



Po Leung Kuk Ngan Po Ling College

保良局顏寶鈴書院

26 Sung On Street, Tokwawan, Kowloon

九龍土瓜灣崇安街 26 號

Tel 電話：2462 3932

Fax 傳真：2462 3929

Ref: Sch/Par/Reg/01/F4/2223

2022/2023 Information for F.4 Registration

Please find the following documents in the file:

1. A Summer Programme Schedule
2. A Letter to Parents about Arrangement of School Uniform and Textbook Sale, Tuition Fee Arrangement, Direct Debit of Tuition Fee, School Fee Remission Scheme 2022/2023, Order of Exercise Books, Lunch Arrangement, eClass Mobile Application for Parents, Provision of Microsoft Office 365 ProPlus Student Accounts to New Students, Processing of Personal Data in the Form of Photographs and Videos, Student Personal Accident Insurance Plan and Withdrawal Policy
3. A Letter to Parents about School Policies Concerning Examinations, Learning and Teaching, and Library 2022/2023
4. A Letter to Parents about Reminders on School Rules and the Use of Mobile Computer Devices Policy
5. A Textbook List with Textbook Online Ordering Guidelines
6. A Lunch Order Form for September
7. A School Uniform Design Sheet
8. School Uniform Suppliers' Information
9. A School Bus Service Application Form
10. An Application Form for Admission to Student Hostel
11. A Medical History Form
12. A Reply Slip for all attached Letters to Parents
13. A Health Declaration Form

Ref: Sch/Par/Reg/01/F4/2223



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2022/2023 中四註冊資料

資料夾內附有以下文件：

1. 暑期行事曆
2. 有關校服及教科書售賣安排、學費安排、以自動轉賬形式繳交學費、學費減免計劃 2022/2023、訂購練習簿、午膳安排、電子通告及即時訊息、提供「Microsoft Office 365 專業增強版」學生帳戶予新生之事宜、有關個人資料(照片及影片)之處理、學生(團體人身)意外保險及退學政策事宜之通告
3. 有關測考、學與教及圖書館政策之通告 2022/2023
4. 有關校規提醒事項及使用流動電腦裝置規則之通告
5. 教科書書目表及網上訂購教科書指引
6. 九月份午餐訂購表
7. 校服式樣
8. 校服商資料
9. 校巴服務申請表
10. 入住學校宿舍申請表
11. 個人病歷表
12. 通告回條
13. 健康申報表



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F.4 Summer Programme Schedule (2022/2023)

	Activity	Date	Time	Venue
1.	Online Ordering for Textbooks	29 July 2022 (Fri) – 10 August 2022 (Wed)	00:00-23:59	
2.	Release of 2022-2023 Class Lists	6 August 2022 (Sat)	Refer to the Announcement Section of School Intranet	
3.	Collection of School Fee for September and Exercise Book Fee by School through AUTOPAY*	15 August 2022 (Mon)		
4.	Collection of Textbooks	25 August 2022 (Thur)	10:00-11:00	New Era Hall (G/F)
5.	School Commencement Ceremony##, Hall Assembly## and Collection of Exercise Books	1 September 2022 (Thur)	08:10-12:30	School Hall (2/F) / Homerooms
6.	Hall Assembly	2 September 2022 (Fri)	08:10-12:30	School Hall (2/F) / Homerooms
7.	Normal School Day^	5 September 2022 (Mon)	08:10-15:25	Homerooms

* Tuition fee for September and exercise book fee will be collected through AUTOPAY on **15 AUGUST 2022**. Those applying for Local Education Allowance Scheme also have to pay these fees. Please make sure that there is a sufficient amount of money in the designated bank account on the payment date. In case you opt not to purchase exercise books, please submit a written application to the school before 5 August 2022. Once it is approved, the exercise book fee (except the student handbook fee) will be exempted from the autopay amount in August 2022.

In light of the pandemic situation and EDB guidelines on mass activities, arrangement of School Commencement Ceremony and Hall Assembly will be released later.

^ Arrangement of whole-day school resumption will be subject to the latest vaccination rate of students.

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中四暑期行事曆 (2022/2023)

	活動	日期	時間	地點
1.	網上訂購教科書	29/07/2022 (星期五) - 10/08/2022 (星期三)	00:00-23:59	
2.	公布 2022 - 2023 分班名單	06/08/2022 (星期六)	請留意學校內聯網的校園最新消息欄	
3.	以自動轉賬形式收取九月份學費 及練習簿費*	15/08/2022 (星期一)		
4.	領取教科書	25/08/2022 (星期四)	10:00-11:00	地下 New Era Hall 禮堂
5.	開學禮##、週會##及領取練習簿	01/09/2022 (星期四)	08:10-12:30	二樓禮堂/課室
6.	週會	02/09/2022 (星期五)	08:10-12:30	二樓禮堂/課室
7.	正常上課^	05/09/2022 (星期一)	08:10-15:25	課室

*九月份學費及練習簿費將以自動轉賬形式於 8 月 15 日收取。申請本地教育津貼者亦須要繳交以上費用。請確保轉賬當日閣下之戶口存款充足，以繳付有關費用。如閣下不欲購買練習簿，請於 8 月 5 日前以書面形式向本校申請。經校方批准後，練習簿費(學生手冊費用除外)將被豁免並於 2022 年 8 月之自動轉賬金額中扣除。

##鑑於疫情及教育局予學校的集會活動指引，開學禮及週會安排將稍後發放。

^全日復課之安排將根據學生最新的疫苗接種率再作宣布。

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26 July 2022

Dear Parents / Guardians,

1. Arrangement of School Uniform and Textbook Sale (2022/2023)

School uniform and textbook sale at school will not be arranged this year to avoid crowds due to the COVID-19 pandemic. Parents and students are welcome to purchase uniform at the retail stores of our uniform suppliers and make online purchase from our textbook supplier or from other suppliers. Details of the suppliers are as follows:

School Uniform Supplier	Remarks
(a) Oi Man School Uniform & Fashion Co.	(1) Summer Uniform (Including Boys' shirt and trousers, Girls' shirt, skirt and bow) (*Sweater is available.)
(b) Hop Chung Uniform Limited	
	(2) PE Uniform (Including T-shirt, shorts, pants and jacket)

Textbook Supplier	Remarks
Jing Kung Book Store . Educational Press	<ul style="list-style-type: none">➤ Only mainstream textbooks are available.➤ Offers: online purchase (12% off); purchase at retail store (8% off for payment in cash / cheque; 5% off for payment in EPS / credit card)➤ Website for online ordering: https://jingkungorder.azurewebsites.net/Order/Home➤ Period of online ordering: 29 July 2022 (Fri) – 10 August 2022 (Wed)➤ Deadline of online ordering: 10 August 2022 (Wed) (23:59)➤ Arrangement for collection of textbook has been released under "School Information" section on school web main page.

Ref: Sch/Par/172/2122



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2. Tuition Fee of School Year (2022/2023)

Please be informed that the tuition fee of school year 2022/2023 is as follows:

<u>DSE</u>				<u>IB</u>			
<u>Form</u>	<u>Tuition Fee per Annum</u>	<u>No. of Monthly Installment</u>	<u>Monthly Tuition Fee</u>	<u>Form</u>	<u>Tuition Fee per Annum</u>	<u>No. of Monthly Installment</u>	<u>Monthly Tuition Fee</u>
1	\$34,700	10	\$3,470	1	-	-	-
2	\$34,700	10	\$3,470	2	-	-	-
3	\$34,700	10	\$3,470	3	-	-	-
4	\$34,700	10	\$3,470	4	\$34,700	10	\$3,470
5	\$34,700	10	\$3,470	5	\$95,000	10	\$9,500
6	\$34,700	5	\$6,940	6	\$95,000	7	\$13,580 x 1 st month \$13,570 x 6 months

Students of Direct Subsidy Schools are not eligible for the Senior Secondary Fee Remission Scheme provided by the Student Financial Assistance Agency of the HKSAR. Instead, our school has our own Fee Remission Scheme for families with financial difficulties.

Details are available on our school website <http://www.npl.edu.hk/en/site/view?name=Scheme> (also available at the General Office).

For F.2, F.3, F.4, F.5 and F.6 in 2022/2023, the tuition fee of September together with the exercise book fee will be collected through AUTOPAY on **15 August 2022**, including those who will apply for the Government's Local Education Allowance Scheme. Please note the following:

- 1) The place of your child will be surrendered if September's tuition fee cannot be collected on **15 August 2022**.
- 2) All paid tuition fees are non-refundable.

From October 2022 onwards, the date for AUTOPAY is on the 5th day of each month. In case of change of Direct Debit Account or students' withdrawal from our school, please inform the school in writing one month in advance and complete a new 'Direct Debit Authorization' form or the 'Notice of Withdrawal'.



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3. School Fee Remission Scheme (2022/2023)

The application of 2022/2023 School Fee Remission Scheme will start in September 2022. Applicants need to provide a copy of 2022/2023 Eligibility Certificate (EC) issued by the Student Financial Office (SFO) or Notification of Successful Application of Comprehensive Social Security Assistance (CSSA) by the Social Welfare Department as one of the essential documents for applying the school fee remission scheme. **Please note that obtaining the above documents does not mean that you have already applied for the School Fee Remission Scheme. Applicants must take the initiative to reapply for the scheme every year before the deadline. Parents should pay attention to the announcement of the scheme. Late application may not be entertained.**

For obtaining the 2022/2023 ECs from SFO, applicants **MUST** firstly apply for the School Textbook Assistance (TA) Scheme / Student Travel Subsidy (STS) Scheme / Subsidy Scheme for Internet Access Charges (SIA) provided by the SFO.

You may visit the website of the Working Family and Student Financial Assistance Agency (<https://www.wfsfaa.gov.hk/sfo/en/index.htm>) for the information of applying for the financial assistance mentioned above. All application of financial assistance for primary and secondary students submitted on or after 1 June 2022 will be handled by the SFO after the applications received by 31 May 2022 are processed. Notification of result and release of financial assistance to these applicants will therefore be deferred.

For families currently receiving the CSSA which have children studying in primary and secondary schools, they should apply directly to the Social Welfare Department for school-related assistance and wait for the notification of successful application. They do not need to submit the application of the financial assistance mentioned above to the SFO.

The application form of 2022/2023 school fee remission scheme will be available in the General Office in September 2022. You may visit our school website <http://www.npl.edu.hk/en/site/view?name=Scheme> for our school-based school fee remission scheme.

Should you have any queries, please contact Student Affairs Committee.



