



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110

Fax: 2431 1156

Dear Parents,  
各位家長：

P23001

**Matters concerning newly enrolled S.1 Students**

**中一新生須知**

Upon registration, please pay attention to the following matters:

貴子弟辦理入學註冊時，請注意下列事項：

1. Upon registration, the 'Allocation Slip' should be chopped, signed and returned to the student while the 'Admission Slip' will be collected and kept by the school, unless parents want to withdraw the school place.  
註冊時，學生之「派位証」須由本校加上校印，簽名及寫上日期後發還。「入學註冊証」交由本校保存；如向校方索回，則學位不予保留。
2. A copy of the Textbook List 2023/2024 will be given to newly enrolled students. Students may go to any book shop to purchase textbooks. If students choose to order the textbooks from the school's textbook provider, please refer to the attached order form and order the textbooks at <http://www.kaimingbook.com.hk>. The textbook provider will distribute the textbooks to students on 27<sup>th</sup> July, 2023 (Thursday) from 12:00 noon to 1:00 pm..  
註冊後，貴子弟將獲派本校 2023/2024 年度書單及訂購表乙份，並應於開學前到任何一間書店購備課本或經由校方集體訂購。如欲集體訂購，請詳閱訂購表並於網上 <http://www.kaimingbook.com.hk> 訂購，書商將於七月二十七日（星期四）中午 12:00 至下午 1:00 在本校派發課本予學生。
3. Samples of a standard set of school uniform are displayed in the 2<sup>nd</sup> Hall. Students may order their uniform from the official uniform supplier or they may purchase it from other suppliers, though all uniform must meet the standard of the samples displayed. If students choose to order their uniform from the school supplier, they can collect their uniform on 21<sup>st</sup> August, 2023 (Monday) from 10:15 am. to 10:45 am at school.  
學生可隨即向有關校服公司度身訂造夏季校服及體育服。學生可選擇即時訂造或向其他校服供應商自行購買，惟一切須符合本校之規定標準。校服商於八月二十一日（星期一）上午 10:15 至上午 10:45 在本校派發度身訂造之校服及體育服。

<To be continued, please see attached 未完，請見附頁>

Po Leung Kuk Lo Kit Sing (1983) College  
保良局羅傑承（一九八三）中學

Law Wing Chung, Principal 羅穎忠校長  
13<sup>th</sup> July, 2023 二零二三年七月十三日



Reply Slip 回條

P23001

I acknowledge the receipt of the circular dated 13<sup>th</sup> July, 2023 about 'Matters concerning newly enrolled S.1 Students'.

本人經已知悉 貴校於七月十三日來函有關「中一新生須知」事宜。

Form 1 中一級

Name of Student 學生姓名：\_\_\_\_\_

Name of Guardian 監護人姓名：\_\_\_\_\_  
(Block Letters 中文正楷)

Signature of Guardian 監護人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_

4. Newly enrolled S.1 students have to sit for TWO tests. Details are as follows:  
學生須參與兩個測驗。詳情如下:

Date / Time / Venue 測驗日期 / 時間 / 地點	Test 測驗	*** Fallback Arrangement 後備測試日期
18 <sup>th</sup> July, 2023 (Tuesday) 8:45 a.m. to 1:00 p.m. School Hall 七月十八日 (星期二) 上午八時四十五分至下午一時 學校禮堂	Pre-S1 Hong Kong Attainment Test 2023 中、英、數各科之香港學科測驗	19 <sup>th</sup> July, 2023 (Wednesday) 七月十九日 (星期三)
20 <sup>th</sup> July, 2023 (Thursday) 9:45 a.m. to 11:05 a.m. Classroom 七月二十日 (星期四) 上午九時四十五分至十一時零五分 課室	Chinese Research Test 中國語文研究測驗	21 <sup>st</sup> July, 2023 (Friday) 七月二十一日 (星期五)

Students should bring the “Secondary School Places Allocation (SSPA) – Allocation Slip”, Hong Kong Identity Card and stationery. To prevent outbreaks of Influenza, students are strongly advised to check body temperature at home before admission into the test centre. A parent letter must be provided by 21<sup>st</sup> July, 2023 if the student cannot attend the tests.

學生須帶備「中學學位分配派位證」、香港身份證及自備鉛筆、擦膠等書寫用具。為預防流感擴散，學生出門前應量度體溫，如發現有發熱等徵狀，則不可前往考試。如已確定未能參加測驗，缺席學生之家長須呈交請假信；如未能於測驗當日或之前呈交，則最遲須在七月二十一日呈交校方。

\*\*\* If the Education Bureau announces the closure of school, the tests will be re-scheduled to 19<sup>th</sup> and 21<sup>st</sup> July, 2023 respectively.

