

*The Salvation Army*  
*Lam Butt Chung Memorial School*  
Parent Handbook for Newcomers  
AY 2023-2024



# 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:	P.1-3 Ready by Oxford and Space Town English Programme (EDB), P.4-6 Ready by Oxford and Keys 2 English Programme (EDB), Reading across Curriculum, Native English Teacher (NET) Lessons
	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 (Life education) 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-based 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>- 7<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 8<sup>th</sup> September)**

- School starts: 8:15 a.m.
- School dismissal: Monday to Thursday 3:25 p.m. ; Friday 2:25 p.m.
- Lunch: at school (12:40 - 1:10 p.m.) (Ways of lunch : prepare own food / delivery of lunch boxes / order lunch from school lunch vendor)
- 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 newcomers 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 ruler (Please label all pieces of stationery and water bottles with the 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.)



## **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. (If you have signed the electronic circular and decided to take photos at school on 6th September, there is no need to submit the photos.)

# Students Support

## Daily Routines for Mornings

According to the Centre for Health Protection, it is recommended by the Education Bureau that parents shall take body temperatures of their children and 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 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 who 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 recesses in the morning.



## **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 the 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 machines 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 2324-035.

# **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. (The marks of the first and second dictation will not be counted as the daily scores in dictation)
- ✧ Dates of dictations and assessments will be stuck on the Student Handbooks.
- ✧ Assessments and examination:

Form of Assessment	Month
*Unit test 1	October
Diverse Assessment (non-written)	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.

# **Lunch and Snacks for Recesses**

## **Student Lunch**

Starting from 8th September, 2023 (Friday) onwards, all students in the school will have lunch at school. The time is 12:40-13:10 from Monday to Friday. Students can choose the form of lunch: prepare own food, delivery of lunch boxes or order lunch from school vendor.

### **I. Prepare own food**

1. Parents please prepare insulated rice pots or lunch boxes for their children. Do not carry easy-to-break glass containers or cutlery.
2. Do not put too much food in the lunch box, and do not bring refrigerated food, soup or cups of drinks.
3. Please put the rice pot or lunch box in a handbag, and put a name tag on it. (Must write down students' names and class.

### **II. Delivery of lunch boxes**

1. Time: Monday to Friday: 12:00-12:25p.m.
2. Location: the school lobby. The lunch boxes will be placed on the lunch cart according to students' class.
3. Please put the "Parents Meal Card" on the outside of the handbag. (Must have name and class, which will be distributed to students later)
4. In order to ensure the hygiene of students' lunch, the school will not accept staff from restaurants in the estate as substitutes of parents to bring lunch to school.

### III. Order lunch from school vendor

1. The lunch supplier of our school is "Luncheon Star"
2. The lunch box is priced at \$23
3. The details of ordering lunch box are as follows:

#### September: Fill in the printed lunch ordering form

- Lunch ordering forms will be distributed to students on 1<sup>st</sup> September.
- Parents should hand in the completed lunch ordering form to class teachers on or before 4<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:



\*A student number will be given to each student by Luncheon Star via eClass. Existing 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 2324-036) 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 2324-037 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 canceled lunch boxes either by deducting the lunch fee of the upcoming second month, or making a bank transfer in the mid of July.

9. You can order lunch for the next month from the 15th to the 23rd of each month, and no additional orders will be accepted during this period.

10. If it is necessary to order meals temporarily due to special circumstances, students need to submit the lunch fee on the first morning recess (10:10-10:25) of the day and order lunch from the supplier in the canteen on the first floor. If the student forgets to bring the lunch fee, the school will call the parents and contact the staff of the lunch supplier, and ask the parents to pay the fee to the staff from the lunch vendor on the next school day.

## **Snacks for Recesses**

1. Students are advised to place their snacks in resealable food containers or bags for easy handling of any remains.
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

- **P.1 and P.6 students will receive vaccination for Diphtheria, Tetanus, acellular Pertussis & Inactivated Poliovirus Vaccination (DTaP-IPV), measles prevention, mumps, rubella (integrated MMR vaccine) .**
  - **P.1-P.6 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 professionals 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 on or before 6<sup>th</sup> September. All records will be returned to parents after injection in the second term.
- ✧ Here is an example of immunization records issued by the Department of Health in Hong Kong:

茶灣  
星期二  
下午二時  
九時  
女  
四一六二  
人健康院

DEPARTMENT OF HEALTH  
THE GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION  
香港特別行政區政府衛生署

IMMUNIZATION RECORD  
免疫注射紀錄

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  
母親健康院

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

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.hi](https://www.fhs.gov.hk/tc_chi/health_info/child/14828.hi)



# 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 identification documents (Appendix 1)	6 <sup>th</sup> September
Students who participate in “School Dental Care Service” need to pay \$36 (The fee will be deducted from students’ e-Payment account. Parents do not need to pay in cash and are advised to pay the fee through e-payment.)	on or before 15 <sup>th</sup> September

- ✧ Reminders for Parents/Guardians:

To apply for the 2023/2024 student health and dental care services, parents need to complete ONE application form, provide the copies of relevant identification documents and settle the payment via e-payment.