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4. Order of Exercise Books (2022/2023)

Please be informed that the exercise book fee will be **HK\$ 92.00** for school year 2022/2023:

Items	Quantity	Unit Price	Amount
1. Chinese Composition Exercise Book	2	6.00	12.00
2. Chinese Dictation Book	2	2.00	4.00
3. English Quiz Book	4	2.00	8.00
4. English Composition Book	2	3.40	6.80
5. Long Single Lined Exercise Book	5	1.70	8.50
6. Short Single Lined Exercise Book	3	1.30	3.90
7. Chinese Vocabulary Book	1	4.80	4.80
8. English Vocabulary Book	1	5.00	5.00
9. Single Line Paper (50 sheets)	1	5.30	5.30
10. A4 Folder	4	2.30	9.20
11. Student Handbook	1	24.50	24.50
Total			HK\$ 92.00

The exercise book fee of **HK\$ 92.00** will be collected together with the tuition fee for September by **AUTOPAY** into the school account on **15 August 2022**. The listed exercise books will be delivered to students in September. No refund will be made for any paid fees.

5. Lunch Arrangement for Whole-Day School (2022/2023)

Please be informed that all junior form students (F.1 – F.3) are required to have lunch in school while senior form students (F.4 – F.6) are allowed to eat out.

Junior form students can bring their own lunch or order from Vitaland Services Limited by submitting the lunch order form, or parents can send the lunch box to the school daily at 11:30. Senior form students will be allowed to leave school for lunch at 12:30, and they should return to school no later than 13:35. To ensure students' safety, students need to check in and out with their valid student ID cards. Those who fail to do so would not be allowed to leave the campus during lunch time.



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6. eClass Mobile Application for Parents

To strengthen the communication between parents and the school, we have adopted a mobile application for dissemination of school information. You can download and install “eClass App” in your mobile device to receive our push messages, the latest school news and our electronic school notices. You can also sign the reply slips of our circulars electronically via your smartphone.

eClass App can be downloaded with the following QR codes, or from iTunes or Google Play. A user manual is now available on our school webpage (http://www.npl.edu.hk/en/current/eclassapp_en.pdf).



Android version



iPhone version

Should you have any enquiries on the use of eClass App, please contact the IT team of the service provider, BroadLearning Education (Asia) Limited, at 39133211.

7. Provision of Microsoft Office 365 ProPlus Student Accounts to New Students

To facilitate IT-aided learning, our school has joined The Enrollment for Education Solutions (EES) scheme for the subscription of Microsoft productivity tools, such as Microsoft Word, Excel, PowerPoint and OneNote.

Each student can download and install Microsoft Office 365 ProPlus on up to 5 devices (PC or Mac) as well as Office Mobile on up to 5 mobile devices free of charge.

Each student will be given an individual login ID and password of the Microsoft Office ProPlus account in form of a simple memo in September.

Should you have any queries, please contact IT Committee.

8. Processing of Personal Data in the Form of Photographs and Videos

Photos and videos of students may be taken during school activities. The photos or videos may be used in both printed and digital form, in various channels where the School disseminates information about its activities. The photos or videos are intended to be published online on our school webpage and/ or used for other purposes for public interest.



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9. Student Personal Accident Insurance Plan

In order to provide protection to students in case of accidents, Po Leung Kuk has purchased a student personal accident insurance plan for all Po Leung Kuk affiliated schools.

The insurance is operative while the students are participating in all school activities of Po Leung Kuk Affiliated School inclusive of normal class and rest time organized by Po Leung Kuk and extended to cover while the insured is traveling directly to and from the home and place of meeting place.

The plan is governed by the detailed terms and conditions in the official policy documents issued by the insurance company. The school acts solely as a facilitator in the claim procedures. Eligibility of the claim and the coverage amount are subject to the final decision of the insurance company.

To make any claim requests, please inform the school within 7 days of the accident with a medical report and all relevant documents.

10. Withdrawal Policy

Our “Notice of Withdrawal” is the official document for parents to inform the school of student withdrawal. Notification by other means such as emails, letters or verbal notices is not acceptable. Should you plan to withdraw your child from the school, please complete the “Notice of Withdrawal” form. The form should be returned to the General Office in person at least **ONE MONTH** prior to the effective day. Please note that our tuition fee is charged on an instalment basis. No refund will be made if students withdraw from the school in between instalments.

Should you have any queries, please contact Student Affairs Committee.

Yours faithfully,



Student Affairs Committee

Ref: Sch/Par/172/2122



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敬啟者：

1. 校服及教科書售賣安排(2022/2023)

鑑於新冠病毒疫情，為免人群聚集，今年將不會舉行校服及教科書校內直銷。學生及家長可到校服供應商的門市選購校服及向教科書供應商作網上訂購。貴家長可選用學校提供的供應商或光顧其他供應商。供應商的詳情如下：

校服供應商	備註
(a) 愛民校服時裝公司	(1) 夏季校服 (包括男生恤衫、西褲、女生恤衫、校裙、校夾) (*包括冷衫) (2) 體育服裝 (包括 T 恤、短褲、外套、長褲)
(b) 合眾校服公司	

教科書供應商	備註
精工印書局. 出版社	<ul style="list-style-type: none">➤ 只提供初中及高中香港中學文憑課程課本。➤ 優惠: 網上訂購(88 折); 門市部購買(以現金/支票付款: 92 折、以易辦事/信用卡付款: 95 折)➤ 網上訂購網址: https://jingkungorder.azurewebsites.net/Order/Home➤ 網上訂購日期: 2022 年 7 月 29 日 (星期五) 至 8 月 10 日 (星期三)➤ 網上訂購截止日期: 2022 年 8 月 10 日 (星期三) (23:59)➤ 取書安排已於校網首頁之 School Information 發放。

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2. 有關(2022/2023)年度學費事宜

本校 2022/2023 年度各級學費及相關細則如下：

主流課程				國際課程			
年級	全年學費	期數	每月學費	年級	全年學費	期數	每月學費
1	\$34,700	10	\$3,470	1	—	—	—
2	\$34,700	10	\$3,470	2	—	—	—
3	\$34,700	10	\$3,470	3	—	—	—
4	\$34,700	10	\$3,470	4	\$34,700	10	\$3,470
5	\$34,700	10	\$3,470	5	\$95,000	10	\$9,500
6	\$34,700	5	\$6,940	6	\$95,000	7	\$13,580 x 首月 \$13,570 x 其餘六個月

本校為一所直資中學，因此學生不能申請政府學生資助辦事處提供之高中學費減免計劃。惟本校設有校本學費減免計劃，供有需要之家庭申請。

詳情已於本校網 <http://www.npl.edu.hk/en/site/view?name=Scheme> 公布(亦可於校務處索取)，敬請留意。

2022/2023 年度中二、中三、中四、中五及中六學生之九月份學費連同練習簿費將於 2022 年 8 月 15 日 以自動轉賬形式收取(申請本地教育津貼者亦不例外)。請注意：

- 1) 如本校未能於 2022 年 8 月 15 日 收取九月份學費，學生將被視為自動放棄學位。
- 2) 所有已繳交之學費將不予退還。

由 2022 年 10 月起，每月第五天為學費自動轉賬日。如需更改自動轉賬之戶口或申請退學，請於一個月以前以書面形式通知學校，及必須填妥有關的「自動轉賬授權書」或「退學通知書」。



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3. 學費減免計劃 (2022/2023)

本校將會於 2022 年 9 月開始接受 2022/2023 學費減免計劃申請，申請人在申請時必須提交由學生資助處發出的 2022/2023 「資格證明書」副本或由社會福利署發出的綜合社會保障援助(綜援)計劃「申請獲准通知書」副本以用作審批學費減免之用。請注意，取得上述文件並不代表已經申請本校之學費減免計劃，申請人有責任於每年截止日期前重新申請，家長應留意本校稍後發出有關學費減免計劃之通告。逾期申請將有可能不獲處理。

申請人如要獲得學生資助處發出的「資格證明書」，必須先申請由學生資助處提供的學校書簿津貼計劃 / 學生車船津貼計劃 / 上網費津貼計劃。

家長可瀏覽在職家庭及學生資助辦事處網頁(<https://www.wfsfaa.gov.hk/sfo/tc/index.htm>)，以便獲取更多申請上述資助計劃的資訊。所有在 2022 年 6 月 1 日或以後遞交的中、小學生資助申請，將會在學生資助處完成處理 2022 年 5 月 31 日或之前收到的申請後才獲處理，該類申請人將較遲收到學生資助處的結果通知書和發放的資助。

一般而言，正在領取綜援的家庭若有子女就讀中、小學，有關家庭應直接向社會福利署為其子女申領與就學有關的津貼，待社會福利署發出申請獲准通知書，而毋須向學生資助處遞交申請表格。

本校之學費減免計劃申請表可於 2022 年 9 月在校務處索取。有關校本學費減免詳情，可瀏覽本校網頁(<http://www.npl.edu.hk/en/site/view?name=Scheme>)。

如有查詢，請與學生事務組聯絡。



Po Leung Kuk Ngan Po Ling College

保良局顏寶鈴書院

26 Sung On Street, Tokwawan, Kowloon

九龍土瓜灣崇安街 26 號

Tel 電話：2462 3932

Fax 傳真：2462 3929

4. 練習簿費 (2022/2023)

2022/2023 學年之練習簿費合共港幣 \$ 92.00，其細項如下：

項目	數量	單價	金額
1. 中文作文簿	2	6.00	12.00
2. 中文默書簿	2	2.00	4.00
3. 英文小測簿	4	2.00	8.00
4. 英文作文簿	2	3.40	6.80
5. 長單行簿	5	1.70	8.50
6. 短單行簿	3	1.30	3.90
7. 中文生詞簿	1	4.80	4.80
8. 英文生詞簿	1	5.00	5.00
9. 單行紙 (50 張)	1	5.30	5.30
10. 文件夾	4	2.30	9.20
11. 學生手冊	1	24.50	24.50
總金額			\$ 92.00

練習簿費合共港幣 92.00 將會連同九月份的學費於 2022 年 8 月 15 日 以自動轉賬形式收取。上述書簿將於九月份派發。所有已繳之費用一概不獲發還。

5. 全日課之午膳安排 (2022/2023)

初中學生(中一至中三)須留校午膳，而高中學生(中四至中六)則可外出午膳。

初中學生可自備午膳，或遞交午膳訂購表向維他天地服務有限公司訂購，家長亦可於每天 11 時 30 分把餐盒送到學校。高中學生可於下午 12 時 30 分開始外出用膳，並須於下午 1 時 35 分前回校。學生外出及回校時需以學生證進行電腦系統登記。為保障學生安全，如未能以學生證進行出入登記，則不可外出午膳。



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6. 電子通告及即時訊息事宜

為進一步提高家校通訊的效率，本校會以即時訊息及電子通告形式發放學校資訊。使用智能手機的家長只需下載「eClass App」，便可收到校方的推播訊息、接收學校資訊、查看學校通告並簽閱有關回條。

