



## Munsang College

2020 / 2021

*Message from the Principal (2)*

*4<sup>th</sup> December, 2020*

Dear Parents and Students,

Please take note of the following:

### A. Academic Affairs

#### I. Points to Note during School Suspension Period (for F.1 – F.5 Online Lesson)

1. Realtime online lessons will be conducted according to the existing class timetable from 8:00 a.m. to 12:40 p.m.. Students attending online lessons have to login with their Class, Class No. and FULL name (e.g. F1A 01 Chan Tai Man) and show your face during the lesson.
2. All lessons will finish 5 minutes earlier to allow students enough time to switch to another class.
3. Students are reminded to dress decently for the lesson.
4. Sick leave
  - Parents/guardians must call the General Office at/before 8:15 a.m. at 3655 3327 or 3655 3326.
  - Letter of absence should be photographed and sent to go@munsang.edu.hk on next school day.
  - Medical certificate is required if the leave exceeds 1 day.
5. Casual leave
  - Parents/guardians must call the General Office at least 2 days in advance.
  - Letter of absence (with supporting documents) should be photographed and sent to go@munsang.edu.hk

#### II. F.1 – F.5 First Term Examination Timetable (Appendix 1A) and F.6 Mock Examination Timetable (Appendix 1B)

Please refer to Appendix 1A or 1B.

Students should refer to the school homepage and AAC bulletin board for the details of the related seating arrangement.

If there is a further extension of suspension of face-to-face classes, the examination will be rescheduled. Details will be announced in due course.

#### III. Dropping Electives

##### Dropping a F.5 Elective and/or Math Extended Module 2

According to the assessment criteria stated in the Student and Parent Handbook (p.61), F.5 students who have the First Term Examination result below 30% of the full mark in the elective subjects are not allowed to take the subjects in the Second Term. Other F.5 students whose performance in the elective subjects were unsatisfactory may apply for withdrawal from the subject provided that they have at least 2 elective subjects for HKDSE Examination. The application letter with parents' signature should be submitted to Ms. Ting Man Shuk, Head of AAC, on or before 1<sup>st</sup> March 2021 (Monday).

##### Dropping F.4 Music

F.4 students taking Music are allowed to make application for withdrawal from this subject if they found their performance not satisfactory. The application letter with parents' signature should be submitted to Ms. Ting Man Shuk, Head of AAC, on or before 1<sup>st</sup> March 2021 (Monday).

#### IV. Supplementary Class for F.5 (Online) and F.6 Students during Christmas Holidays

Please refer to Appendix 2 for the supplementary class timetable.

## **V. Arrangement for F.6 Paper-checking**

Date: 4<sup>th</sup> – 24<sup>th</sup> February, 2021 (6 days)

Time: 8:00 a.m. – 12:40 p.m.

*Remarks:*

Same timetable as usual except the following:

- (a) Students should arrive at school before 7:55 a.m.
- (b) staying in the home-rooms for the P.E. lessons

## **VI. Release of F.6 Examination Report Card**

Date: 10<sup>th</sup> March 2021 (Wednesday)

Time: 8:00 a.m. – 8:15 a.m.

Venue: To be released on the school homepage in due course

*Points to note:*

- (a) Students should collect their Examination Report Cards at the specified date and time.
- (b) Students should wear proper school uniform.
- (c) Students are not allowed to play in the playground.
- (d) Students are to keep quiet in the corridor and NOT to disturb classes having lessons.
- (e) Students should follow ALL the Health Cautious Measures of the school.

For students who are unable to collect their Examination Report Cards should authorize a representative in writing to collect it. The letter should contain the following information: Name and Class of the student, Name and H.K. Identity Card number of the representative, and signatures of both the parent and student.

## **VII. No places for repeat in F.6**

Repeating F.6 may not be a good choice for students with unsatisfactory result in HKDSE Examination 2021 in view of the following factors:

- (a) multiple pathways for F.6 students to pursue further studies under the new academic structure
- (b) limited quota for F.6 elective subjects
- (c) heavy burden incurred from school-based assessment (SBA)

After detailed deliberation among teachers and careful consideration of the pros and cons, school administration has come up with the conclusion that there will NOT be a provision of F.6 places for repeat in 2021/2022. Students are strongly encouraged to try their best in the Mock Examination and HKDSE Examination.

## **VIII. ONE F.4 Class of 2 Electives in 2021/2022**

Commencing from the school year 2014/2015, F.3 students who ranked relatively low (in form position, Chinese Language and English Language) by the end of the school year will be allocated to the F.4 class with two electives ONLY.