- ✧ Eligibility and details:

Please refer to the Attachment 1: “Application and Consent Form for Student Health Service and School Dental Care Service (Sample)”.





# **School Textbook Assistance Scheme**

1. For 2023/24 School Textbook Assistance Scheme, the Student Financial Assistance Agency should have sent the “Household Application Form for Student Financial Assistance Schemes” (a family as a unit) (Please refer to Appendix 2) to eligible families of 2022/2023. Applicants should have submitted the completed application form and sent it to the SFO before the end of May. (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 2023/24 P1 students, or new applicants) who submitted their applications and provided all necessary supporting documents applications by May 2023, the SFO will issue the student-based EC “Eligibility Certificates” (A yellowish form) (Please refer to Appendix 4) starting from end August 2023. Parents should return the completed ECs to the class teachers in **the first week of September 2023** for further procedures.
3. The SFO will check and review the 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 2023. 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, newcomers or new applicants** can obtain the application form (Form A) from **Tung Chung District Office** during office hours.(Address:1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island, New Territories) 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 2023.**
  
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 the Chief Executive in the 2019 Policy Address.
2. From 2023/24, EDB will implement the electronic submission (e-Submission) of applications for student grant. To submit applications electronically, parents must have a user account of “iAM Smart+” with digital signing function. Parents are strongly encouraged to register for “iAM Smart+” in advance. Parents may register for “iAM Smart+” in-person at:

Place	Address	Time
Tung Chung Municipal Services Building (Self-Registration Kiosk)	1/F, Tung Chung Municipal Services Building, 39 Man Tung Road, Tung Chung, Lantau Island	7:00 am to 11:00 pm daily
Tung Chung Post Office (Registration Service Counter)	G/F, 6 Mei Tung Street, Tung Chung	Mon to Fri: 9:30 am - 5:00 pm Sat: 9:30 am - 1:00 pm

3. If parents fail to submit online applications, they can still submit the completed paper application forms to the EDB through the school in September.

# 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) STEAM 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 Parents App

1. Applicable to iPhone and Android phones.
2. The account login information of the **Parents'** Account has been distributed in August.
3. For detailed information of installation, please refer to the school website.

(Home » Parents and School » Parent Resources)