「eClass App」可透過以下 QR 碼直接下載，或以 iTunes 或 Google Play 下載。用戶指引現可於本校網頁下載(http://www.npl.edu.hk/ch/current/eclassapp_chin.pdf)。



Android 版本



iPhone 版本

如對使用「eClass App」手機應用程式有任何疑問，可致電 3913 3211 與服務供應商博文教育(亞洲)有限公司聯絡。

7. 提供「Microsoft Office 365 專業增強版」學生帳戶予新生之事宜

為配合電子輔助學習，本校已參與微軟的年度性軟件訂購計劃，為學生提供一系列辦公軟件，如 Microsoft Word, Excel, PowerPoint 及 OneNote。

每位學生可分別於最多 5 台微軟或蘋果電腦及最多 5 台流動裝置免費下載及安裝「Microsoft Office 365 專業增強版」及「Office 行動裝置版」。

「Microsoft Office 365 專業增強版」帳戶之登入名稱及密碼將於九月以便條形式通知每位學生。

如有查詢，請與資訊科技組聯絡。

8. 有關個人資料(照片及影片)之處理

學校活動期間或會拍攝學生的照片及影片。校方會透過各種渠道，以印刷及數碼形式發佈這些照片及影片，作宣傳有關活動之用。學生的照片及影片並有機會上載到學校網頁和/或用作其他符合公眾利益的用途上。



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9. 學生(團體人身)意外保險

為了給學生提供保障，保良局已為所有保良局屬校購買學生(團體人身)意外保險。

保險適用於學生參與保良局屬校舉辦的所有學校活動，包括保良局舉辦的正常課堂及休息時間，保險範圍亦延申至投保人直接由住所往返活動地點。

保險計劃受保險公司正式保單中的詳細條款和條件約束。學校只於索償程序中作出協助，索償資格和承保金額取決於保險公司的最終決定。

如需索償，請在意外發生後 7 天內通知學校，並提供醫療報告和所有相關文件。

10. 退學政策

「退學通知書」是家長通知本校有關學生退學的正式文件。本校不接受透過其他方式如電子郵件、信件或口頭通知等辦理學生退學。如家長/監護人計劃為子女辦理退學，請填寫「退學通知書」，並須於生效日前至少一個月交回校務處。本校學費以分期付款方式收取，如學生中途退學，已繳交退學月份之學費將不予退還。

如有查詢，請與學生事務組聯絡。

此致

貴家長/監護人

學生事務組啟

二零二二年七月二十六日



Po Leung Kuk Ngan Po Ling College

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Ref: Sch/Par/173/2122

26 July 2022

Dear Parents/Guardians,

School Policies Concerning Examinations, Learning and Teaching, and Library (2022/2023)

1. Test/Examination Policies

General Regulations

- When a student is unable to sit for the test/examination, he/she should inform the General Office by phone (24623932) before 8:00 a.m. The student should submit a medical certificate or other related documents to the General Office on the day the student returns to the school.
- For students applying for personal leave, the student should submit a parent letter to the General Office one week before the test/examination commences.
- Students should return home for revision immediately after school on test/examination days.
- In case of adverse weather conditions, students should pay attention to the announcements made on television or radio. If the Education Bureau announces the closure of schools, the test/examination on that day is to be rescheduled while the test/examination to be held the next day remains unchanged. If the school is closed on the last day of the test/examination period, the test/examination is to be postponed to the next school day.
- Students are required to arrive at the examination venue 20 minutes before the start of the test/examination. They must keep quiet at all times. Upon entering the test/examination venue, students should take the designated seat.
- Students are allowed to place only the stationery necessary for the subject on the desk.
- Students are not allowed to converse with others in the test/examination venue and they should follow all test/examination regulations.
- Students are not allowed to start writing before the invigilator announces the start of the test/examination.

Ref: Sch/Par/173/2122



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- Students should raise their hand and report to the invigilator any problems found during the test/examination.
- Students must stop writing when the invigilator announces the end of the test/examination.
- Students are not allowed to leave the test/examination venue without permission during the test/examination.
- Upon the completion of the first session of the test/examination, students should keep quiet and wait for the second session to begin.
- Cheating is a serious offence. If a student is caught cheating, his/her paper may be given no marks. Disciplinary penalties will also be imposed.

Lateness

- Students who are late are required to first report to the General Office and then go to the test/examination venue.
- Latecomers should enter the test/examination venue according to the instructions given by the invigilator.
- Latecomers would not be given any additional time allowance.
- No students are allowed to enter the test/examination room 30 minutes after the start of the test/examination.

Absence

- If a student is absent from a test/examination due to medical condition(s), he/she must submit an approved medical certificate or else the corresponding paper will score zero mark.
- For approved absence cases, score will be projected by students' ranking in the preceding test/examination in the same academic year and the scores of the other students in the current assessment. 80% of the projected score will be counted in the overall scores.
- Projection will base on the formative assessment ranking if students are absent in the first term test.



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2. Promotion Policy

- Total average marks reach 50% or above (Form 1- Form 4).
- Total average marks reach 45% or above (Form 5).
- Satisfactory conduct.

3. Drop Subject Policy

- Senior form students are allowed to drop one elective subject after the F.4 first term examination.

4. Library Policy

- Each student may borrow a maximum of six library materials.
- All borrowed library materials must be returned to the library within the loan period. See below for the loan periods of different library materials.

Library materials	Loan period
Books	14 days
Back issues of periodicals	14 days
Multimedia materials	7 days
Past public exam papers	7 days

- Each student may renew a loan library material once on or before the due date.
- An overdue fine, at a rate of HK\$1.5 per day, is imposed on each loan library material returned late. A ceiling of overdue fine, HK\$130, is set on each overdue item. The overdue fine should be settled as soon as possible.
- Only the holder of student identity card is eligible to use the library services. A student must not lend or transfer his/her student identity card to any other person for library purposes.
- A student should, before leaving the library, ensure that the library item issued to him/her on loan is complete and undamaged.



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- In case of loss of or unrepairable damage caused on a borrowed library material, the borrower must immediately report to the librarian who will consider if it is necessary to replace such library material or the whole set of library material in which the item forms a part. If the replacement is necessary, the borrower is liable to pay to the school a sum of money comprising the price of the replaced item(s) and a surcharge amounting to 20% of the price of such material as administration fee.
- During the test/examination period, loan service is suspended, while other library services remain available.
- See below for the opening hours of library:

	Opening hours
Monday to Friday (School Days)	07:30 – 17:00
Monday to Friday (School Holidays)	10:00 – 15:00
Saturday	09:00 – 12:00
Sunday and Public Holidays	Closed

Should you have any queries, please contact Academic Affairs Committee.

Yours faithfully,



Academic Affairs Committee



Po Leung Kuk Ngan Po Ling College

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Ref: Sch/Par/173/2122

敬啟者：

有關測考、學與教及圖書館政策(2022/2023)

1. 測考安排

一般守則

- 測驗/考試當天，考生若因事或因病缺席，須於當天早上八時正前致電校務處(24623932)請假。考生須呈交有效醫生證明文件或其他相關文件，辦理請假事宜。
- 考生若須於測驗/考試期間申請事假，家長/監護人須準備家長信，於測驗/考試前一星期，由考生呈交校務處辦理請假事宜。
- 測驗/考試期間，考生放學後應立刻回家溫習。
- 若遇到風暴或惡劣天氣，考生應留意電視或電台宣布。若教育局宣布學校停課，該日的測驗/考試將另作安排，而翌日的測驗/考試則如期舉行；如測驗/考試最後一天停課，則該日測驗/考試將順延一天舉行。
- 考生須於每節開考前二十分鐘到達試場，並保持肅靜。進入試場後，考生須按照指定之座位編號就座。
- 考生之桌面上只可有該節所需之文具。
- 考生不得在試場內交談或作出違反試場規則的行為。
- 監考老師未宣布開考前，考生不得作答。
- 測驗/考試進行期間，如有任何問題，考生應舉手告知監考老師。
- 當監考老師宣布考試完畢，考生應立即停止書寫。
- 測驗/考試進行期間，考生不得擅自離開試場。
- 每節測驗/考試完畢，考生應保持安靜，等待第二節測驗/考試開始。



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- 任何情況下考生均不可作弊；如考生於測驗/考試作弊，該卷分數可被取消，並須接受紀律處分。

遲到

- 遲到考生須到校務處登記，然後到編定之試場應考。
- 遲到之考生須由監考老師指示進入試場。
- 在任何情況下，遲到考生將不會獲得額外補時。
- 考生於開考後三十分鐘不可進入試場。

缺席

- 如考生因病缺席測驗/考試，必須呈交有效醫生證明文件，否則應考卷別將作零分計算。
- 若屬獲校方批准的病假或事假，校方將根據學生前一次中期測驗/考試的排名和該次評估中其他學生的分數進行比對及預測，該次測考之成績將以預測分數之百分之八十計算。
- 如果學生在上學期測驗缺席，則根據持續性評估排名進行預測。

2. 升級政策

- 總平均分達百分之五十或以上（中一至中四）
- 總平均分達百分之四十五或以上（中五）
- 操行良好

3. 退修科目政策

- 高中學生可以在中四上學期考試後申請退修一科選修科目。

4. 圖書館守則

- 每位學生最多可外借 6 項圖書館資料。



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- 所有圖書館資料必須在借用期內交還圖書館。下表見各項圖書館資料之借期:

圖書館資料	借用期
圖書	14 日
逾期期刊	14 日
多媒體資料	7 日
歷屆公開考試試題專輯	7 日

- 每位學生可於到期日或之前續借圖書館資料一次。
- 逾期歸還的外借圖書館資料，每一項均須繳付罰款。每項資料的逾期罰款為每天港幣 1.5 元，而上限為港幣 130 元。逾期罰款須盡快清還。
- 只有學生證持有人方可使用圖書館服務。學生證持有人不得將其學生證借出或轉讓予他人使用圖書館服務。
- 學生在離開圖書館前，須確定其外借的圖書館資料完整及沒有損壞。
- 圖書館資料如有遺失或遭受嚴重損壞，借用人須立即向圖書館館長報告。館長會考慮是否須要重新添置該項資料或重新添置包含該項資料在內的整套圖書館資料。如添置屬必須，借用人須向學校繳付一筆款項，而該款項包括該圖書館資料的價值及相等於該圖書館資料價值的 20% 作行政費用。
- 在測驗及考試期間，圖書館會暫停外借服務，而其他服務則維持不變。
- 下表見圖書館之開放時間:

	開放時間
星期一至五(上課日)	07:30 - 17:00
星期一至五(學校假期)	10:00 - 15:00
星期六	09:00 - 12:00
星期日及公眾假期	休館

如有查詢，請與教務組聯絡。

此致

貴家長/監護人

教務組啟

二零二二年七月二十六日

Ref: Sch/Par/173/2122



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Ref: Sch/Par/174/2122

26 July 2022

Dear Parents / Guardians,

Reminders on School Rules and the Use of Mobile Computer Devices Policy

Every student assumes the responsibility in observing the school rules and use of mobile computer device policy. To ensure a smooth school commencement, make sure you read through the student handbook and school regulations, and supervise your child to observe and follow the regulations closely.