*Objectives:*

- (a) more effective use of lesson time boosting students' performance in the core subjects
- (b) provision of extra lessons for Chinese Language, English Language and Liberal Studies

The arrangement applies to all F.3 students in 2020/2021 and F.4 repeaters in 2021/2022.

Besides, commencing from 2016/2017, in order to have effective utilization of human resources, there is no split class teaching in F.4 level. However, it does not apply to the elective subject groups so as to provide a more flexible subject combination for senior form students.

## **B. Annual Stakeholder Surveys**

In order to assess the learning and teaching effectiveness of the college, stakeholder surveys are conducted annually to collect opinions from parents, teachers and students for the betterment of the

school. This year, we would like to administer the stakeholder surveys in two stages. Below is the arrangement for parents:

F.6 Parents: From 7<sup>th</sup> December 2020 (Monday) to 10<sup>th</sup> December 2020 (Thursday)  
F.1 – F.5 Parents: To be confirmed after Class Resumption

Parents will be invited to complete the Parent Questionnaire (Secondary & Primary Schools) designed by the Education Bureau (EDB). The questionnaire is to be done anonymously and the multiple-choice (MC) answer sheets will be destroyed subsequently. The data collected will be processed by the computer and then submitted to the EDB.

Each parent will be given a transparent plastic folder containing the Questionnaire, “Parent Questionnaire (Secondary & Primary Schools)” and a sheet of instructions. Parents are invited to read the instructions carefully before answering the questions and not to fold the MC answer sheets. Students must return the MC answer sheets together with the plastic folders to the Class Teachers in the Home Period on/before the following deadlines:

F.6 Parents: 10<sup>th</sup> December 2020 (Thursday)  
F.1 – F.5 Parents: To be confirmed after Class Resumption

Your kind assistance is much appreciated.

### **C. Arrangement on 10/12 (Thurs) and 11/12 (Fri)**

1. To observe the guidelines issued by EDB, the school picnic originally scheduled for 10 December would be postponed until further notice. A normal school day of Day 1 would be restored on 10 December. F.6 students shall attend school as usual and F.1-5 students shall attend Zoom Online Lessons.
2. The Staff Development Day on 11 December would be conducted as scheduled. Students are not required to attend school or Zoom Online Lessons on that day.

### **D. Christmas Worship 21/12 (Mon)**

Online Christmas Worship for F.1 – F.6 students have been scheduled for 21<sup>st</sup> December 2020 as below  
Time: 8:00 a.m. – 9:00 a.m.

Students should login the Zoom lesson of their Class Teachers at 7:55 a.m. for roll-call. They are advised to prepare one more mobile device for the online game during Christmas Worship.

### **E. Student Activities Support Grant (SAS Grant) 2020/2021**

The Hong Kong Jockey Club Life-wide Learning Fund ended at the close of the 2018/19 school year. The Education Bureau now substitutes it by offering a new funding, namely Student Activities Support Grant (SAS Grant) which aims at supporting students with financial needs to participate in life-wide learning activities organized or recognized by schools. Life-wide learning activities include activities covering different KLAs and curriculum areas to enhance learning effectiveness (e.g. field trips, arts appreciation, visits to enterprises), diversified learning programmes with a view to enriching the five essential learning experiences for students (including activities on multiple intelligences, moral and civic education, community service, physical, aesthetic and cultural activities, clubs and societies, school team training and career-related experiences) and non-local exchange activities or competitions.

Priorities would be given to students according to the following criteria:

- (a) students in receipt of the Comprehensive Social Security Assistance (CSSA);
- (b) students in receipt of the full grant of School Textbook Assistance Scheme and Student Travel Subsidy Scheme of the Student Financial Assistance Agency (SFAA);
- (c) students who have financial difficulties (e.g. in receipt of half grant of SFAA)

Needy students can apply for subsidies from the Grant directly via the school. Application forms (Appendix 3) can be obtained from Ms. Rachel Lam at the General Office. The completed application forms together with the receipt(s) of payment should also be returned to Ms. Rachel Lam at the General Office directly before 4<sup>th</sup> June, 2021 (Friday). The approved subsidies of the eligible applicant will be made to your ePayment Account in late July 2021. All the application details will be kept confidential.

