



**ST. LOUIS SCHOOL**  
Circular No. 001 (24-25)

28<sup>th</sup> August, 2024

Dear Parents/Guardians, Teachers and Students,

**Re: School Opening for the School Year 2024-2025**

1. All Secondary Two to Six students should have been invited to join all Google Classrooms for different subjects (including one called “Class Affairs”) on or before 31<sup>st</sup> August, 2024. All Secondary One students should complete joining all Google Classrooms after receiving their login IDs and passwords on 2<sup>nd</sup> September, 2024. Students who have difficulties logging in should contact the clerical staff at the General School Office on 2546-0117.
2. The School Opening Day of the school year 2024-2025 is on Monday, 2<sup>nd</sup> September, 2024.
3. All students should return to school in full summer uniform before 8:05 a.m. and be present in their own classroom before 8:10 a.m. Class Teachers should log in the eClass system for the roll-call at or before 8:15 a.m.
4. At around 9:00 a.m., all students should proceed to the Grand Stand as instructed through public address system. There will be a prayer service seeking God’s abundant grace for the whole school in this academic year. After the assembly, all students should proceed to their respective classrooms for their class businesses run by the Class Teachers.

In case of bad weather, two parallel sessions will be run at the School Hall as instructed. Secondary One to Three students will gather for the prayer service at around 8:20 a.m. whereas Secondary Four to Six students will stay in their classroom for class businesses until 9:40 a.m. At around 9:40 a.m., through public address system, Secondary One to Three students will return to the classroom for class businesses while Secondary Four to Six students will proceed to the School Hall for the prayer service.

5. 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 should 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.
6. Each Class Teacher should have the timetable written on the blackboard for copying by his/her students.
7. Students can buy school exercise books at the Tuck Shop throughout the year.
8. Students are NOT required to submit their *passport* photos. The school will take digital *passport* photos for all students on Friday, 6<sup>th</sup> September, 2024. **All students should wear the school tie when taking photos.** Class Teachers will be informed individually of the arrangement of photo taking of their students in early September.
9. Each student should have received an individual form asking for the student’s relevant personal particulars and 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 Thursday,

5<sup>th</sup> September, 2024. (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 General School Office by Monday, 9<sup>th</sup> September, 2024.

10. Student who takes leave of absence from any normal school day or school activity day due to either sickness or any other reasons should comply with the requirements stipulated in the Student Handbook.
11. All students should wear the full 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.
12. There will be no normal lessons on the School Opening Day. Students may leave the school at around 11:00 a.m., after the dismissal by their Class Teachers.
13. There will be 8 days in each cycle. During the first cycle, i.e. from 3<sup>rd</sup> till 12<sup>th</sup> September, 2024 (Thursday), a special timetable (as shown below) that ends at 12:45 p.m. will be adopted. Full-day timetable will commence on 16<sup>th</sup> September, 2024 (Monday, i.e. Day 1 of the second cycle).

Class Teacher Period	08:10 - 08:25
1 <sup>st</sup> lesson	08:25 - 09:05
2 <sup>nd</sup> lesson	09:05 - 09:45
3 <sup>rd</sup> lesson	09:45 - 10:25
Recess	10:25 - 10:45
4 <sup>th</sup> lesson	10:45 - 11:25
5 <sup>th</sup> lesson	11:25 - 12:05
6 <sup>th</sup> lesson	12:05 - 12:45

14. When lessons at school are not permitted for any class on a school day, rules set for online lessons in Circular No. 002 should be observed.
15. Here are the steps to handle a student who feels unwell at school on a school day:
  - (a) Student Reports to the General School Office: A student who feels unwell should report his health condition to the General School Office immediately.
  - (b) First Aid Assessment: Qualified first-aid office staff will promptly assess the student's condition.
  - (c) Parent/Guardian Notification: The school staff will inform the student's parents or guardians about the situation.
  - (d) Emergency Contact: If the parents/guardians cannot be reached by phone in an emergency, the school staff will call an ambulance without delay.
  - (e) Hospital Transport: A school staff member will accompany the student to the hospital for treatment.
16. Continuing students should bring their student cards of 2023-2024 to school for checking their attendance electronically until new student cards are prepared.

Thank you for your attention.

Dr. Yick Ho Kuen  
Principal