1. Uniform and Appearance

To foster a positive school ethos and a good discipline culture, students should always keep their school uniforms and appearance neat and simple both inside and outside the campus. The requirements of school uniforms and appearance have been stated clearly in the student handbook and school regulations booklet.

2. Use of Student ID Card

To ensure students' safety and campus security, we have implemented a strict checking-in and out policy at the campus. All students are required to check in and out with their student ID cards whenever they enter or leave the campus. Parents can check their attendance records via the eClass system simultaneously. Students will risk a disciplinary penalty of up to a minor demerit if they fail to comply with the rule.

3. The Use of Mobile Computer Devices Policy

To create a conducive learning environment, students can only use their mobile devices (e.g. tablets, laptops or smartphones) in classrooms or specific locations under teacher's supervision. The devices are solely used for learning purposes. Students must switch off all their mobile devices before they enter the campus, and place them in their lockers/drawers before the first lesson. Students can only take out the devices for learning after gaining teacher's permission. Possession/use/display of items that are unrelated to studies (e.g. portable game players, iPods, etc.) is strictly prohibited. The use of mobile devices is strictly prohibited during special school functions (e.g. Sports Days, Swimming Gala, etc.). Students have to switch off their mobile computer devices before entering the corresponding venue. Students will risk a disciplinary penalty if they fail to comply with the rules. The school reserves the right to forfeit any of the above items. Parents or guardians need to retrieve the collected items at the school in person. Please supervise your child to strictly abide by the related policy and avoid bringing unnecessary items back to school.

Should you have any queries, please contact Discipline Committee.

Yours faithfully,



Discipline Committee

Ref: Sch/Par/174/2122



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敬啟者：

一般校規提醒及使用流動電腦裝置規則

所有學生需要嚴格遵守校規及使用流動電腦裝置的規則。為預備開學，請閣下仔細閱讀學生手冊及本校校規，並協助監管貴子弟遵守有關規定。

1. 校服及學生儀容

為維持淳樸校風，學生在校內及校外都應保持校服儀容整齊。校方對於學生的校服儀容基本要求已詳列在學生手冊的「校規」部分及「校規」本子。希望閣下能夠理解保持校服儀容端莊整潔的重要性，並協助貴子弟遵守相關規定。

2. 學生證使用事宜

為保障學生安全及加強學校保安，所有學生進入或離開校園時均需使用學生證進行電腦系統登記，閣下可以透過 eClass 系統查閱貴子弟出席資料。倘若貴子弟在進出校園時，未有遵守相關規定，可被記缺點一次。

3. 在校園內使用流動電腦裝置規則

為締造更良好的學習環境，貴子弟只能在老師的監督下，在課室內或指定地點使用流動電腦裝置（如：平板電腦、手提電腦或智能電話）作學習用途，貴子弟必須在進校前關閉所有流動電腦裝置，並在第一節課前將其存放到個人儲物櫃/抽屜內並鎖好，待有學習需要時才取用；其他與學習用途無關的電子產品，如隨身聽及電子遊戲機等則嚴禁帶回學校。至於在大型學校活動中（如：陸運會、水運會等）貴子弟必須在進入會場前確保流動電腦裝置已經關掉，在會場內嚴禁使用手提電話。學生如違反以上規定，校方有權代為保管有關物品，並予以紀律處分，並請閣下到校領取。閣下應監管及教導貴子弟嚴格遵守有關校規，避免攜帶與學習無關之物品回校。

如有任何查詢，請與訓導組聯絡。

此致

貴家長/監護人

訓導組啟

二零二二年七月二十六日

Po Leung Kuk Ngan Po Ling College
保良局顏寶鈴書院

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Form 4 (中西)



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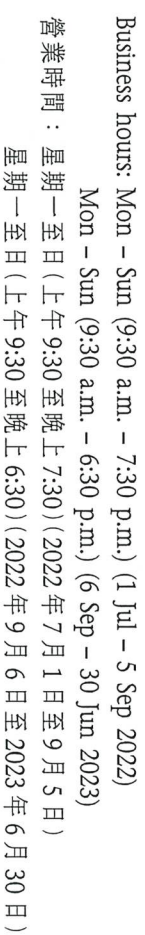
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PO LEUNG KUK NGAN PO LING COLLEGE
List of Textbooks for School Year 2022-2023
Form 4 (中四)

#	中國語文	Author	Publisher	Price
1.	新高中國語文新編 (必修部分) 第一冊 (套裝) (港高中建議篇章必讀筆記及電子課本認證卡) (2022年第三版)	顧銳強、李潔明、袁漢基、朱國輝、宋思進、彭偉諾、徐振平、黃海卓	香港教育圖書	272.00
2.	新高中國語文新編 (必修部分) 第二冊 (套裝) (港高中中國語文新編 (2022年第三版))	顧銳強、李潔明、袁漢基、朱國輝、宋思進、彭偉諾、徐振平、黃海卓	香港教育圖書	262.00

3.	文言文應試練習 第一冊		Joint Us	72.00
4.	透視文言文精識		Joint Us	105.00
5.	棋王	張系國	洪範書店	TBC
6.	目送	龍應台	天地圖書	128.00

FRENCH

7.	French as a Foreign Language for Cambridge IGCSE – Coursebook (2019 Edition) (Only if not purchased in F3)	Danièle Bourdais, Geneviève Talon	Cambridge University Press	409.00
8.	French as a Foreign Language for Cambridge IGCSE – Workbook (2019 Edition) (Only if not purchased in F3)	Danièle Bourdais, Geneviève Talon	Cambridge University Press	96.00

GCSE CHINESE

9.	Chinese Made Easy Book 4 (Traditional Character Version) (3rd Edition) (Only if not purchased in F3)		三聯書店	168.00
10.	Chinese Made Easy Book 5 (Simplified Character Version) (3rd Edition)		三聯書店	228.00
11.	Chinese Made Easy Workbook 4 (Traditional Character Version) (3rd Edition) (Only if not purchased in F3)		三聯書店	120.00

ENGLISH LANGUAGE

12.	Oxford Essential HKDSE Practice Papers Student's Edition Sets 1-8 (with Exam Booster)(2022 Edition)	Laura Chan, Joanne da Silva, Gary Hill et al.	Oxford	413.00
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MATHEMATICS

#	13. Effective Learning Mathematics S4A (Compulsory Part) (Loose-leaf Binding) (with Student's Resource Pack S4) (2014 Edition)	Mui Wa Kwong, Chan Mung Hung, Tang Ming Chee, Lo Yin Kue, Milton T.Y. Lo, Tam Chi Fai	Chung Tai	266.00
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#	14. Effective Learning Mathematics S4B (Compulsory Part) (Loose-leaf Binding) (2014 Edition)	Mui Wa Kwong, Chan Mung Hung, Tsang Ming Chee, Lo Yin Kue, Milton T.Y. Lo, Tam Chi Fai	Chung Tai	261.00
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15.	Effective Learning Mathematics Supplementary Exercise S4A (2014 Edition) (For Reference Only, Optional to buy)	Mui Wa Kwong, Chan Mung Hung, Tang Ming Chee, Lo Yin Kue, Milton T.Y. Lo, Tam Chi Fai	Chung Tai	83.00
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16.	Effective Learning Mathematics Supplementary Exercise S4B (2015 Edition) (For Reference Only, Optional to buy)	Mui Wa Kwong, Chan Mung Hung, Tang Ming Chee, Lo Yin Kue, Milton T.Y. Lo, Tam Chi Fai	Chung Tai	83.00
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MATHEMATICS (Module 1)

#	17. New Effective Learning Mathematics Module 1: Calculus and Statistics Volume 1 (Extended Part) (with Student's Resource Pack Vol. 1) (2019 Edition)	Milton T.Y. Lo, Lo Yin Kue, Tam Chi Fai, Mui Wai Kwong, Tang Ming Chee	Chung Tai	313.00
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MATHEMATICS (Module 2)

#	18. HKDSE Mathematics in Action (Extended Part) Module 2 – Algebra and Calculus Volume 1 (2019 Edition)	K H Yeung, C M Yeung, H W Lee	Pearson	318.00
#	19. HKDSE Mathematics in Action (Extended Part) Module 2 – Algebra and Calculus Volume 2 (2020 Edition)	K H Yeung, C M Yeung, H W Lee	Pearson	329.00

CITIZENSHIP AND SOCIAL DEVELOPMENT

#	20. Modern Citizenship and Social Development Theme 1: Hong Kong under “One Country, Two Systems” (2022 Edition)	Modern Educational Research Society Board	Modern Educational Research Society	288.00
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PHYSICS

- # 21. (SB Only) New Senior Secondary Physics at Work Book 2 – Force and Motion (For Physics) (2015 2nd Edition)
Wong Siu Ling, Oxford 401.00
Pang Wing Chung, Lie Ho Yin, Lam Shiu Bun
- # 22. (SB Only) New Senior Secondary Physics at Work Book 3A – Wave Motion I (For Physics and Combined Science) (2015 2nd Edition)
Pang Wing Chung, Oxford 163.00
Lie Ho Yin, Lam Shiu Bun
- # 23. (Reprinted with Minor Amendments 2020) New Senior Secondary Physics at Work Book E1 – Astronomy and Space Science (2016 2nd Edition)
Wong Siu Ling, Oxford 189.00
Pang Wing Chung, Lie Ho Yin, Lam Shiu Bun
24. Physics for HKDSE All-in-one Practice Book 1 Heat and Gases, Wave Motion (with solution booklet) (2021 Edition)
K.S. Lam, Aristo 246.00
C.F. Law, C.K. Li, P.H. Ng, Y.H. Ng, S.M. Tsui, K.S. Wong, S.K. Wong, Y.K. Wong, K.S. Lam, Aristo
25. Physics for HKDSE All-in-one Practice Book 2 Force and Motion (with solution booklet) (2021 Edition)
C.K. Li, P.H. Ng, Y.H. Ng, S.M. Tsui, K.S. Wong, S.K. Wong, Y.K. Wong