## F. Application for the Disbursement of ePayment Account

For F.6 graduates and students applying for withdrawal from school, parent/guardian concerned have to submit a formal writing, stating the name and class of the student, date of leaving and contact phone number and bank account information of the parent/guardian to Ms. Connie Lam at the General Office to apply for the disbursement of the remaining balance of ePayment Account. The closing date of the application is normally six months from the date of leaving.

## G. Careers Committee

1. The F.3 In-class CLP will be conducted online through Zoom meeting from 8:00a.m. to 8:15a.m. on 8<sup>th</sup> December, 2020 (Tuesday). Students are to join the Zoom meetings of their class teachers for the activity.
2. The scheduled career programmes from February to March are as follows:
  - (i) F.4 & F.5 Career Day
    - Date: 4<sup>th</sup> February, 2021 (Thursday)
    - Time: 2:30p.m. – 4:00p.m.
    - Venue\*: online Zoom meeting
    - Target: F.4 and F.5 students
  - (ii) F.3 Career Day (Promotion and Streaming I)
    - Date: 5<sup>th</sup> March, 2021 (Friday)
    - Time: 2:30p.m. – 4:00p.m.
    - Venue\*: online Zoom meeting
    - Target: F.3 students only
  - (iii) F.3 Parent Night on Promotion and Streaming
    - Date: 5<sup>th</sup> March, 2021 (Friday)
    - Time: 7:00p.m. – 8:30p.m.
    - Venue/Mode: To be confirmed
    - Target: Parents of F.3 students

**\*Note:** The Career Days may be conducted from 3:45p.m. to 5:15p.m. in the School Hall physically if face-to-face classes are to be conducted for a full day. In case of this, an eCircular notifying the changes will be issued.

## H. Arrangement of CCA amid suspension of face-to-face classes

CCA, in the form of online meetings and online activities, would be conducted as scheduled. Students are reminded to fill in Application for CCA Leave Form and submit to teachers-in-charge via email if they cannot attend any CCA meeting. Details would be released by class teachers.

## I. Collection of digital student photo

Due to covid-19, the school will not arrange any photo-taking service this year. All students are required to submit a digital student photo to the school for record keeping. The submission link will be disseminated to students through class teachers *when class resumes*. Parents may prepare the photo according to the requirements on the next page.

### Requirements of Student Photos

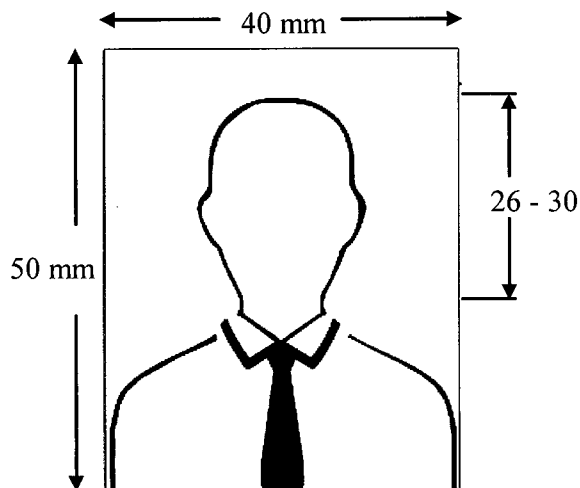
File Format: JPEG  
File Size: 5 MB or below  
Background color: Blue

Acceptable dimension:

1. Captured by scanner (600 dpi): 40 mm (W) x 50 mm (H)
2. Captured by digital camera: 1200 pixel (W) x 1600 pixel (H)

#### **Not accepted:**

- Not in winter school uniform
- Without school tie clearly shown
- With jacket or pullover
- Student not in the centre of the photo
- Inappropriate size of the face (Size from chin to crown: 26 mm to 30 mm)
- Frame of glasses across eyes
- Hair across eyes or eyebrows
- Flash reflection on face / glasses
- Too dark / too light
- Shadow on the background



- 40 mm (W) x 50 mm (H)
- Size from chin to crown: 26 mm to 30 mm
- Recent colour photograph showing full frontal face with clear facial features
- Plain blue background
- In winter uniform

Thank you for your kind attention.

