



General School Circular (September 2026)

1st September 2026

Dear Parents and Guardians,

With the start of the new school year, I hope that you and your families have had a rejuvenating and relaxing summer filled with joyful memories. I am deeply honoured to serve as the new Principal of Maryknoll Fathers School. I look forward to continuing our commitment to quality education while building strong, meaningful relationships with our students and families.

I would like to extend a warm welcome to both our incoming students and our returning MFS family. I have no doubt that you will find your place at MFS, benefit greatly from the opportunities here, and enrich our community with your skills, talents and interests.

Please review the essential arrangements and policy details for the 26/27 school year outlined below.

1. Commencement Schedule & Daily Timetable

1.1. Tuesday, 1st September 2026

- Arrival: Students must arrive at school before 8:10 a.m.
- Programme: Term opening assembly and Class Teacher periods to handle commencement matters
- Dismissal: 12:35 p.m.

1.2 Wednesday, 2nd September & Thursday, 3rd September 2026

- Arrival: Students must arrive at school before 8:10 a.m.
- Programme: Regular classes following the half-day timetable.
- Dismissal: 1:30 p.m. (Form 1 and Form 2 students are not required to have lunch at school.)

1.3 From Friday, 4th September 2026 onwards

- Arrival: Students must arrive at school before 8:10 a.m.
- Programme: Whole-day timetable commences.
- Dismissal: 3:45 p.m. (Form 1 and Form 2 students are required to stay on campus for lunch starting from this date.)

2. Daily Attendance, Leave Regulations & Student Conduct

2.1 Attendance Logging via Smart Student Card

- Attendance must be recorded daily by tapping the student card at designated campus card readers before 8:10 a.m. and upon leaving school every day.
- Form 3 to Form 6 students who leave campus for lunch must tap back in prior to 1:40 p.m. Failure to tap the student card on time will be officially recorded as lateness.

2.2 Policy on Lateness

- Any student arriving after 8:10 a.m. is marked late.
- Detailed disciplinary procedures are outlined in the Student Handbook.

2.3 **Leave Application Regulations & Procedures**

- **Daily Absence Notification:** Parents must notify the school via the eClass Parent App before 8:10 a.m. on the day of the student's absence.
- **Absences of Two or More Consecutive Days:** Upon returning to school, student must submit medical certification or official proof to the Class Teacher or upload it via the eClass Parent App.
- **Absence During Examinations or Form Tests:**
 - Parents must notify the school via the eClass Parent App or call the General Office at 2777 5117 before 8:10 a.m.
 - To request an alternative assessment, the student must obtain an application form from the General Office. The completed form, signed by the relevant subject teacher and accompanied by supporting evidence (e.g. a medical certificate), must be submitted to the General Office within one week of the scheduled test or exam date.
- **Unplanned Personal Leave:** Parents must call the General Office or apply for leave via eClass before 8:10 a.m. Written explanations with supporting evidence must be submitted upon return for individual review and administrative approval.
- **Pre-planned Leave & Medical Consultations:** Written applications with supporting documents must be submitted to the Principal via the Class Teacher or eClass at least two days in advance. Parents may use the "Application for Leave" template in the Student Handbook.
- **Incomplete Procedures:** Absences with incomplete procedures or lacking valid documentation will be treated as truancy.

2.4 **Rules on Appearance and Uniforms**

- Strict adherence to the School Rules on Appearance and Uniforms is required. Offenses will be recorded on the student's report card.

2.5 **Mobile Phone Policy:**

- To support focus during lessons, mobile phone use is strictly prohibited on campus. Devices must be switched off before entering the school premises.
- **Form 1 to Form 4 Students:** Must secure their devices in assigned individual lockers upon arrival. Form 1-2 students retrieve devices after school; Form 3-4 students may retrieve devices during lunch for off-campus use and must re-lock them upon returning.
- **Form 5 to Form 6 Students:** Must ensure their devices remain turned off and stored safely during school hours.
- In case of emergencies, students may contact parents using the telephone at the school office.

2.6 **Student Tablet Policy**

- To maintain an academically rigorous, focused, and secure learning environment while promoting digital well-being, the school has updated its policy and guidelines regarding student tablet usage on campus.