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- # 26. HKDSE New Chemistry – A Modern View Book 1A (Compulsory Part) (2022 Edition)
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- # 27. HKDSE New Chemistry – A Modern View Book 1C (Compulsory Part) (2022 Edition)
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- # 28. HKDSE New Chemistry – A Modern View Book 2A (Compulsory Part) (2022 Edition)
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- # 29. HKDSE New Chemistry – A Modern View Book 2B (Compulsory Part) (2022 Edition)
E. Cheng, J. Chow, Aristo 184.50
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- # 30. HKDSE New Chemistry – A Modern View Book 3A (Compulsory Part) (2022 Edition)
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- # 39. (SB Only) New Senior Secondary Mastering Biology 1A (For Biology and Combined Science) (2020 3rd Edition)
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INFORMATION AND COMMUNICATION TECHNOLOGY

- # 42. ICT for iGeneration Compulsory A1
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- # 43. ICT for iGeneration Compulsory A2
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- # 48. ICT for iGeneration Compulsory C2
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49. ICT for iGeneration Compulsory C
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Dr. Wilton Fok, Louis Lui, Patrick Yuen, Spike Ho, Ken Law, Karl Cheung, Kelle Leung, Ellen Shum
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50. ICT for iGeneration Elective C
Algorithm and Programming (2022 Edition)
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51. ICT for iGeneration Elective C
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GEOGRAPHY

- # 52. (SB Only)Senior Secondary Exploring
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Ip Kim Wai, Lam Chi Chung, Ho Sau Hung, Tsui Sau Ngan, Au Yeung Wing Man
Oxford 391.00
- # 53. (SB Only)Senior Secondary Exploring
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Sky Educational 150.00
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- # 55. HKDSE Economics in Life Microeconomics 1
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- # 56. HKDSE Economics in Life Microeconomics 2
(Compulsory Part) (2019 2nd Edition)
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- # 57. HKDSE Economics in Life Microeconomics 3
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- # 58. BAFS in the New World: Accounting Strand (Compulsory Part) (2022 3rd Edition) Ho Kin Wai, Tsui Sau Chung Pilot 210.00
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- # 60. New Century World History Theme B: Conflicts and Co-operation in the 20th-century World (Compulsory Part) (2019 Edition) Ho Wai Kin, Liu Yik Ling Ling Kee 329.00

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- # 61. 高中中國歷史 4 上 (必修部分) (2014 年第二版) 呂振基、王穎芝、姚世外 現代教育 234.00
- # 62. 高中中國歷史 4 下 (必修部分) (2014 年第二版) 呂振基、王穎芝、姚世外 現代教育 234.00

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經教育局審閱並刊載於【適用書目表】內。

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使用舊書/環保書的學生可自行向各出版社查詢購買有關學材。

Second-hand book users may contact the publisher to order the learning material.

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Chung Tai Educational Press	2558 2247	https://www.ctep.com.hk/
Heinemann	603-431-7894	https://www.heinemann.com/
Hong Kong Educational Publishing Co.	2887 8018	https://www.hkep.com/_v3/index.php?target=home&lang=tc
Hong Kong Joint-U's Press Ltd.	2950 9787	https://www.jointus.com.hk/
Hong Kong Music Publishers Ltd.	2384 6564	https://www.hkmsic.com.hk/web/
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Hung Fung Book Co., Ltd.	2492 8173	https://www.hungfungbook.com/
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Ling Kee Publishing Co., Ltd.	2561 6151	https://www.lingkee.com/lkpg/index.html
Manhattan Marshall Cavendish Education	2481 1930	https://www.marshallcavendish.com.hk/
Marshall Cavendish Education	2481 1930	https://www.mceducation.com.hk/
Oxford University Press (China) Ltd.	2516 3222	https://www.oupchina.com.hk

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Pearson Hong Kong	3181 0123	https://www.pearson.com.hk/en_GB.html
Pilot Publishing Company Ltd.	2363 1898	https://www.i-ppc.com/new/
Sky Educational Press (HK) Ltd.	2424 0733	https://www.skyedpress.com.hk/
三聯書店(香港)有限公司	2523 0105	https://www.jointpublishing.com/homepage.aspx
天地圖書有限公司	2865 0708	https://www.cosmosbooks.com.hk/
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香港文學館	2333 6967	http://www.hkliteraturehouse.org/
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Canotta	2578 0023	http://canotta.com.hk/
Hachette Français Langue Etrangère	+33155001141	https://www.hachettefle.com/
柏雅出版社	2467 3118	N/A
皇冠文化	(02) 2716-8888	https://www.crown.com.tw/
Hong Kong Unific Publishing Limited	9755 0889	N/A

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(September 2022)

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1/9 Thu				NIL		
2/9 Fri				NIL		
5/9 Mon		Rice w/ Pork Chop & Ham in Garlic Sauce	Rice w/ Braised Spare ribs & Black Fungus	Rice w/ Pumpkins in White Sweet Corn Sauce	Rice w/ Chicken Fillet in Black Pepper Sauce	Stir Fried Rice w/ Spiced Pork Cubes
6/9 Tue		Rice w/ Chicken Leg in Onion Sauce	Spaghetti w/ Diced Beef in Russian Style	Green Salad + Fruit Cup	Rice w/ Fresh Tomatoes & Beef	Stir-Fried Rice in Tomato Sauce
7/9 Wed		Rice w/ Curry Beef Brisket	Rice w/ Braised Pumpkin & Chicken	Bun w/ Tomatoes & Lettuce + Sweet Corn Cup	Rice w/ Chicken in Portuguese Sauce	Silver Needle Noodles w/ Shrimp & Ham
8/9 Thu		Rice w/ Curry Pork in Japanese Style	Rice w/ Chicken in Sweet Corn Sauce	Rice w/ Braised Assorted Mushrooms & Tofu	Rice w/ Pork Patty in Sweet Corn Sauce	Stir-Fried Udon w/ Beef
9/9 Fri		Rice w/ Curry Chicken & Potatoes	Rice w/ Sautéed Bean Curd in Szechuan Style	Rice w/ Buddha's Delight	Rice w/ Chicken Fillet & Tomatoes	Stir-Fried Rice Noodle w/ Pork
12/9 Mon				NIL		
13/9 Tue		Rice w/ Curry Chicken in Japanese Style	Rice w/ Diced Pork in Sweet Corn Sauce	Rice w/ Shredded Shiitake Mushrooms & Tofu	Spaghetti Beef Bolognese w/ Fresh Tomatoes & Corn	Stir-Fried Rice w/ BBQ Pork, Corn & Fried Egg
14/9 Wed		Rice w/ Pork Chop & Luncheon Meat in Black Pepper Sauce	Rice w/ Beef & Scrambled Eggs	Green Salad + Fruit Cup	Rice w/ Steak in Black Pepper Sauce	Stir-Fried Spaghetti w/ Pork
15/9 Thu		Rice w/ Beef in Borscht Sauce	Rice w/ Pork & Scrambled Eggs in Tomato Sauce	Rice w/ Braised Cabbage & Black Fungus	Rice w/ Chicken Fillet & Sausages in Curry Sauce	Stir-Fried Udon w/ Beef in Japanese Style
16/9 Fri		Rice w/ Chicken Leg in Onion Sauce	Rice w/ Enoki Mushroom & Beef in Japanese Style	Rice w/ Braised Bean Curd Sheets, Shiitake Mushrooms & Carrot	Rice w/ Chicken Fillet in Garlic Sauce	Stir-Fried Rice Noodle w/ Satay Beef
19/9 Mon		Rice w/ Chicken Fillet in Tomato Sauce	Rice w/ Shredded Beef in Black Pepper Sauce	Rice w/ Assorted Vegetables w/ Fresh Tomatoes	Spaghetti Beef Bolognese w/ Fresh Tomatoes	Stir-Fried Rice in Tomato Sauce
20/9 Tue		Rice w/ Curry Beef Brisket	Rice w/ Assorted Vegetables & Pork	Green Salad + Fruit Cup	Rice w/ Chicken & Mushrooms in White Sauce	Stir-Fried Rice w/ Spiced Pork Cubes
21/9 Wed		Rice w/ Chicken Wings & Minced Meat in Taiwanese Style	Rice w/ Satay Beef	Rice w/ Stir-Fried Spring Beans & Olive Pickles	Rice w/ Chicken Fillet in Portuguese Sauce	Stir-Fried Udon w/ Pork & Assorted Vegetables in Japanese Style
22/9 Thu		Rice w/ Curry Chicken & Potatoes	Rice w/ Beef & Onions in Japanese Style	Rice w/ Eggplants & Tofu	Spaghetti w/ Assorted Mushrooms & Tuna	Stir-Fried Rice Noodle w/ Beef
23/9 Fri		Rice w/ Braised Spare ribs & Potatoes in Oyster Sauce	Rice w/ Braised Pork, Tofu Puffs & Winter Melon	Rice w/ Assorted Mushrooms & Courgettes	Rice w/ Pork Chop & Sausages in Onion Sauce	Fried Rice Vermicelli in Singapore Style
26/9 Mon		Rice w/ Chicken in Onion Sauce	Rice w/ Beef & Scrambled Eggs in Tomato Sauce	Rice w/ Braised Winter Melon, Tofu & Shiitake Mushrooms	Rice w/ Chicken Fillet in Black Pepper Sauce	Curry Stir-Fried Rice
27/9 Tue		Rice w/ Braised Pumpkin & Chicken	Rice w/ Satay Enoki Mushroom & Beef	Bun w/ Tomatoes & Lettuce + Sweet Corn Cup	Rice w/ Shredded Beef in Russian Style	Stir-Fried Spaghetti w/ Shredded Chicken
28/9 Wed		Rice w/ Curry Beef	Rice w/ BBQ Pork & Sausages	Green Salad + Fruit Cup	Spaghetti w/ Pork Patty in Sweet Corn Sauce	Stir-Fried Rice w/ Shrimp & Diced Chicken
29/9 Thu		Rice w/ Swiss Chicken Leg	Rice w/ Beef in Black Pepper Sauce	Rice w/ Assorted Vegetables in Portuguese Sauce	Rice w/ Chicken Fillet & Tomatoes	Stir-Fried Rice Noodle w/ Pork
30/9 Fri		Rice w/ Beef Brisket & Radish in Chu Hou Sauce	Rice w/ Pork & Scrambled Eggs in Tomato Sauce	Rice w/ Curry Assorted Vegetables	Rice w/ Pork Chop & Sausages in Onion Sauce	Stir-Fried Rice w/ Spiced Pork Cubes

Lunch box fee : A-C HK\$24.00 X _____ days = HK\$_____ + D HK\$26.00 X _____ days = HK\$_____

+ E HK\$29.00 X _____ days = HK\$_____ Total amount HK\$_____

DEADLINE : 28/08/2022

(Late submission must not be accepted. Sorry for any inconvenience caused.)