Yours sincerely,

Dr. Yip Chi Sio  
Principal

**MUNSANG COLLEGE**  
**F.1 – F.5 First Term Examination Timetable (2020 – 2021)**

Appendix 1A

Note:

1. Students should arrive at school before 7:55 a.m. and at the examination centre 15 minutes before the commencement of the examination.
2. Students can check their designated examination centre and seat number at the notice board of Academic Affairs Committee at hexagonal area and school homepage.
3. Students should fill in the temperature record form in Student and Parent Handbook before coming back to school.
4. **ALL Listening Test sessions and Putonghua examination will be conducted in the School Hall.**

<i>Date</i>	<i>Time</i>	<b>F. 1</b>	<i>Time</i>	<b>F. 2</b>	<i>Time</i>	<b>F.3</b>
7 Jan Thu Day 3	8:15 – 9:45	Chinese 1	8:15 – 9:45	Chinese 1	8:15 – 9:45	English 1
	10:15 – 11:15	Chinese History	10:15 – 11:15	Geography	10:15 – 11:15	Physics
8 Jan Fri Day 4	8:15 – 9:45	English 1	8:15 – 9:45	Mathematics	8:15 – 9:45	Chinese 1
	10:15 – 11:15	History	10:30 – 11:30	English 3 (Listening)	10:15 – 11:15	Chinese History
11 Jan Mon Day 5	8:15 – 9:45	Mathematics	8:15 – 9:45	English 1	8:15 – 9:45	Mathematics 1
	10:30 – 11:30	English 3 (Listening)	10:15 – 11:15	History	10:15 – 11:15	Biology
12 Jan Tue Day 6	8:15 – 9:15	Integrated Science	8:15 – 8:45	Chinese 3 (Listening)	8:15 – 9:15	Chemistry
			9:00 – 9:15	PTH		
	9:45 – 10:30	Life and Society	9:45 – 10:45	Life and Society	9:45 – 11:15	English 3 (Listening)
13 Jan Wed Day 1	8:15 – 8:45	Chinese 3 (Listening)	8:15 – 9:15	Chinese History	8:15 – 9:15	Geography / History
	9:00 – 9:15	PTH				
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14 Jan Thu	8:15 – 9:45	Chinese 2	8:15 – 9:15	Integrated Science	8:15 – 9:45	English 2
	---	---	---	---	10:15 – 11:15	BAE
15 Jan Fri	8:15 – 9:15	Geography	8:15 – 9:30	English 2	8:15 – 9:45	Chinese 2
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18 Jan Mon	8:15 – 9:30	English 2	8:15 – 9:45	Chinese 2	8:15 – 9:15	Life and Society
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19 Jan Tue	---	---	---	---	8:15 – 9:05	Mathematics 2
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**MUNSANG COLLEGE**  
**2020 – 2021 F.1 – F.5 First Term Examination Timetable**

Appendix 1A

Note:

1. Students should arrive at school before 7:55a.m. using the entrance facing Inverness Road and at the examination centre 15 minutes before the commencement of the examination.
2. Students can check their designated examination centre and seat number at the notice board of Academic Affairs Committee at hexagonal area and school homepage.
3. Students should fill in the temperature record form in Student and Parent Handbook before coming back to school.
4. **ALL Listening Test sessions and Putonghua examination will be conducted in the School Hall.**

<i>Date</i>	<i>Time</i>	<b>F.4</b>	<i>Time</i>	<b>F.5</b>
7 Jan Thu Day 3	8:15 – 10:15	Liberal Studies	8:15 – 10:15	English 3 (Listening)
	10:45 – 12:45	English 3 (Listening)	10:45 – 12:45	Biology
8 Jan Fri Day 4	8:15 – 9:45	Chinese 2	8:15 – 10:00	Chinese 3 (Listening)
	10:15 – 11:45	Chemistry	10:30 – 12:30	Mathematics 1
11 Jan Mon Day 5	8:15 – 10:00	Chinese 3 (Listening)	8:15	Chemistry (– 10:15)
	10:30 – 12:00	Economics		Visual Arts (– 12:15)
12 Jan Tue Day 6	8:15 – 9:45	English 1	8:15 – 9:45	English 1
	10:15 – 11:45	Physics / History	10:15 – 12:15	Economics
13 Jan Wed Day 1	8:15 – 9:45	Chinese 1	8:15 – 10:45	Liberal Studies
	10:15 – 11:45	Geography / Chinese History	11:15 – 1:15	Physics
14 Jan Thu	8:15 – 9:45	Mathematics 1	8:15 – 9:45	Chinese 1
	10:15 – 11:45	BAFS	10:15	Mathematics (M2) (– 11:45) History (– 12:15)
15 Jan Fri	8:15 – 10:15	English 2	8:15 – 9:45	Chinese 2
	10:45 – 12:15	Biology	10:15 – 12:15	BAFS
18 Jan Mon	8:15	ICT (– 9:45)	8:15 – 10:15	English 2
		Visual Arts (– 12:15)	10:45 – 12:45	Chinese History / ICT
19 Jan Tue	8:15 – 9:05	Mathematics 2	8:15 – 9:20	Mathematics 2
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**Munsang College**  
**2020 – 2021 F.6 Mock Examination Timetable**