\*\*\* 倘遇天氣惡劣教育局在電台、電視台公佈所有學校停課時，上述測驗將順延一天，改為七月十九日及二十一日同時間舉行。

5. All S.1 students (2023/24) should attend the \*EMI bridging course and dress decently from 25<sup>th</sup> July – 28<sup>th</sup> July, 2023 at 9:10a.m. – 12:20p.m. S.1 Students are expected to complete the pre-lesson handouts before the first day of Summer Bridging Program.

所有 2023/24 年度中一學生必須穿著整齊便服出席\*英語授課銜接課程，日期為七月二十五至七月二十八日，上午 9:10 – 下午 12:20。中一新生須於銜接課程首天前完成預習，並須於七月二十五日帶回。

\* The details of teaching arrangement will be notified soon. 上課之詳情將稍後公佈。

6. Apart from the summer exercise books of English and Mathematics, newly enrolled S.1 students have to finish the school-based English and Chinese exercises. Details are as follows:

學生須於暑假期間完成英文科及數學科之習作，及中、英文科校本練習。詳情如下：

Subject 科目	Book Title 書名	Publisher 出版社
Chinese 中文	校本練習	/
*English 英文	1) School-based Exercise 2) Pilot's (TSA) Summer Review English (P6-S1)	Pilot Publishing Co. Ltd.
Mathematics 數學	Junior Secondary Mathematics in Action Bridge Programme (P6 to S1)	Pearson

\* (Students may refer to the textbook list for details. 詳情請參閱書單。)



7. To let parents and students know more about our school policies and discuss the problems the newcomers may face, our school will organize a series of orientation programmes. The details are as follows:

為貴子弟對本校有更深的認識，並及早適應校園生活，校方將安排下列迎新活動：

Function 活動：	Induction Day 中一家長資訊日	S1 Guidance Day (I) Orientation Programme 中一新生輔導日 (I) 迎新活動	S1 Guidance Day (II) Class Building 中一新生輔導日 (II) 班級經營	S1 Orientation Day 中一迎新日
Date 日期:	18/7/2023 (Tuesday 星期二)	21/8/2023 (Monday 星期一)	22/8/2023 (Tuesday 星期二)	24/8/2023 (Thursday 星期四)
Time 時間:	9:15a.m.–12:00n.n.	9:00 a.m. – 4:00 p.m.	9:00 a.m. – 4:30 p.m.	2:00p.m. – 4:00p.m.
Lunchtime 午膳時間:	N/A 不適用	12:15 p.m. – 1:30 p.m.	12:00 n.n. – 1:30 p.m.	N/A 不適用
Venue 集合地點:	Lecture Room 地下演講室	School Hall 本校禮堂	School Hall 本校禮堂	School Hall 本校禮堂
Lunchbox Fee 午餐費用:	N/A 不適用	\$56		N/A 不適用
Remarks 備註:	- Parents should bring along a pen. 請家長帶備文具。	<p>- The lunchbox fee will be collected after the ‘Pre-S1 Hong Kong Attainment Test’. Please prepare cash. 本校將於完成「中一入學前香港學科測驗」後收取午膳費用，請學生帶備現金。</p> <p>- Parents should prepare a lunchbox and put it at the collection counter at the school entrance 15 minutes before lunchtime if their child is not placing a lunchbox order through the school. 如學生不欲訂購午餐，須由家長於午膳時間前十五分鐘送達飯盒到學校門口收集處。</p> <p>- Students should bring their own bottled water and stationery. 請帶備飲用水及文具。</p> <p>- Dress code 校服規格: i. All S1 students should wear the <u>primary school PE uniform</u> on 21/8/2023. 學生須於八月二十一日穿著小學運動服出席活動。 ii. All S1 students should wear the <u>school activity uniform</u> on 22/8/2023. 學生須於八月二十二日穿著本校活動服出席活動。</p>		<p>- All S1 students should attend the Orientation Day <b><u>with their parents.</u></b> 學生<b><u>必須</u></b>由家長陪同出席。</p> <p>- Students should wear school uniform and bring their stationery. 請穿著整齊校服並帶備文具。</p>

8. All S.1 students are required to have lunch at school from September to December. Students may choose to prepare their own lunch or order their lunchbox from the official lunch supplier. Details of ordering lunch box from the official supplier will be announced later. During these four months, various types of activities will be organized to help students adapt to the new learning environment. It is hoped that parents will encourage their children to take part in the activities actively.