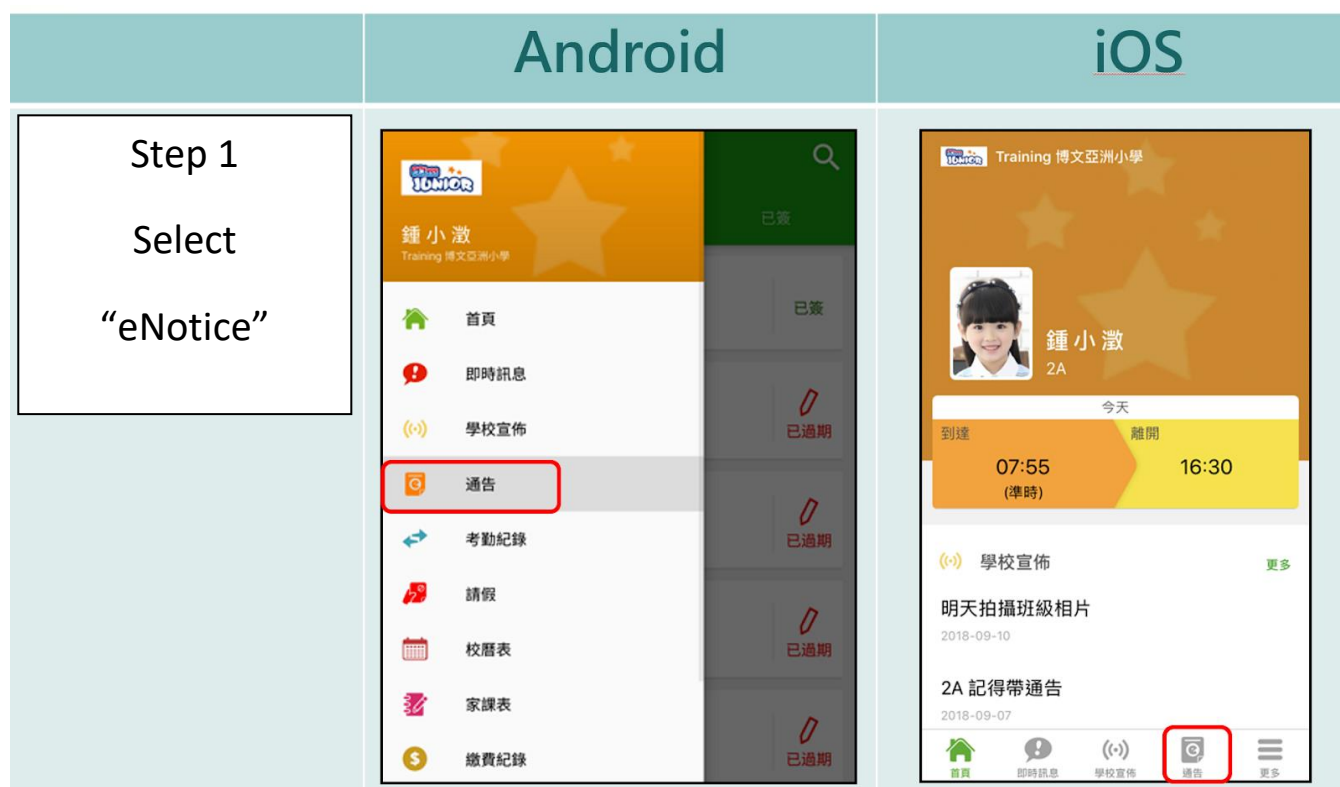
4. Each parent account can log in up to five different devices.
5. Please make sure that the password is only owned by the parents because after logging in, they can sign the notice and make payment.



# e-Notice

Signing the e-Notice is very convenient. After logging into the parent account through the eClass Parents App, you can sign according to the following process.

\*When pressing [Sign], you need to enter the parental password for confirmation.







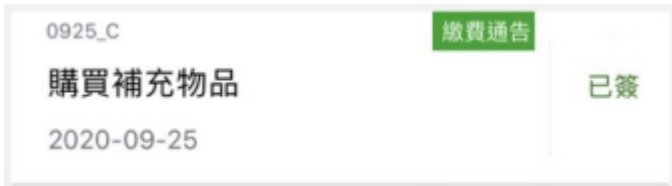


## eClass e-Payment

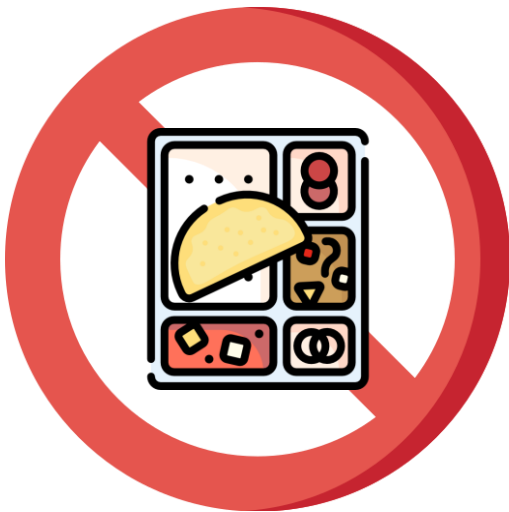
When the school charges fees, parents need to sign the **payment** notice, and the fee will be deducted from the student's eClass account. If the account balance is insufficient, the relevant notice cannot be signed. Parents can top up value to the eClass account at any time through the FPS or Tap&Go account.



- There will be a special mark on the payment notice (green label)



- **Remarks: Not applicable for lunch payment**



# School Library

## Opening hours of school library:

- The school library will be open on 18<sup>th</sup> September, 2023.
- The library will be open for students during recess. A quota of 50 is set for each session.
- Recess: 1st Recess: 10:10-10:25 a.m.  
2nd Recess: 11:25-11:40 a.m.  
Lunch break: 1:10-1:40pm
- After class:
  - The library will be open for students from 3:30-4:40 p.m from Mondays to Thursday. It will also be open from 2:30-3:30 pm on Fridays. A quota of 15 is set for each day.