Appendix 1B

Note:

1. Students should arrive at school before 7:55 a.m. using the entrance facing Inverness Road and at the examination centre 15 minutes before the commencement of the examination.
2. Students can check their designated examination centre and seat number at the notice board of Academic Affairs Committee at hexagonal area and school homepage.
3. Students should fill in the temperature record form in Student and Parent Handbook before coming back to school.

<i>Date</i>	<i>Time</i>	<i>Subject</i>			<i>Venue</i>
14 Jan 2021 Thu	8:15 – 9:45	Chinese Language 1			School Hall
	10:15 – 11:45	Chinese Language 2			
15 Jan 2021 Fri	8:15 – 10:00	Chinese Language 3 (Listening and Integrated Writing)			School Hall
18 Jan 2021 Mon	8:15 – 10:15	Liberal Studies 1			School Hall
	10:45 – 12:00	Liberal Studies 2			
19 Jan 2021 Tue	8:15 – 9:45	English Language 1			School Hall
	10:15 – 12:15	English Language 2			
20 Jan 2021 Wed D1	8:15 – 10:15	English Language 3 (Listening and Integrated Skills)			School Hall
21 Jan 2021 Thu D2	8:15 – 10:30	Mathematics (Compulsory part) 1			School Hall
	11:00 – 12:15	Mathematics (Compulsory part) 2			
22 Jan 2021 Fri D3	8:15 – 10:45	Chemistry 1			D503, D506 – D507
	11:15 – 12:15	Chemistry 2			
25 Jan 2021 Mon D4	8:15 – 10:45	Physics 1	8:15 – 10:00	History 1	D503 (History) D506 – D507
	11:15 – 12:15	Physics 2	10:30 – 12:00	History 2	
26 Jan 2021 Tue D5	8:15 – 10:15	ICT 1	8:15 – 10:45	Geography 1	D503 (ICT) D506 – D507
	10:45 – 12:15	ICT 2	11:15 – 12:30	Geography 2	
27 Jan 2021 Wed D6	8:15 – 10:45	Biology 1			D506 – D507
	11:15 – 12:15	Biology 2			
28 Jan 2021 Thu D1	8:15 – 9:15	Economics 1			D506 – D507
	9:45 – 12:15	Economics 2			
29 Jan 2021 Fri D2	8:15 – 10:30	Chinese History 1			D506 – D507
	11:00 – 12:20	Chinese History 2			
1 Feb 2021 Mon D3	8:15 – 9:30	Business, Accounting & Financial Studies 1			D506 – D507
	10:00 – 12:15	Business, Accounting & Financial Studies 2			
2 Feb 2021 Tue D4	8:15 – 10:45	Mathematics Extended Modules 2			D506 – D507
3 Feb 2021 Wed D5	8:15 – 12:15	Visual Arts			D503



**F.5 Christmas Holidays Supplementary Classes (2020) (Realtime Online Mode)**

Time	21/12 (Mon)		22/12 (Tue)	28/12 (Mon)	29/12 (Tue)
9:00 a.m. – 12:00 noon	<b>Chemistry (CSS)</b> F.5C and Block 2 (9:30 a.m. – 12:30 p.m.)*	<b>Chemistry (YKM)</b> F.5 Block 3 (9:30 a.m. – 12:30 p.m.)*	<b>Visual Arts (LM)</b> F.5 Block 2	<b>ICT (WCH)</b> F.5 Block 3	<b>Chinese</b> F.5A (TWW) F.5B & F.5C (LMW) F.5D & 5E (NKW)