為幫助中一新生早日適應中學生活，建立歸屬感，中一學生須於本年九月至十二月在校內用膳。學生可自備午餐或經由校方代訂飯盒。在上述期間，學生須出席各項迎新輔導活動，懇請 貴家長合作，鼓勵同學積極參與校內活動與服務。校方代訂飯盒的詳情會於稍後公佈。



9. The Opening Ceremony of the school will be held on 1<sup>st</sup> September, 2023 (Friday). Students should come to school in school uniform not later than 8:10a.m. If the Education Bureau announces the closure of schools on 1<sup>st</sup> September, 2023, the Opening Ceremony will be re-scheduled to 4<sup>th</sup> September, 2023 (Monday).

開學日為二零二三年九月一日（星期五），貴子弟須於當日上午八時十分或之前穿著整齊校服返校參加開學典禮。如九月一日因天氣惡劣教育局宣佈停課，開學典禮則順延至九月四日（星期一）同時間舉行，且當日下午處理班務。

10. All parents' letters (eNotice) and school announcements (School News) are delivered by eClass Apps. Parents are requested to read the information through the eClass Apps to facilitate parents-school communication. The Login ID, password and User Guide for the eClass Apps will be distributed on 18<sup>th</sup> July, 2023 (Tuesday). Parents and students are reminded to install the Apps once receiving the information.

本校透過 eClass 流動應用程式發放家長通告及學校宣佈，家長須透過 eClass 流動應用程式讀取及簽署相關資訊以促進家校溝通。eClass 流動應用程式登入資料(包括登入名稱、密碼及使用手冊)將於七月十八日（星期二）發放，家長及同學收到登入資料後應盡快安裝該流動應用程式。

11. To promote reading culture, our school library regularly organizes various reading activities to students. Students are kindly requested to apply for a library card issued by the Hong Kong Public Libraries, or apply to use the smart HKID Card for services.

Besides, our school library encourages e-learning, starting from 4<sup>th</sup> August, 2023 (Friday), all the enrolled pre-S1 students can access to the PLK83 Hyread e-learning platform "http://plk83hk.ebook.hyread.com.tw/". To log in the platform, students should enter their REGNO and the password (i.e. the first letter and the first 3 digits of their HKID card, e.g. A123 for HKID card no. A123456(7)). Please kindly check if the student can successfully log in and encourage him/her to enjoy reading e-books and magazines.

為培養貴子弟閱讀習慣，本校定時為各級安排課外閱讀，為此各學生需具備公共圖書館之圖書證或到公共圖書館啟動智能身份證的借書功能，以確保學生能借閱課外讀物及使用電子學習資源，懇請貴家長於開課前為學生安排申領。

此外，本校著重電子學習，圖書館特別為中一新生提早開通電子學習平台 PLK83 HYREAD，讓新生早著先機，享用本校圖書館電子圖書資源。自八月四日（星期五）起，貴子弟可進入 <http://plk83hk.ebook.hyread.com.tw/>，輸入 REGNO 校內註冊編號及密碼（學生身份證號碼首個英文字母及隨後3位數字，如身份證號碼為 A123456(7)，其密碼為 A123），成功登入後便可借閱或於線上瀏覽圖書及雜誌，敬希貴家長檢查成功登入及鼓勵善用資源。



12. Passport photo taking service will be arranged for all F.1 students on 24<sup>th</sup> August, 2023 at Lecture room from 1:00 to 1:50p.m. The size of photo is 1.5 x 2 inches and cost \$12 for a dozen and \$18 for 2 dozens. Please remember to put on a whole set of proper and tidy summer uniform and bring along with your order form and money for photo-taking.

本年度中一新生學生證件相拍攝將於 24/8/2023 下午 1:00-1:50 在地下演講室進行，相片尺寸為 1.5x2 吋，一打相片為 12 元、兩打為 18 元。有興趣拍照的同學請穿著整齊夏季校服，帶備訂購表格及金錢前往拍攝。

Parents are advised to have the circular read carefully, then signed and returned the following items to the school on 18<sup>th</sup> July, 2023 (Tuesday) when students sit for the Pre S.1 Attainment Test. Items to be submitted are as below:

上列各項，敬希辦妥，並請於七月十八日（星期二）著貴子弟交還下列文件：

1. Reply slip of this circular 本信回條 (P23001)
2. Student record form 學生註冊表
3. Student Survey 學生資料調查
4. Birth Certificate / HKID Card copy 出生證明書或身份證影印本
5. P5 and P6 report cards copy 小五及小六成績表影印本
6. Reply Slip of School ePayment System Circular 校園電子繳費通告回條 (P23002)
7. \$56 Lunch Box Fee 午膳費用 \$56 (for Those who order lunch box 如需訂購午餐的同學)