Students who are interested in reading in the school library need to **register in advance**, and the **procedures are as follows**:

### 1. Registration:

- in the morning which is one day before class (7:50-8:15am)
- Submit the handbook to the librarian for registration and stamping

(Registration location: in front of the entrance of the covered playground)

2. Signature - **Parents are required to sign on the handbook** to be informed of students' staying at school after school.

3. On the day of staying at school - students gather in the school hall on the 4th floor after school and **they need to**

**bring their handbooks.**

4. How to leave school -

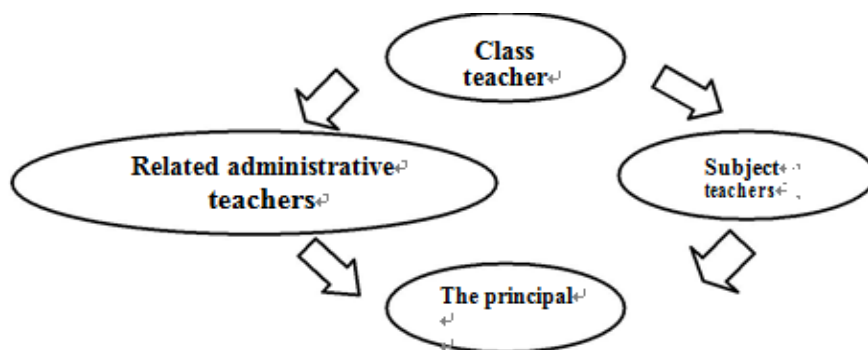
- Parents pick up (P1-P6)
- Self-guided return (P3-P6)

\*Welcome parents accompany students to stay after school and

read books with them in the school library.

- Students may borrow books during the library's open hours or during their library studies lessons that are held one session in each week.

# 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 - 11:40 a.m. ; After school: after 3:45p.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 email: [lbcps@esd.salvation.org.hk](mailto:lbcps@esd.salvation.org.hk)



Principal and Administrative teachers:

Scope	Principal/ Responsible teachers
School policy	Principal Mr. Ma
Parents and Teachers Association, class arrangement	Vice Principal, Ms. Ha
School curriculum, Learning and Teaching	Vice Principal, Ms. Poon
Assessments and examinations	Vice Principal, Ms. Ngai
Healthy Campus, Service Learning, Student Exchange Program	Mr. Chau Sui Man
Information technology	Mr. Chan Yu Kei
Students activities coordinator, P.1 extra-curricular activities (after school)	Mr. Chui Hiu Fung
Special educational needs coordinator	Ms. Lam Wing Sze
School discipline and counseling, school bus matters	Mr. Law Chi Wai

Students lunch	Ms. Lee Ling Sik
Vaccination, student health and dental service	Ms. Chong Man Yan
Textbook Allowance, Student Subsidy	Ms. Wong Lai San
Students textbooks, uniforms and photos	Ms. Tsang Mei Yi
Library matters	Ms. Lam Kit Yee



# Appendix 1

## 2023-2024 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 2023 / 2024**

<b>Student Particulars</b>	Name of Child (Please complete the name as printed on Identity Card / Birth Certificate) (Please complete this form in BLOCK letters using ball pen)				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="checkbox"/>		
<b>Student Medical History</b>	* Student should bring along the stated identity document when attending our clinics / centres.					
	Type of document:			Document No.:		
	<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)			Date of Birth Day <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/>		
	<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="checkbox"/> Year <input type="checkbox"/>		
			Day-time contact Telephone No. of parent / guardian (Remarks : for phone contact and receiving SMS message)			
Student Reference Number		School Dental Care Service Number (SDCS No.)		Home Telephone No./other cell phone no.		
(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)		(Please refer to SDCS Handbook. Not applicable to new applicant)				
<b>Consent and Declaration</b>	Your child's medical history will help us to provide the most appropriate care (Submit relevant medical document or other information if available)					
	<input type="checkbox"/> M1	Congenital Heart Disease		<input type="checkbox"/> M7	Rheumatic Heart Disease	
	<input type="checkbox"/> M2	Haemophilia		<input type="checkbox"/> M9	Hepatitis B	
	<input type="checkbox"/> M4	Tuberculosis		<input type="checkbox"/> M10	HIV / AIDS	
	<input type="checkbox"/> M5	Epilepsy		<input type="checkbox"/> M11	Asthma	
	<input type="checkbox"/> M6	G6PD Deficiency		<input type="checkbox"/> M12	Diabetes	
	<input type="checkbox"/> M8	Thalassaemia		<input type="checkbox"/> M23	ADHD	
	<input type="checkbox"/> M18	Hereditary Disorder *Please specify		<input type="checkbox"/> M19	Long Term Medication *Please specify	
	<input type="checkbox"/> M20	Operations *Please specify the type and date of operation taken		<input type="checkbox"/> M21	Allergies to Drugs *Please specify	
	<input type="checkbox"/> M22	Other Medical Conditions / Allergies *Please specify				
I have thoroughly read and completed the above medical history section. I confirm that the reported medical history is true and accurate.						
<b>Student Health Service (SHS)</b> (Please refer to the attached 'Guidelines to Verification of Eligibility' for details) <input type="checkbox"/> I agree to enrol the above named child in the <b>Student Health Service</b> . I give consent to have health assessment including physical examination considered necessary for my child and undertake to co-operate with the staff of the centre. I also 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\$615)						
<b>School Dental Care Service (SDCS)</b> (Please refer to the attached 'Guidelines to Verification of Eligibility' for details) <input type="checkbox"/> I agree to enrol the above named child (Only primary school children under the age of 18 as at 1 <sup>st</sup> September 2023 are eligible to join the SDCS.) in the <b>School Dental Care Service</b> . 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\$36 to the school. For students who are "non-eligible persons", they have to pay the balance HK\$799 upon notification by the SDCS.)						
Signature of Parent / Guardian				Relationship		
Name of Parent / Guardian				Date		
				<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		

