

19th June, 2023

Dear Parents / Guardians,

As the school year is coming to an end, please note the following arrangements:

1. Closing Ceremony

Closing Ceremony of the School Year will be held on **11th July, 2023**. School report cards will be distributed to students. Prizes and Scholarship awards will be presented as well. School hour on that day will be from **8:00 a.m. to 11:00 a.m.** and school bus will leave school at **11:20 a.m.**

2. Registration

Students should return to school for the closing ceremony of the school year and register for the academic year 2023/2024 on **11th July, 2023**. (Students who fail to register accordingly must have valid reasons for their absence). For those cannot come on the said date, they are required to come to school on or before **21st July, 2023** to get their report card as well as register for the new academic year. **No seats will be reserved for those who do not register on or before the said deadline unless they get prior approval from the Principal.**

3. Registration of Repeaters

S.1 – S.5 repeaters have to register at the General Office between **17th July, 2022 to 21st July, 2023**. Otherwise, it will be considered as leaving school.

4. Summer Holiday Exercise Books

Students are required to complete the summer holiday exercise books and submit them to their class teacher(s) on **1st September, 2023**.

5. Placement in S.1 – S.6

S.1 – S.6 class allocation will be announced on **1st September, 2023**.

6. Purchase of books

Interested students can complete and return the book order form to the school General office on or before **14th July, 2023 at 1:00p.m.**. Students can collect their books on **22nd August, 2023 (9:00 a.m. – 12:30 p.m.)**. Further details please refer to the order form.

7. S.4 promote to S.5 and S.5 promote to S.6 students

In order to well prepare our S.5 and S.6 students for the HKDSE, they are required to start the new school year on **22nd August, 2023 (Tuesday)**, school hours from **8:00 a.m. to 12:05 p.m.** Students who come late or absent will be handled according to school rules.

8. New Academic Year Commencement Date

New academic year will be started on **1st September, 2023** from **8:00 a.m. to 12:00 noon**.

9. **Students are not allowed to extend the summer holiday without prior approval from the school.**

10. Photos

S.1 to S.5 students need to have 3 photos (dressed in proper school uniform) for the school year. S.6 students need to have 6 photos. Our school will make arrangements for photo taking at \$20 for 8 photos. Students can take the photos through the school or on their own.

Yours faithfully,

Zareenah S. Y. Ho
Principal