student's HKSAR Passport or
  - iv. Student's HKSAR Re-entry Permit or
  - v. Student's HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong or
  - vi. Valid travel documents stamped with the "right of entry/ residence/ unconditional stay" stamp or
  - vii. Certificate of Exemption or
  - viii. Consular Corps Identity Card.



# Appendix 2

## Sample: “Household Application Form for Student Financial Assistance Schemes” (SFO106B)



在職家庭及學生資助事務處  
學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY

STUDENT FINANCE OFFICE (SFO)

HOUSEHOLD APPLICATION FORM FOR STUDENT FINANCIAL ASSISTANCE SCHEMES

(Please read the Guidance Notes and "Notes on How to Complete and Return Household Application Form" carefully before completion.)

學生資助計劃綜合申請表格

2022/23

Appendix 1A

[Applicable to the Kindergarten and Child Care Centre Fee Remission Scheme (KCFRS), Grant for School-related Expenses for Kindergarten Students (Grant-KG), School Textbook Assistance Scheme (TA), Student Travel Subsidy Scheme (STS), Subsidy Scheme for Internet Access Charges (SIA), Diploma Yi Jin Fee Reimbursement (DYJFR) and Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses) (FR(FAEAEC))] **You may obtain the Sample Form for people of diverse race from the SFO starting from May 2022, if necessary.**

本申請表格備有中文版本。如有需要，請向學生資助處索取。

Please check all pre-printed data in the shaded area in this form. If amendment is required, please provide updated information in the spaces provided on right-hand side. Otherwise, please leave the spaces blank. Please complete **remaining parts** of the form in black / blue ink and sign the form to confirm.

(# Please put "✓" in the appropriate box(es), \* delete the inappropriate item(s). @ are optional items.)

### Part I Particulars of the Applicant

(The Applicant must be the parent or guardian (as recognised under Guardianship of Minors Ordinance, Cap 13) of the student-applicant(s).)

1. Name in Chinese	2. Title @# A. Mr. B. Ms. C. Miss	
3. Name in English		[C]
4. Correspondence Address	(Please fill out in English)	
Name of Building	Flat Floor Block	[U]
Estate / Village		
No. & Name of Street		
District		
Area	# 1. HK 2. KLN 3. NT 4. OHK (Outside HK)	
5. Year of Birth		
6. HKID Card No.	( )	[M]
	(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)	
	Other Identity Document Type: ( ) (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")	
	Other Identity Document No.:	[D]
7. Home Tel No. @		
8. HK Mobile Phone No.		
9. Email Address		
10. Your marital status during the period from 1.4.2021 to 31.3.2022		
# [ ] A. Married [ ] B. * Divorced / Separated / Widowed / Single / Others (Please specify : )		[SP]
(Please provide spouse's information in Part II) (Please provide copies of supporting documents, and spouse's information need not be provided in Part II)		
11. [ ] Paper-based application form is needed in the next school year		
(Note: Applicants who do not put "✓" in the box will be treated as opting for electronic application in the next school year. To facilitate application and for environmental protection, the SFO encourages applicants to submit electronic application.)		
12. Ethnicity Note @# [ ] A. Chinese [ ] B. Pakistani [ ] C. Nepalese [ ] D. Others (Please specify: )		
(Note: The collection of information about the ethnicity is for statistical and research purposes and will not affect the processing or assessment of the household application for student financial assistance schemes.)		

### Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

(If you need to add family member(s) / amend the information of family member(s), please provide a copy of the identity document concerned.)

