



ST. LOUIS SCHOOL

Circular No. 01 (17-18)

1st September, 2017

Dear Parents/Guardians,

Re: School Opening for the School Year 2017-2018

1. The School Opening Day will take place on 1st September, 2017, Friday.
2. All students should return to school in full summer uniform and go to their own classroom before 8:10 a.m. The Class Teachers should take the roll-call and return the roll-call sheets to the School Office.
3. At about 9:00 a.m., all students should proceed to the Grand Stand according to instructions through public address system. There will be a prayer service seeking God's abundant grace for the whole school in this school year. After the assembly, all students should proceed to their respective classrooms for their class business. In case of bad weather, the prayer service will be conducted at the Chapel, all S6 students will attend the service at the Chapel while other classes will join in their own classroom through live broadcast.
4. The names of five suitable candidates chosen by their classmates for the posts of Monitor and Vice-Monitor of each class should be submitted to the Principal. (All candidates must meet the following requirements: with grade B or above in conduct and pass in average mark in the previous academic report.) Having been vetted, the list would be returned to the Class Teacher, who will arrange for the election of a Monitor and Vice-Monitor. The Monitor and Vice-Monitor should remain in office for one year and may not be removed from office without prior approval of the Principal. The other three students, who are nominated, will be the class representatives, performing various duties of service for the class.
5. Each Class Teacher should have the timetable written on the blackboard for copying by his/her students.
6. Students can buy school exercise books at the Tuck Shop throughout the year.
7. Students are NOT required to submit their *passport* photos. The school will take digital *passport* photos for all students on 7th September, 2017. Class Teachers will be informed individually of the arrangement of photo taking of their students in early September.
8. Each student should have received an individual form asking for the student's relevant personal particulars and some necessary information about his family. The form is to be filled in at home, signed by his parents and returned directly to his Class Teacher on or before 11th September, 2017 (Monday). (Class Monitors or any students are not allowed to collect the forms.) The Class Teacher would check the particulars and have the complete set of forms of the whole class returned to the School Office by 14th September, 2017 (Thursday).
9. Each Class Teacher should submit the names of those absent on the School Opening Day to the School Office and should do likewise for each day until 8th September, 2017 (Friday). Student who takes leave of absence from any normal school days or school activity days due to either sickness or any other reasons should comply with the requirements stipulated on page 18 of Student Handbook.
10. All students should wear the school summer uniform, which consists of a short-sleeved white shirt with the school badge sewn onto the shirt pocket and light grey trousers. Students of Secondary Five and Six should wear also the school tie.
11. There will be no normal lessons on the School Opening Day. Students may leave the school at around 11:30 a.m. after the dismissal by their Class Teachers.
12. There will be 8 days in each cycle. During the first cycle, i.e. from 4th till 13th September, 2017 (Wednesday), a special time table (as shown overleaf) that ends at 12:20 p.m. Full-day time table will commence on 14th September, 2017 (Thursday, i.e. Day 1 of the second cycle).

Yu Lap Fun Peter
Principal

Time table (4 -13 September, 2017)

08:10 - 08:30	Class Teacher Period
08:30 - 09:05	1 st lesson
09:05 - 09:40	2 nd lesson
09:40 - 10:15	3 rd lesson
10:15 - 10:35	Recess
10:35 - 11:10	4 th lesson
11:10 - 11:45	5 th lesson
11:45 - 12:20	6 th lesson