Date 日期	Function 活動	Time 時間 及 Venue 地點	Fee 費用	Remarks 備註
18/7/2023 Tue 星期二	Hong Kong Attainment Test 香港學科測驗	8:45a.m.-1:00p.m.  School Hall 本校禮堂	Nil 無	<ul style="list-style-type: none"> <li>Students should bring the “Secondary School Places Allocation (SSPA) – Allocation Slip”, Hong Kong Identity Card and stationery. 學生須帶備「中學學位分配派位證」、香港身份證及鉛筆、橡皮等文具</li> <li>Submit items to school 交予校方之文件</li> <li>Bring lunchbox fee (Cash \$56) for S1 Guidance Day (if applicable) 帶備現金 \$56 以繳交 8 月 21 日及 22 日活動的午膳費用(如適用)</li> </ul>
18/7/2023 Tue 星期二	Induction Day 中一家長資訊日	9:15a.m.-12:00n.n.  Lecture Room 地下演講室	Nil 無	<ul style="list-style-type: none"> <li>Parents should bring stationery. 家長須帶備文具</li> </ul>
20/7/2023 Thurs 星期四	Chinese Research Test 中國語文研究測驗	9:45a.m.- 11:05a.m.  Classroom 課室	Nil 無	<ul style="list-style-type: none"> <li>Students should bring the “Secondary School Places Allocation (SSPA) – Allocation Slip”, Hong Kong Identity Card and stationery. 學生須帶備「中學學位分配派位證」、香港身份證及鉛筆、橡皮等文具</li> </ul>
25-28/7/2023 Mon to Fri 星期二至 星期五	EMI bridging program 英語授課銜接課程	9:10a.m. -12:20p.m.  Classroom 課室	Nil 無	<ul style="list-style-type: none"> <li>Dress decently 必須穿著整齊便服出席</li> <li>Students are expected to complete the pre-lesson handouts before the first day of Summer Bridging Program 中一新生須於銜接課程首天前完成預習，並須於 7 月 25 日帶回</li> </ul>
27/7/2023 Thurs 星期四	Distribution of textbooks 派發課本	12:00noon-1:00p.m.  Second Hall 第二禮堂	Nil 無	<ul style="list-style-type: none"> <li>Textbook provider distribute textbooks 書商派發網上集體訂購課本</li> </ul>
21/8/2023 Mon 星期一	Distribution of uniform 派發校服	10:15a.m.-10:45a.m.  Second Hall 第二禮堂	Nil 無	<ul style="list-style-type: none"> <li>Uniform supplier distribute uniform 校服商派發度身訂造的校服</li> </ul>
21/8/2023 Mon 星期一	S1 Guidance Day (I) Orientation Programme  中一新生輔導日 (I) 迎新活動	9:00a.m.- 4:00p.m.  School Hall 本校禮堂  (Lunchtime 午膳時間: 12:15 pm – 1:30 pm)	\$56 (Lunch Box fee 午膳費用)	<ul style="list-style-type: none"> <li>All S.1 students should wear <b>primary school PE uniform</b> and bring their own water and stationery 學生須穿著<u>小學運動服</u>出席並請自備飲用水及文具</li> </ul>
22/8/2023 Tue 星期二	S1 Guidance Day (II) Class Building  中一新生輔導日 (II) 班級經營	9:00a.m.- 4:30p.m.  School Hall 本校禮堂  (Lunchtime 午膳時間: 12:00 noon – 1:30 pm)		<ul style="list-style-type: none"> <li>All S.1 students should wear <b>school activity uniform</b> and bring their own water and stationery 學生須穿著<u>本校活動服</u>出席並請自備飲用水及文具</li> </ul>
24/8/2023 Thurs 星期四	S1 Orientation Day 中一迎新日	2:00p.m. – 4:00p.m.  School Hall 本校禮堂	Nil 無	<ul style="list-style-type: none"> <li>All S1 students should attend the Orientation Day with their parents. 學生必須由家長陪同出席</li> <li>Students should wear school uniform and bring their own stationery. 學生須穿著整齊校服並自備文具</li> </ul>
24/8/2023 Thurs 星期四	Passport photo taking 中一新生 學生證件相拍攝	1:00p.m.– 1:50p.m  Lecture Room 演講室	Please refer to Parent Letter 詳見 家長信	<ul style="list-style-type: none"> <li>Remember to put on a whole set of proper and tidy summer uniform and bring along with your order form and money for photo-taking. 有興趣拍照的同學請穿著整齊夏季校服，帶備訂購表格及金錢前往拍攝</li> </ul>
1/9/2023 Fri 星期五	The Opening Ceremony 開學典禮	8:10a.m. – 11:30a.m  Classroom & Hall 課室 及 禮堂	Nil 無	<ul style="list-style-type: none"> <li>In school uniform 必須穿著整齊夏季校服</li> </ul>