- Parents and students are requested to jointly review the Acceptable Use Policy Pledge (distributed on 1st September 2026). The signed agreement should be returned to the Class Teacher.
- Students who do not agree and return the pledge will not be permitted to use tablets at school.

2.7 Complying with School Rules

- Students are expected to strictly adhere to the School Rules. Details are outlined in the Student Handbook.
- Students are reminded to pay attention to the reminders from the School Discipline Committee (Appendix 1).

3. Student Records, Health Care & Physical Education

3.1 Verification of Student Profile

- Printed Student Profile will be distributed on Tuesday, 1st September 2026.
- Parents must check all records carefully, circle and correct any inaccuracies, sign the document, and return it to the Class Teacher on or before Thursday, 3rd September 2026.
- Returning this form is mandatory even if no updates are required.
- Ensure local mobile numbers for SMS communications are accurate (fixed lines or numbers starting with '8' are unsupported). Inform the General Office immediately if your contact details or child's medical history change during the school year, or to report any special educational needs.

3.2 Student Medical Records

- To ensure proper care for our students, parents are required to submit their child's medical records by completing the form on the eClass app. Please refer to the relevant circular for details.

3.3 Physical Education (PE) Regulations

- PE is a compulsory part of the school curriculum. Requests for temporary or permanent medical exemption must be supported by an official medical certificate issued by a registered medical practitioner. Please indicate your child's PE participation status on the eNotice reply slip.
- If there is any change in your child's health condition, please contact the PE teachers immediately.

3.4 Student Health Service 2026/27

- Please refer to Appendix 2 for details.

3.5 Seasonal Influenza Vaccination Outreach programme

- Please refer to Appendix 3 for details.

4. Financial Matters, ePayment & Assistance Schemes

4.1 Exercise Books & Miscellaneous Fees: Please refer to Appendix 4 for details. E-Payments should be made via eClass by Monday, 14th September 2026.

4.2 Student ePayment Account Operation

- The school has been adopting the ePayment system via eClass.
- Accounts remain active until graduation, with unspent balances carried annually.

- Parents are advised to maintain a minimum operational balance of \$1,000 at the start of the school year to cover authorized debits (refer to Appendix 4). Top-ups can be executed via PPS (Merchant Code: 6374) or convenience store barcode presentation (see Appendix 5).

4.3 Financial Assistance & CSSA Schemes

- **Government Subsidies:** Students receiving Student Finance Office assistance (e.g. Textbook Assistance, Subsidy Scheme for Internet Access Charges and Student Travel Subsidy) must submit their “Eligibility Certificate” to the General Office by Monday, 7th September. New eligible families can apply through the website of the Student Finance Office (<https://www.wfsfaa.gov.hk/tc/sfo/index.htm>) or obtain an application form from the school office at any time during the year.
- **Comprehensive Social Security Assistance (CSSA) Recipients:** Official proof must be submitted to the Class Teacher by Monday, 7th September 2026.
- **School Assistance:** Families facing sudden financial hardship who do not receive CSSA or full textbook assistance may submit a written application along with relevant documents to the Principal for confidential, individual evaluation regarding fee subsidies or exemptions for school activities.

4.4 MTR Student Travel Scheme: Eligible students seeking concessionary public transit fares under MTR Student Travel Scheme must apply online directly via www.mtr.com.hk/ch/customer/tickets/student_travel_scheme.html.

5. Campus Life & Operational Arrangements

5.1 Lunch Arrangements

- **Form 1 & Form 2:** Required to remain on campus for lunch.
- **Form 3 to Form 6:** Permitted to leave the campus during lunch hours.
- **Lunch Box Service:** Each month, students may place lunch orders for the following month through the designated school lunch box supplier. Please refer to the notice distributed in July and use the login accounts and passwords provided at that time.
- **Parental Drop-Off:** Home-cooked meals may be deposited into the designated thermal collection boxes at the main entrance strictly between 12:00 p.m. and 12:20 p.m. daily.
- **Commercial Delivery Prohibition:** For health, safety and campus security reasons, commercial food delivery services are prohibited. Students are not permitted to order food delivery to the school campus at any time.