<b>A. Spouse</b>			
1. Name in Chinese			[D]
2. Name in English			[C]
3. Year of Birth			
4. HKID Card No.	( )		[M]
	(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)		
	Other Identity Document Type: ( ) (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")		
	Other Identity Document No.:		
5. HK Mobile Phone No. @			
<b>B. Student-applicants and unmarried children residing with the family (If more than one child, please fill out this part starting from the youngest child.)</b>			
	Student-applicant 1 / Unmarried child residing with the family 1	Student-applicant 2 / Unmarried child residing with the family 2	
1. Name in Chinese			1 2
2. Name in English			[D] [D]
3. Date of Birth	D M Y	D M Y	[C] [C]
4. HKID Card No. / Birth Certificate No. If not available, please provide: Other Identity Document Type	( )	( )	
	(Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")	(Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")	
	Other Identity Document No.:	Other Identity Document No.:	
5. Status for 2021-22	# [ ] A. Under education [ ] B. In employment [ ] C. Unemployed [ ] D. Other	# [ ] A. Under education [ ] B. In employment [ ] C. Unemployed [ ] D. Other	[S] [S]
6. Name of School / Institution in 2022/23			[Y] [Y]
7. Class level in 2022/23			
8. Mode of study	# [ ] A. Whole-day [ ] B. Half-day (A.M. session) [ ] C. Half-day (P.M. session) [ ] D. Part-time	# [ ] A. Whole-day [ ] B. Half-day (A.M. session) [ ] C. Half-day (P.M. session) [ ] D. Part-time	[B] [B]
9. Apply for schemes (On student basis and you may choose more than 1 item, if applicable)	# [ ] Need [ ] Do not need # Kindergarten & below levels: [ ] (1)KCFRS + (2)Grant-KG <sup>a</sup> # Primary & secondary levels or equivalent: [ ] (3) TA [ ] (4) STS [ ] (5) DYJFR [ ] (6) FR(FAEAEC)	# [ ] Need [ ] Do not need # Kindergarten & below levels: [ ] (1)KCFRS + (2)Grant-KG <sup>a</sup> # Primary & secondary levels or equivalent: [ ] (3) TA [ ] (4) STS [ ] (5) DYJFR [ ] (6) FR(FAEAEC)	[ ] [ ]
	<sup>a</sup> Grant-KG only applicable to KG students (K1-K3)	<sup>a</sup> Grant-KG only applicable to KG students (K1-K3)	

SFO 106B

P.T.O



# Appendix 3

## Sample: Application Result of “Household Application Form for Student Financial Assistance Schemes” (A yellowish letter)

Appendix 2



在職家庭及學生資助事務處

學生資助處

**WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY  
STUDENT FINANCE OFFICE**

九龍協調道3號工業貿易大樓5樓  
5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

[Applicant's name]  
[Applicant's address]  
[Applicant's address]  
[Applicant's address]  
[Applicant's address]

Household Application No. :

Date :

Dear Sir / Madam,

### HOUSEHOLD APPLICATION FOR STUDENT FINANCIAL ASSISTANCE SCHEMES 2022 / 23 NOTIFICATION OF RESULT

The Student Finance Office (SFO) has completed the assessment of your Household Application for Student Financial Assistance Schemes for the 2022/23 school year. The application result(s) is/are as follows-

Student Name (HKID Card No.)	Level of Assistance (Effective Date)	Remarks
CHAN YAT MAN A123****	HALF (1 September 2022)	Since the grant rates for School Textbook Assistance (TA) for the 2022/23 school year are being formulated, the SFO has preliminarily disbursed the provisional TA to you with reference to the respective TA grant rates for the 2021/22 school year. The Subsidy for Internet Access Charges (if applicable) will also be disbursed to you concurrently. The Student Travel Subsidy will normally be disbursed to eligible applicants starting from around end October / early November 2022.
CHAN YEE MAN B123****	HALF (1 September 2022)	
CHAN SAM MAN C123****	HALF (1 September 2022)	The Eligibility Certificate(s) (EC) (applicable to Financial Assistance for Primary and Secondary Students) is/are enclosed. <b>Please complete the EC(s) according to the enclosed “Guidance Notes on How to Apply by Scheme (Financial Assistance for Primary and Secondary Students) (SFO 189)” and return the EC to the attending school for processing (i) within one week from the commencement date of school or (ii) within two weeks from the issue date of EC, whichever is the later.</b>  After verifying whether the students are eligible for the respective Schemes and upon the completion of the assessment procedures, the SFO will release financial assistance to the eligible applicants.
CHAN SAI MAN D123****	3/4 Fee Remission	The School Certificate(s) (SC) (Pre-printed) (applicable to Kindergarten and Child Care Centre Fee Remission Scheme / Grant for School-related Expenses for Kindergarten Students) is/are enclosed for applicants who have submitted the pre-printed form earlier. <b>Please complete and submit the SC(s) according to the enclosed “Notes on How to Complete and Return SC (applicable to Kindergarten and Child Care Centre Fee Remission Scheme / Grant for School-related Expenses for Kindergarten Students) (SFO 293E)”.</b> If your child(ren) is/are attending school for the first time in the 2022/23 school year or has/have not received fee remission in the 2021/22 school year, you must complete the SC(s) distributed with the household application form(s) and submit the SC(s) to the school(s) concerned for processing.  After verifying whether the students are eligible for the Scheme and upon the completion of the assessment procedures, the SFO will arrange disbursement of the fee remission to the eligible applicants through the kindergartens / child care centres concerned. The SFO will notify applicants of the fee remission amount and payment arrangement in writing separately.  As regards the disbursement of the Grant for School-related Expenses for Kindergarten Students, if applicants have not yet provided valid bank account information, SFO will separately request for the information in writing to facilitate the disbursement of the grant. The Grant will be disbursed through autopay to the bank account of the eligible applicants starting from end September 2022.