Payment:
A. Cheque (payable to "VITALAND SERVICES LTD").
B. Bank in slip ;

Name of Bank : Banks of China (HK) ; A/C No. : 012-875-0-024073-4 ; A/C Name : VITALAND SERVICES LTD
Name of Bank : Banks of East Asia Limited ; A/C No. : 514-40-33204-6 ; A/C Name : VITALAND SERVICES LTD

C. Pay by cash at any 7-11 Convenience Store ~ Please pay again in case of loss of receipt

Please write down the school name, student name, class no. and telephone no. on the back of the receipt.

Submit : Please return the right hand side order form and cheque / bank receipt / receipt of 7-11 to school teacher

Leave Procedure : In case of absence or sick leave, students or parents have to inform school tuck shop Tel. : 6792 8961 before 9:00am

Please Note: Students are responsible for keeping their own meal card properly. If students have forgotten to bring or lost the meal card, no lunch meal will be re-arranged and no meal card will be replaced by Vitaland Services Limited. We are sorry for any inconvenience caused. Thank you for your attention.

Payment via 7-11 Convenience : HK\$_____

7-11 (MCS)

000635425



(7-11店員請將餐券交回顧客)

(Please return the completed order to Vitaland, receipt will be issued after stamp verification)

School name: PLK NGAN PO LING COLLEGE

Student name: _____

class _____

No. _____

Lunch box fee :

HK\$24.00 X _____ days = HK\$_____

HK\$26.00 X _____ days = HK\$_____

HK\$29.00 X _____ days = HK\$_____

Total Amount\$ _____

Payment :

☐ Cheque

☐ Payable to "VITALAND SERVICES LTD"

☐ Bank in slip : Bank of China (HK)

~A/C No. : 012-875-0-024073-4

~A/C Name : VITALAND SERVICES LTD

☐ Bank in slip : Bank of East Asia Limited

~A/C No. : 514-40-33204-6

~A/C Name : VITALAND SERVICES LTD

☐ Payment via 7-11 Convenience Store



保良局顏寶鈴書院

(2022年9月)

飯盒供應商：維他天地服務有限公司

學生姓名：

班別：

班號 ()

日期	填寫餐款	A (HK\$24.00)	B (HK\$24.00)	C (HK\$24.00)	D (HK\$26.00)	E (HK\$29.00)
1/9 四				是日不用午餐		
2/9 五				是日不用午餐		
5/9 一	香蒜汁豬扒火腿飯	乳香雲耳炆排骨飯	粟米白汁南瓜飯	黑椒雞扒飯	五香肉丁炒飯	
6/9 二	燒汁雞脾飯	俄國牛柳粒飯	田園沙律拼生果杯	鮮茄牛肉飯	西炒飯	
7/9 三	咖喱牛腩飯	南瓜炆雞球飯	蕃茄生菜包拼粟米杯	葡汁雞皇飯	鮮蝦火腿銀針粉	
8/9 四	日式咖喱豚肉飯	粟米汁雞球飯	雙菇炆豆腐飯	粟米汁豬柳片飯	乾炒牛肉烏冬	
9/9 五	咖喱薯仔雞球飯	麻婆豆腐飯	羅漢上素飯	鮮茄雞扒飯	乾炒肉片河	
12/9 一			是日不用午餐			
13/9 二	日式咖喱雞球飯	粟米肉粒飯	冬菇絲扒豆腐飯	粟米鮮茄肉醬意粉	粟米叉燒蛋炒飯	
14/9 三	黑椒豬扒餐肉飯	滑蛋牛肉飯	田園沙律拼生果杯	黑椒牛扒飯	乾炒肉片意粉	
15/9 四	羅宋牛肉飯	鮮茄滑蛋肉片飯	雪耳高笋飯	咖喱雞扒腸仔飯	日式肥牛炒烏冬	
16/9 五	燒汁雞脾飯	日式金菇肥牛飯	枝竹扒冬菇蘿蔔飯	蒜茸汁雞扒飯	沙爹牛肉炒河	
19/9 一	鮮茄雞柳飯	黑椒牛柳絲飯	鮮菇扒時菜飯	鮮茄肉醬意粉	西炒飯	
20/9 二	咖喱牛腩飯	錦繡肉粒飯	田園沙律拼生果杯	白汁蘑菇雞皇飯	五香肉丁炒飯	
21/9 三	台式肉燥雞中翼飯	沙爹牛肉飯	檳菜四季豆飯	葡汁雞扒飯	日式野菜豚肉炒烏冬	
22/9 四	咖喱薯仔雞球飯	日式洋蔥牛肉飯	茄子炆豆腐飯	雜菌吞拿魚意粉	乾炒牛河	
23/9 五	蠔油薯仔炆排骨飯	冬瓜豆卜肉片飯	雜園炒翠肉瓜飯	燒汁豬扒腸仔飯	星洲炒米	
26/9 一	和風照燒汁雞球飯	鮮茄滑蛋牛肉飯	冬瓜豆腐冬菇飯	黑椒雞扒飯	咖喱炒飯	
27/9 二	南瓜炆雞球飯	沙爹金菇肥牛飯	蕃茄生菜包拼粟米杯	俄國牛柳絲飯	乾炒雞絲意粉	
28/9 三	咖喱牛肉飯	叉燒腸仔飯	田園沙律拼生果杯	粟米汁豬柳片意粉	鮮蝦雞粒炒飯	
29/9 四	瑞士汁雞脾飯	黑椒牛肉飯	葡汁四蔬飯	鮮茄雞扒飯	乾炒肉片河	
30/9 五	柱侯蘿蔔炆牛腩	鮮茄滑蛋肉片飯	咖喱雜菜飯	燒汁豬扒腸仔飯	五香肉丁炒飯	

本月午膳飯盒費用：A-C HK\$24.00 X ____ 天 = HK\$ ____ + D HK\$26.00 X ____ 天 = HK\$ ____ 截止繳交日期：28/08/2022
+ E HK\$29.00 X ____ 天 = HK\$ ____ 實交HK\$ ____ (請同學依時繳交，逾期恕不受理，敬請原諒)

付款方法：

A. 支票(期票恕不接受) ~ 抬頭請寫「維他天地服務有限公司」

B. 銀行入數 ~ 請到以下任何一間銀行分行繳款；

中國銀行(香港)：戶口號碼：012-875-0-024073-4；戶口名稱：維他天地服務有限公司

東亞銀行：戶口號碼：514-40-33204-6；戶口名稱：維他天地服務有限公司

C. 7-11付款 ~ 請小心保存機印收據，如有遺失，請重新繳付

請於支票/銀行入數存根/7-11收據背後寫上校名、學生姓名、班別及聯絡電話

遞交方法：同學請把右方之訂購表連同支票/銀行入數存根/7-11機印收據交回班主任

請限手續：同學們如因病假缺席，請在我天早上9:00前致電本公司取消訂飯。電話：6792 8961

應繳付7-11便利店金額：HK\$ ____
7-11(MCS)
000635425



(7-11店員請將整份訂購表交回顧客)

【請保留整張訂購表交回維他天地職員，待蓋印後以作收據憑證】

請各同學注意：如忘記攜帶或遺失飯卡，本公司將不會後補午餐及補發飯卡，請大家妥善保存個人飯卡。不便之處，敬請見諒。

(2022年9月)

校名：保良局顏寶鈴書院

姓名：_____

班別：_____

班號：_____

飯盒費用：

HK\$24.00 X ____ 天 = HK\$ ____

HK\$26.00 X ____ 天 = HK\$ ____

HK\$29.00 X ____ 天 = HK\$ ____

實交HK\$ ____

請選擇付款方式：

☐ 支票(期票恕不接受)

抬頭請寫「維他天地服務有限公司」

☐ 中國銀行(香港)

戶口號碼：012-875-0-024073-4

戶口名稱：維他天地服務有限公司

☐ 東亞銀行

戶口號碼：514-40-33204-6

戶口名稱：維他天地服務有限公司

☐ 7-11付款



Po Leung Kuk Ngan Po Ling College

保良局顏寶鈴書院

26 Sung On Street, Tokwawan, Kowloon

九龍土瓜灣崇安街 26 號

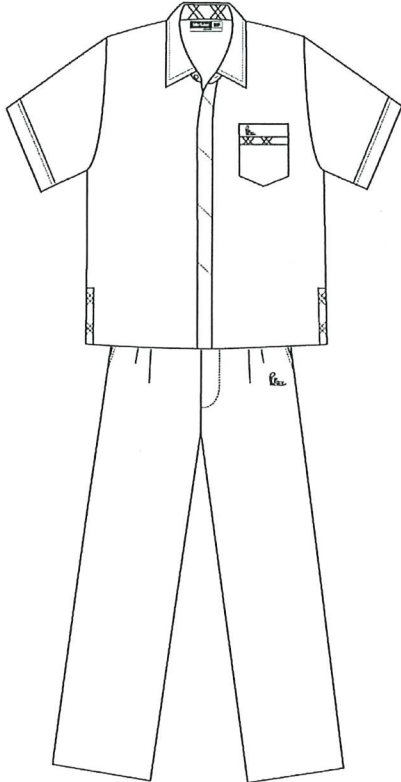
Tel 電話：2462 3932

Fax 傳真：2462 3929

Summer School Uniform 夏季校服

Form 4 to Form 6 中四至中六

Boys 男生



White Short sleeves shirt with green checkers in pocket and school logo embroidery

白色短袖襯衫，袋子配綠色格子及繡花校徽

Black belt 黑色皮帶

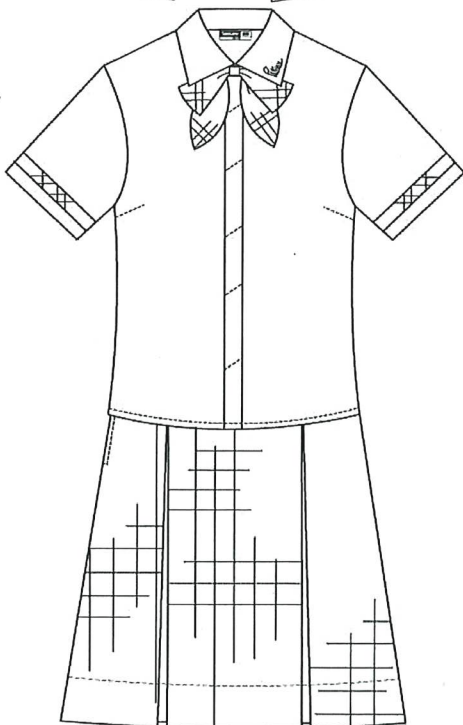
Dark grey trousers with green checkers trimming and school logo embroidery

深灰色直腳長褲，袋子配綠色格子及繡花校徽

Plain black or dark grey socks 黑色或深灰色襪

Black leather shoes 黑色學生皮鞋

Girls 女生



White Short sleeves shirt with green checkers, button on bow and school logo embroidery

白色短袖襯衫配綠色格子捆邊、蝴蝶結及繡花校徽

Green checkered pleated knee-length skirt with upper and lower body lining

綠色格子及膝裙連全色底裙

White short socks 白色短襪

Black leather shoes 黑色學生皮鞋

Parents and students are free to choose the suppliers of school uniform.