\*To be held after the Christmas Worship

**F.6 Christmas Holidays Supplementary Classes (2020)**

Time	21/12 (Mon)	22/12 (Tue)	23/12 (Wed)		24/12 (Thu)	
9:00 a.m. – 12:00 noon		<b>Chemistry (CSS)</b> F.6A and Block 3 Venue: L.T.	<b>Chinese History (WKH)</b> F.6 Block 3 Venue: D310	<b>ICT (WCH)</b> F.6 Block 2 Venue: H202	<b>Mathematics (M2) (CYL)</b> F.6A – F.6E Venue: D209	<b>Visual Arts (WL)</b> F.6 Block 2 Venue: H402
Time	28/12 (Mon)	29/12 (Tue)	30/12 (Wed)		31/12 (Thu)	
9:00 a.m. – 12:00 noon	<b>BAFS (CTH)</b> F.6 Blocks 2 & 3 Venue: D210 – D211 <i>*The pre-mock examination from HKICPA will be held this morning from 8:30 a.m. to 12:30 p.m. Students are required to arrive at school before 8:15a.m.</i>	<b>Geography (KMY &amp; CW2)</b> F.6 Blocks 2 & 3 Venue: D210 – D211	<b>Chinese</b> F.6A & F.6E (LPM): D210 – D211 F.6B (WP2): D307 F.6C (NKW): D308 F.6D (LWY): D309		<b>Liberal Studies</b> F.6A & F.6D (WWT): D210 – D211 F.6B (MY Y): D308 F.6E (LSK): D309	
1:30 p.m. – 4:30 p.m.					<b>Liberal Studies</b> F.6C (WWT): D210 <i>* If school suspension for F.6 students is announced by EDB, this session will be combined with F.6A and F.6D in the morning from 9:00 a.m. – 12:00 nn via online mode.</i>	

**Points to note:**

1. Students must wear formal school uniform and enter school campus via the main entrance facing Dumbarton Road.
2. Absence, absence without permission, lateness and early leave will be recorded in the Student Report Slip.
3. In case of contingencies arising from bad weather, e.g. tropical cyclones or heavy persistent rain which warrant announcement on suspension of schools by the Secretary for Education, the supplementary class will be cancelled.
4. If school suspension for F.6 students is announced by Secretary for Education, the supplementary classes will be conducted in online mode.

**Munsang College**  
**Student Activities Support (SAS) Grant**  
**Application Form 2020 – 2021**

Appendix 3		
Reference no.:		

**Part One: (To be completed by Parent / Guardian)**

Activity 1: \_\_\_\_\_

Activity 2 (if any): \_\_\_\_\_

I approve the participation of \_\_\_\_\_, student of F. \_\_\_\_\_ Class No.: \_\_\_\_\_ in the above activity/activities and would like to apply for subsidies from SAS Grant via school.  
 The family is now receiving (please put a “✓” in the appropriate box)

<input type="checkbox"/>	Comprehensive Social Security Assistance (CSSA)
<input type="checkbox"/>	Full grant of the School Textbook Assistance of the Student Financial Assistance Agency (SFAA)

Special reason(s) of application: (e.g. parents being unemployed, receiving half grant of SFAA, ... )

\_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 ( dd / mm / yyyy )

**Part Two: (To be completed by Student)**

Name of Student: \_\_\_\_\_ F. \_\_\_\_ ( ) Signature of Student: \_\_\_\_\_

Activity	Subject related or not ( ✓ or * )	Brief Description of the Activity (e.g. field trips, arts appreciation, visits to enterprises, activities on multiple intelligences; physical, aesthetic and cultural activities; leadership training; service learning; clubs and societies; school team training; uniformed groups; non-local exchange activities or competitions)	Expenses (\$)	*LWL activities (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
				I	M	P	S	C
1								
2 (if any)								

**\*Life-wide learning activities organised or recognised by schools** (e.g. programmes/activities/competitions organised by post-secondary institutions, sports associations and the Leisure and Cultural Services Department)

- I: Intellectual Development** (closely linked with curriculum): e.g. visits to exhibitions and field trips
- M: Moral and Civic Education** : e.g. leadership training and experimental learning camps
- P: Physical and Aesthetic Development**: e.g. sports competitions and drama performances
- S: Community Service**: e.g. service learning and uniformed groups
- C: Career-related Experiences**: e.g. work experience programmes and visits to enterprises

Note that this **Application Form and your payment receipt(s)** should be returned to Ms Lam Pui Ka Rachel at the General Office by 4<sup>th</sup> June, 2021. The approved subsidies of the **eligible** applicant will be made to your **ePayment Account** in **late July 2021**. All the application details will be kept confidential and be used solely for this purpose.

**Remarks: (For Office Use Only)**

# Accepted / Rejected by Dr. YIP Chi Sio, Principal # Delete where inappropriate

Subsidies approved (if applicable): \$ \_\_\_\_\_ (Activity 1) \$ \_\_\_\_\_ (Activity 2, if any)

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_