5.2 Other Learning Experiences (OLE)

- The school is committed to fostering whole-person development by providing students with a diverse range of OLE throughout the academic year. Sessions run during Period 9 on Thursdays for Form 4 to Form 6 and Period 9 on Fridays for Form 1 to Form 3. Select specialized activities may extend dismissal time to 4:30 p.m.

5.3 Weather Contingency Protocols

- The school operates in accordance with Education Bureau (EDB) directives.
- When a Red or Black Rainstorm Warning Signal is issued at or after 8:00 a.m., classes will continue safely until regular dismissal hours.
- In case of class suspension announced by EDB due to tropical cyclones during operational hours, students will be released only after direct confirmation from parents is secured.

5.4 **Lost & Found**

- Lost items should be reported to the General Office immediately. Unclaimed items will only be kept until the end of each school term, after which they will be disposed of without further notice.

6. **Home-School Partnership**

6.1 **Sunshine Calls**

- Class Teachers will phone parents in late September to build early home-school rapport.

6.2 **Digital Communication Channels**

- Official school circulars are issued exclusively via eClass eNotice platform. Parents must install the eClass Parent Mobile App and enable real-time push notifications.

6.3 **Student Handbook Monitoring**

- Parents are encouraged to review and sign their child's Student Handbook weekly to monitor homework submission, academic progress, and personal discipline.

6.4 **Parent-Teacher Association (PTA) Recruitment**

- The PTA newsletter will be distributed in September.
- Parents interested in joining our team of parent volunteers are invited to register online by Friday, 18th September 2026 via this link. <https://forms.gle/9YZ5m9JTahz7fGE77>

7. **Campus Security, Privacy & Legal Policies**

7.1 **Anti-Fraud Directives**

- All fee collections are authorized exclusively through official eClass circulars.
- **Authorized Channels:** ePayment via eClass, crossed cheques made payable to "The Incorporated Management Committee of Maryknoll Fathers' School, or direct cash payment at the General Office.
- **Warning:** The school will never request money transfers to personal bank accounts or send payment demands via third-party links/SMS. Suspicious matters should be reported to the Anti-Deception Coordination Center (18222), or Police (999).

7.2 **Personal Data Privacy Policy**

- All personal data is handled in strict compliance with the Personal Data (Privacy) Ordinance. Details are set out in Appendix 6. By indicating your consent on the eNotice reply slip, parents grant permission for the school to collect personal data.

7.3 **Media Consent and Release Agreement**

- To present educational activities and showcase student achievements, the school may capture, produce, and publish photographs and video recordings of students during school events. By granting consent via the eNotice, parents and guardians agree to the following legally binding terms:
 - The school and its sponsoring body are granted royalty-free permission to use, reproduce, edit, exhibit, and distribute student images and video across any media, including printed publications, official websites, intranet, and social media channels, for non-profit, educational, and promotional purposes.
 - The school retains sole discretion regarding the selection, editing, and publication of all media materials. Parents waive the right to inspect or approve any finished products prior to release.

- Parents agree to release, discharge, and hold harmless the school and its sponsoring body from any civil liabilities, legal obligations, or claims arising from the authorized use of the student's images or video recordings.
- Written applications are required for any exemption requests.

7.4 **CCTV Operation**

- Closed-circuit television systems operate in public areas (e.g. entrances, corridors, tuck shop) for campus safety. Video footage is automatically overwritten after 30 days in compliance with the Personal Data (Privacy) Ordinance.
- The school strictly adheres to the Personal Data (Privacy) Ordinance and the Guidelines on CCTV Surveillance issued by the Office of the Privacy Commissioner for Personal Data in Hong Kong to ensure that the privacy of students and staff is not violated.

7.5 **Emergency Medical Charges**

- If a student requires urgent medical treatment and parents cannot be reached, the school will prioritize student health and send them to a hospital. Associated costs remain the responsibility of parents (Hospital Authority A&E charges: \$400 for HKID holders; \$2,100 for non-eligible persons).