家長和同學可自由選用任何校服供應商。

www.oiman.com

愛民校服逾四十年歷史，質料經嚴謹挑選，布料經過特別處理，確保不褪色、不起毛粒或縮水。布料均合乎國際安全標準及規格。

愛民校服時裝公司

Oi Man School Uniform & Fashion Co.

G/F, 18B, Oi Man Plaza, Oi Man Estate, Ho Man Tin, Kowloon.

九龍何文田愛民村愛民廣場地下 18B

Tel: 2715 4782

www.oiman.com

2022 年

營業時間 Business Hours : 10:00 – 19:00 (周一至六 Mon-Sat)

13:00 – 18:00 (周日 Sun)

法定勞工假休息 Closed on statutory holidays

保良局顏寶鈴書院 – 購買夏季校服通知

Po Leung Kuk Ngan Po Ling College – Notice of purchase of summer school uniform

請填上訂購數量，親臨到門市購買，尺碼將由職員量度：

Please indicate the quantity required for each item. Sizes will be measured by our staff.

男生恤衫 Boys' Shirt

尺碼 Size	12 吋(34 胸 24 長)	13 吋(36 胸 25 長)	14 吋(38 胸 26 長)	15 吋(40 胸 27 長)	16 吋(42 胸 28 長)	數量 Qty.
價錢 Price	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	

男生西褲 Boys' Trousers (24-29" 吋腰 waist)

尺碼 Size	34 碼(34 長)	36 碼(36 長)	38 碼(38 長)	40 碼(40 長 30 腰)	42 碼(42 長 32 腰)	數量 Qty.
價錢 Price	\$ 95	\$ 105	\$ 115	\$ 125	\$ 135	

女生恤衫 Girls' Blouse

尺碼 Size	34 碼(34 胸 22 長)	36 碼(36 胸 23 長)	38 碼(38 胸 24 長)	40 碼(38 胸 25 長)	42 碼(42 胸 26 長)	數量 Qty.
價錢 Price	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	

女生校裙 Girls' Skirt (24-29" 吋腰 waist)

尺碼 Size	34 碼(34 長)	36 碼(36 長)	38 碼(38 長)	40 碼(40 長)	數量 Qty.
價錢 Price	\$ 100	\$ 110	\$ 120	\$ 130	

短袖運動衫 P.E. T-Shirt

尺碼 Size	S	M	L	XL	XXL	數量 Qty.
價錢 Price	\$ 65	\$ 65	\$ 65	\$ 70	\$ 75	

運動短褲 P.E. Shorts

尺碼 Size	S	M	L	XL	XXL	數量 Qty.
價錢 Price	\$ 60	\$ 60	\$ 60	\$ 65	\$ 70	

長袖運動外套 P.E. Jacket

尺碼 Size	S	M	L	XL	XXL	數量 Qty.
價錢 Price	\$ 140	\$ 145	\$ 145	\$ 150	\$ 155	

運動長褲 P.E. Pants

尺碼 Size	S	M	L	XL	XXL	數量 Qty.
價錢 Price	\$ 100	\$ 110	\$ 110	\$ 120	\$ 120	

男/女生冷衫 Boys'/Girls' Sweater

尺碼 Size	S	M	L	XL	XXL	數量 Qty.
背心 Vest	\$ 170	\$ 180	\$ 180	\$ 190	\$ 190	
長袖 Long Sleeve	\$ 220	\$ 230	\$ 230	\$ 240	\$ 240	

女生領花 Girls' Bow Tie

尺碼 Size	--	數量 Qty.
價錢 Price	\$ 18	

男生皮帶 Boys' Belt

尺碼 Size	24 – 36" 腰	數量 Qty.
價錢 Price	\$ 42	



合眾制服有限公司

地址:九龍荔枝角青山道 478 號百欣大廈 3 樓 B 座 電話: 2387 6628 (4 條線)

(荔枝角港鐵站 B1 出口, 聯邦廣場斜對面、近明愛醫院)

營業時間: 09:00-12:30 及 14:00-18:00 星期日及“公眾”假期休息

Hop Chung Uniform Limited

Address: Block B, 3/F, Por Yen Building, 478 Castle Peak Road, Cheung Sha Wan TEL: 2387-6628 (4 lines)
(Lai Chi Kok MTR Exit B1, Near Caritas Medical Centre)

Business hours: 09:00-12:30 & 14:00-18:00 Closed on Sunday and Public Holidays

【有關學生購買夏季校服詳情】

2022 年 7 月

【Information regarding purchase of summer school uniforms】

July 2022

1. 由即日起至 2022 年 **8 月 31 日**, 學生或家長可於荔枝角門市購買夏季校服現貨。欲免向隅, 請家長盡早購買。

**** 於 8 月 31 日或之前購買校服, 可享優惠價購買****

2. 若家長自行縫製校服, 可到學校參閱校服款式。

1. Summer school uniforms are available at our shop at Lai Chi Kok from now on until **31 August 2022**. Please make purchase as early as possible before they are out of stock.

****Special discount will be offered on purchase made on or before 31 August 2022.****

3. Parents may refer to the samples of summer school uniforms displayed at the school if they opt to prepare the uniforms by themselves.

保良局顏寶鈴書院 2022-2023 年度夏季校服價目

Po Leung Kuk Ngan Po Ling College 2022-2023 summer uniform price list

(由即日起至 8 月 31 日優惠價)

(Preferential price from now on until 31 August)

男、女生恤衫 (免漿燙 ~ 的確涼布料) Shirt for boys and girls

尺碼(衫長) Size (shirt length)	24"	25"	26"	27"	28"
正價 Original price	\$63	\$68	\$72	\$75	\$78
優惠價 Preferential price	\$60	\$65	\$68	\$71	\$74

男生西褲 (免漿燙) Boys' trousers

尺碼(腰圍) Size (waistline)	23"-24"	25"-26"	27"-28"	29"-30"	31"-32"
正價 Original price	\$96	\$105	\$114	\$121	\$127
優惠價 Preferential price	\$91	\$100	\$108	\$115	\$121

女生校裙(免漿燙 ~ 連身裙: 上身背心裡布, 下身格仔布半截裙) Girls' dress

尺碼(裙長)Size	33½"	35"	36½"	38"	40"
正價 Original price	\$97	\$106	\$115	\$122	\$128
優惠價 Preferential price	\$92	\$101	\$109	\$116	\$122

四社短袖運動衣 P.E shirt

尺碼Size	S	M	L	XL	XXL
正價 Original price	\$56	\$61	\$64	\$66	\$69
優惠價 Preferential price	\$53	\$58	\$61	\$63	\$66

黑色運動短褲 P.E. shorts

尺碼Size	S	M	L	XL	XXL
正價 Original price	\$54	\$58	\$61	\$63	\$65
優惠價 Preferential price	\$51	\$55	\$58	\$60	\$62

長運動褲 P.E. pants

尺碼 Size	S	M	L	XL	XXL
正價 Original price	\$96	\$101	\$107	\$112	\$117
優惠價 Preferential price	\$91	\$96	\$102	\$106	\$111

運動外套 P.E. jacket

尺碼 Size	S	M	L	XL	XXL
正價 Original price	\$128	\$133	\$138	\$144	\$149
優惠價 Preferential price	\$122	\$126	\$131	\$137	\$142

冷背心 Waistcoat

尺碼 Size	34"	36"	38"	40"	42"	44"
正價 Original price	\$168	\$173	\$178	\$183	\$188	\$193
優惠價 Preferential price	\$160	\$164	\$169	\$174	\$179	\$183

冷外套 Sweater

尺碼 Size	34"	36"	38"	40"	42"	44"
正價 Original price	\$193	\$198	\$203	\$208	\$213	\$218
優惠價 Preferential price	\$183	\$188	\$193	\$198	\$202	\$207

女生格仔蝴蝶呔 Girls' bow tie

正價 Original price	\$23	優惠價 Preferential price	\$22
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價目只按尺碼表比例遞增，特大尺碼及度身訂造均不另收取任何附加費用。

Prices increase with size increment. There is no surcharge on extra-large size and tailor- made school uniforms.

Po Leung Kuk Ngan Po Ling College School Bus Service Application Form

保良局顏寶鈴書院校車服務申請表格

Name of student: _____
(學生姓名) Last Name (姓氏) First Name (名字) English Name (英文名)

Class (班別): F. _____ Gender (性別): _____

Telephone: _____
(電話) Home (住宅) Mobile (無線電話) Other (其他)

Address: _____
(地址) Flat/ Unit (室) Floor (層) Building/ Block (大廈名稱/座數)

Phase (期數) Garden/ Estate (屋苑/屋苑名稱)

Street/ Road No. (街道/門牌號數)

District (地區) H.K/ Kln/ N.T (香港/九龍/新界)

Starting Date (開始日期): _____ (dd/mm/yy)

Signature of parent/ guardian (家長/監護人簽署) Date (日期)

Remarks 備註:

1. If a school bus route serves less than eight students at the beginning or in the middle of a semester, the bus route will be cancelled due to rising operating cost.
因營運成本上升，如一校車路線於學期初或中段之乘車學生人數少於八名，該校車路線將會被取消。
2. During test and examination period, school bus service (round-trip) will be provided as usual, but all school buses will depart from the school at the same scheduled departure time.
於測考期間，校車公司會如常提供校車服務（來回程），惟於回程時所有校車均於劃一時間離開學校。
3. Should you opt not to use the school bus service, please inform Kong Ben Company of it one month in advance.
如家長不欲繼續使用校車服務，請於一個月前通知港斌公司。
4. Should you have any queries, please contact Kong Ben Company at 91952033 (Ms. Yiu) / 65020994 (Mr. Cheung) or kongbencompany@gmail.com.
如有查詢，請致電 91952033（姚女士）/ 65020994（張先生）或電郵至 kongbencompany@gmail.com 與港斌公司聯絡。



Po Leung Kuk Ngan Po Ling College

保良局顏寶鈴書院

26 Sung On Street, Tokwawan, Kowloon

九龍土瓜灣崇安街26號

Tel 電話：24623932

Fax 傳真：24623929

Application No.