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”

A smart tip before you start filling out the application :  
Isn't submission in person or by post too much a hassle?

**Apply Online** to save time and money!



<https://ess.wfsfa.gov.hk/espps>



**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**

2023/24

[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 of Applied Education Fee Reimbursement (DAEFR) / 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 2023, 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 put “v” in the appropriate box(es), \* delete the inappropriate item(s) and @ 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	<input type="text"/>	2. Title @# <input type="checkbox"/> A. Mr. <input type="checkbox"/> B. Ms. <input type="checkbox"/> C. Miss	
3. Name in English	<input type="text"/>		[C]
4. Correspondence Address	<i>(Please fill out in English)</i>		
	Flat <input type="text"/>	Floor <input type="text"/>	Block <input type="text"/>
Name of Building	<input type="text"/>		
Estate / Village	<input type="text"/>		
No. & Name of Street	<input type="text"/>		
District	<input type="text"/>		
Area	# <input type="checkbox"/> 1. HK <input type="checkbox"/> 2. KLN <input type="checkbox"/> 3. NT <input type="checkbox"/> 4. OHK (Outside HK)		
5. Year of Birth	<input type="text"/>		
6. HKID Card No.	<input type="text"/>		
	<i>(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)</i>		
	Other Identity Document Type: <input type="text"/> <i>(Please refer to paragraph 1.1 of “Notes on How to Complete and Return Household Application Form”)</i>		
	Other Identity Document No.: <input type="text"/>		
7. Home Tel No. @	<input type="text"/>		
8. HK Mobile Phone No.	<input type="text"/>		
9. Email Address	<input type="text"/>		
10. Your marital status during the period from 1.4.2022 to 31.3.2023	# <input type="checkbox"/> A. Married <input type="checkbox"/> B. * Divorced/ Separated/ Widowed/ Single/ Others (Please specify : _____)		
	<i>(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)</i>		
11. <input type="checkbox"/> Paper-based application form is needed in the next school year			
	<i>(Note: Applicants who do not put “v” in the box will be treated as opting for electronic application form in the next school year. To facilitate application and for environmental protection, the SFO encourages applicants to submit electronic application.)</i>		
12. Ethnicity <sup>Note</sup> @# <input type="checkbox"/> A. Chinese <input type="checkbox"/> B. Pakistani <input type="checkbox"/> C. Nepalese <input type="checkbox"/> D. Others (Please specify: _____)			
	<i>(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.)</i>		

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

<b>A. Spouse</b>			
1. Name in Chinese	<input type="text"/>		
2. Name in English	<input type="text"/>		[C]
3. Year of Birth	<input type="text"/>		
4. HKID Card No.	<input type="text"/>		
	<i>(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)</i>		
	Other Identity Document Type: <input type="text"/> <i>(Please refer to paragraph 1.1 of “Notes on How to Complete and Return Household Application Form”)</i>		
	Other Identity Document No.: <input type="text"/>		
5. HK Mobile Phone No. @	<input type="text"/>		

# 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 2023/24 NOTIFICATION OF RESULT

The Student Finance Office (SFO) has completed the assessment of your Household Application for Student Financial Assistance Schemes for the 2023/24 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 2023)	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 2023)	
CHAN SAM MAN C123****	HALF (1 September 2023)	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.