Date Received

20/10/2007

Student Hostel Admission Application Form 學生宿舍報名表

Name of Student	(Surname)	(Given name)			
學生姓名	(姓)	(名)			
Date of Birth 出生日期	(dd-mm-yy) (日-月-年)	Sex 性別		Class (20-21) 班別	
HKID Card No. 香港身份證號碼		Nationality 國籍		Religion 宗教	
Telephone No. 電話號碼	(Home) (住宅)	(Mobile) (手提)		Please affix recent photo 請貼上近照	
Residential Address 住址					
Correspondence Address (if applicable) 通訊地址 (如與住址不同)					
Email 電郵地址					
Main Reasons for Applying to become a Boarder 申請為宿生的主要原因					

	Father 父親	Mother 母親	Guardian 監護人
Name in Full 姓名			Father 父親 <input type="checkbox"/> Mother 母親 <input type="checkbox"/> or other 或其他： Name in Full 姓名： Relationship with student 與學生關係：
Occupation & Position 職業及職位			Contact No. 聯絡電話：

Please "✓" the appropriate box(es) 請於適當□加「✓」

I declare that to the best of my knowledge and belief the information listed in this form is true and correct.
If false information is provided, the application will be rendered null and void.
本人聲明此表格內的資料全屬正確無訛，倘若有虛報資料，則本申請作廢。

Signature of parent/guardian

家長/監護人簽署：_____

Name of parent/guardian

家長/監護人姓名：_____

Date 日期：_____

Medical History of Student 學生病歷表 (2022/ 2023)

Name of Student 學生姓名 : _____ Sex 性別 : _____

Class 班別 : _____ Date of Birth 出生日期 : _____

Student ID 學生證編號 : _____

Name of Parent/Guardian : _____ Contact Telephone : _____
家長/監護人姓名 Number 聯絡電話

1. If the student has ever had the following medical condition(s), please mark "X" in the appropriate box and specify details. 如學生曾患下列疾病，請在適當的方格內寫上「X」，並填寫有關詳情。

	Age Detected 患病時年齡	Age Recovered 痊癒年齡	Details of Disease 患病詳情
G6PD deficiency 葡萄糖-6-磷酸 脫氫酶缺乏症			
Bronchial asthma 哮喘			
Epilepsy 羊澇			
Fits due to fever 因高熱引致抽搐			
Kidney disease 腎病			
Heart disease 心臟病			
Diabetes mellitus 糖尿病			
Hearing defect 聽覺不健全			
Haemophilia 血友病			
Anaemia 貧血			
Other blood disease 其他血病			
Allergy to drugs 藥物敏感			
Allergy to vaccines 疫苗敏感			
Allergy to food 食物敏感			
Other allergies 其他敏感			
Tuberculosis 肺結核			
Minor operation 曾進行小型手術			
Major operation 曾進行大型手術			
Others 其他			

2. If the student is considered not suitable for participation in P.E. lessons or any other type of school activity, please specify :

倘認為學生不宜上體育課，或參加其他類型的學校活動，請具體說明：

and submit a medical certificate for the school's reference.

並請提交醫生證明書，供學校備案。

3. Any other remarks : 其他補充資料：

Date

日期

Signature of parent/guardian

家長/ 監護人簽署



Po Leung Kuk Ngan Po Ling College

保良局顏寶鈴書院

26 Sung On Street, Tokwawan, Kowloon

九龍土瓜灣崇安街 26 號

Tel 電話：2462 3932 Fax 傳真：2462 3929

Reply Slip

(Please return this slip and the filled Medical History Form to class teacher on 01.09.2022)

To: Principal

Po Leung Kuk Ngan Po Ling College

I acknowledge receipt of your registration documents including:

1. A Summer Programme Schedule
2. A Letter to Parents about Arrangement of School Uniform and Textbook Sale, Tuition Fee Arrangement, Direct Debit of Tuition Fee, School Fee Remission Scheme 2022/2023, Order of Exercise Books, Lunch Arrangement, eClass Mobile Application for Parents, Provision of Microsoft Office ProPlus Student Accounts to New Students, Processing of Personal Data in the Form of Photographs and Videos, Student Personal Accident Insurance Plan and Withdrawal Policy
3. A Letter to Parents about School Policies Concerning Examinations, Learning and Teaching, and Library 2022/2023
4. A Letter to Parents about Reminders on School Rules and the Use of Mobile Computer Devices Policy
5. A Textbook List with Textbook Online Ordering Guidelines
6. A Lunch Order Form for September
7. A School Uniform Design Sheet
8. School Uniform Suppliers' Information
9. A School Bus Service Application Form
10. An Application Form for Admission to Student Hostel
11. A Medical History Form
12. A Reply Slip for all attached Letters to Parents
13. Health Declaration Forms

Remarks:

- (1) Parents and students are free to choose which textbook and uniform supplier to make purchase from.
- (2) If the school does not receive the "Notice of Withdrawal" on or before **1 AUGUST 2022**, the student is assumed to continue his/her studies in our school and he/she will be registered for the coming academic year.
- (3) Tuition fee for September and exercise book fee will be collected through AUTOPAY on **15 AUGUST 2022**. Those applying for Local Education Allowance Scheme also have to pay these fees. For details, please refer to the corresponding letter to parents in the registration documents. Please make sure that there is a sufficient amount of money in the designated bank account on the payment date.
- (4) All paid fees (including school fee and exercise book fee, etc.) are non-refundable.
- (5) Photos or videos of students may be taken during school activities and uploaded onto our school webpage and/ or used for other purposes for public interest.

Signature of parent/guardian : _____

Name of parent/guardian : _____

Name of student : _____

Class (Class No.) : _____ ()

Date : _____

Ref: Sch/Par/Reg/01/F4/2223



Po Leung Kuk Ngan Po Ling College

保良局顏寶鈴書院

26 Sung On Street, Tokwawan, Kowloon

九龍土瓜灣崇安街 26 號

Tel 電話：2462 3932 Fax 傳真：2462 3929

回 條

(請於九月一日將回條及已填妥之個人病歷表交予班主任)

敬覆者：

本人已知悉 貴校各項註冊文件之內容：

1. 暑期行事曆
2. 有關校服及教科書售賣安排、學費安排、以自動轉賬形式繳交學費、學費減免計劃 2022/2023、訂購練習簿、午膳安排、電子通告及即時訊息、提供「Microsoft Office 365 專業增強版」學生帳戶予新生之事宜、有關個人資料(照片及影片)之處理、學生(團體人身)意外保險及退學政策事宜之通告
3. 有關測考、學與教及圖書館政策之通告 2022/2023
4. 有關校規提醒事項及使用流動電腦裝置規則之通告
5. 教科書書目表及網上訂購教科書指引
6. 九月份午餐訂購表
7. 校服式樣
8. 校服商資料
9. 校巴服務申請表
10. 入住學校宿舍申請表
11. 個人病歷表
12. 通告回條
13. 健康申報表

備註：

- (1) 家長和學生可自由選用任何課本及校服供應商。
- (2) 如學校在 2022 年 8 月 1 日 或之前沒收到「退學通知書」，則假設學生繼續就讀並自動註冊成為下一年度學生。
- (3) 9 月份學費及練習簿費將於 2022 年 8 月 15 日 以自動轉賬形式收取。申請本地教育津貼者亦須要繳交以上費用，詳情請參閱註冊文件內的家長信。請確保轉賬當日 貴戶口存款充足，以繳付有關費用。
- (4) 所有已繳之費用(包括學費及簿費等)一概不獲退回。
- (5) 學校活動期間或會拍攝學生的照片或影片，並有機會上載到學校網頁和/或用作其他符合公眾利益的用途上。

此覆

保良局顏寶鈴書院校長

家長/監護人簽署

:

家長/監護人姓名

:

學生姓名

:

班別 (學號)

:

日期

:

Ref: Sch/Par/Reg/01/F4/2223

Po Leung Kuk Ngan Po Ling College
2019 Coronavirus Disease (COVID-19)

Attachment 1:
Student's Form

Declaration form for travel history and health status of students

Name of Student: _____ Application no.: _____ Sex: #M/F

Please complete the form below and return it to school. (Please put a "✓" in the appropriate box.)

Part A – Travel history of your child outside Hong Kong in the past 14 days

- ☐ My child has not been away from Hong Kong in the past 14 days prior to the school activity.
☐ My child has paid visit outside Hong Kong in the past 14 days prior to the school activity.

Duration: From _____ (Month) _____ (Day) (Departure Date)

To _____ (Month) _____ (Day) (Return Date)

Destination (Please specify countries and cities): _____

Part B – Whether your child has confirmed infection of COVID-19

- ☐ My child has not confirmed infection of COVID-19.
☐ My child has confirmed of COVID-19 infection and has already recovered.

Hospitalization Period: From _____ (Month) _____ (Day)

To _____ (Month) _____ (Day)

Part C – Health status of those taking care of your child, or those living with your child

- ☐ Person taking care of or living together with my child has not confirmed infection of COVID-19.
☐ Person taking care of or living together with my child has confirmed infection of COVID-19. The person #has recovered / is still receiving treatment in hospital / has been discharged from hospital and is taking medicine.

Relation with my child (please specify): _____

- ☐ Person taking care of or living together with my child has not been classified as a "close contact of an infected person" of COVID-19.*

Part D – Current health status of your child

- ☐ My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.
☐ My child has symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Signature of Parent/Guardian: _____

Name of Parent/Guardian (in Block Letter): _____

Date: _____

Please delete as appropriate

* In general, "close contact" means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.

2019冠狀病毒病
學生外遊及健康狀況申報表

學生姓名：_____ 申請編號：_____ 性別：#男／女

請填妥下列表格交回學校（在適當方格上加上「✓」號）。

甲部：14天內的學生外遊紀錄

- ☐ 本人子女在學校活動前14天內沒有離開香港。
- ☐ 本人子女在學校活動前14天曾到訪香港境外的國家／地區。
- 離港時期：由_____年_____月_____日（離港日期）至_____月_____日（返港日期）
- 外遊地點（請列明國家及城市）：_____

乙部：學生是否曾經確診

- ☐ 本人子女沒有證實患上「2019冠狀病毒病」。
- ☐ 本人子女曾證實患上「2019冠狀病毒病」，並已痊癒。
- 留院日期：由_____月_____日至_____月_____日

丙部：照顧學生、或與學生同住的人士的健康情況

- ☐ 照顧本人子女、或與其同住的人士均沒有證實患上「2019冠狀病毒病」。
- ☐ 照顧本人子女、或與其同住的人士中，有證實患上「2019冠狀病毒病」，現#已經痊癒／仍留院醫治／出院進行藥物治療。
- 該患者和本人子女的關係：_____
- ☐ 照顧本人子女、或與其同住的人士中，並沒有被衛生署界定為「2019冠狀病毒病」確診個案的「密切接觸者」。^{*}

丁部：學生的健康狀況

- ☐ 本人子女沒有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。
- ☐ 本人子女有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。

家長／監護人簽署：_____

家長／監護人姓名（正楷）：_____

日期：_____

#請刪去不適用者

^{*}註：「密切接觸者」一般指曾經照顧患者、與患者共同居住或曾經接觸過患者的呼吸道分泌物和體液的人士。