8. **Travel Documents for Mainland Study Tours**

- To strengthen students' national identity and to deepen their understanding of our country, mainland study tours will be organised during the academic year.
- Parents must ensure that their child's travel documents (e.g., Mainland Travel Permit for Hong Kong Permanent Residents (回鄉證) or foreign passport) remain valid through at least December 2027. Expiring documents must be renewed promptly.

9. **Upcoming Events**

9.1 **Athletic Meet (Heats)** (Please refer to the relevant circular for details.)

- **Date:** Thursday, 24th September 2026
- **Venue:** Sham Shui Po Sports Ground (3 Hing Wah Street, Cheung Shan, Kowloon)
- **Reporting Time:** 8:10 a.m. at the venue
- **Dismissal Time:** Approximately 4:30 p.m.
- **Remarks:**
 - Attendance is mandatory for all students. Unexcused absence will be considered as truancy.
 - Please ensure the health condition of your children and make sure they are fit for the Athletic Meet.
 - Full PE uniform is compulsory.
 - Students are expected to strictly observe all school regulations, follow safety instructions given by teachers and venue staff, and remain in designated seating areas when not participating in events.
 - Students should make appropriate meal arrangements for lunch as catering services will not be provided on-site.

9.2 **69th School Anniversary Mass**

- **Date:** Wednesday, 30th September 2026
- **Venue:** St. Francis of Assisi Church (58 Shek Kip Mei Street, Sham Shui Po, Kowloon)
- **Teacher-in-charge:** Ms. Yung Wing Man
- **Remarks:**
 - All students must arrive at school by 8:10 a.m. in neat, full school uniform.

- Transport from school to the venue will be provided by coach.
- Students will depart from the school by coach.
- Students will be dismissed directly at the church at about 12:00 noon.

10. Upcoming Events (Applicable to Individual Students)

The school facilitates whole-person development of student and is committed to offering diverse learning experiences across domains. Your child has been arranged to participate in the following events. If you have any enquiries regarding the events, please contact teacher-in-charge at 2777 5117.

10.1 School Sports Team Election(Please refer to the relevant circular for details.)

Day 1: Badminton(Boys), Basketball (Girls), Table Tennis, Volleyball

- Date: 3/9/2026
- Time: 3:00 p.m. – 4:30 p.m.
- Venue: School Campus
- Target Students: Form 1 – 5
- Teacher-in-charge: Mr Chan Siu Pong, Miss Law Man Chung, Miss Ng Tsz Yin

Day 2: Football, Basketball(Boys), Badminton (Girls)

- Date: 4/9/2026
- Time: 4:00 p.m. – 5:30 p.m.
- Venue: School Campus
- Target Students: Form 1 – 5
- Teacher-in-charge: Mr Chan Siu Pong, Miss Law Man Chung, Miss Ng Tsz Yin

10.2 Inter House Sports Competition (Please refer to the relevant circular for details.)

Boys Senior Grade Basketball

- Date: 7/9/2026 (Mon), 11/9/2026 (Fri)
- Time: 4:00 p.m. – 6:00 p.m.
- Venue: School Basketball Court
- Target Students: Form 4-6 & House Committee

Girls Open Grade 3 x 3 Basketball

- Date: 9/9/2026 (Wed)
- Time: 4:00 p.m. – 6:00 p.m.
- Venue: School Basketball Court
- Target Students: Form 1-6 & House Committee

Boys Senior Grade Football

- Date: 19/9/2026 (Sat)
- Time: 9:00 a.m. – 11:00 a.m.
- Venue: Shek Kip Mei Park 7-a-side Hard-surfaced Soccer Pitch
- Target Students: Form 4-6 & House Committee
- Teacher-in-charge: Mr Chan Siu Pong, Miss Law Man Chung, House Masters

10.3 Inter House Cheerleading Training (For details, please refer to the relevant circular.)

- Date: 8/9/2026, 10/9/2026, 15/9/2026, 17/9/2026, 22/9/2026, 29/9/2026, 6/10/2026, 8/10/2026
- Time: 4:00 p.m. – 5:30 p.m.

- Venue: School Campus
- Target Students: Form 1 & House Committee
- Teacher-in-charge: Mr Chan Siu Pong, Miss Law Man Chung, House Masters

10.4 Form 6 Sham Tseng Lido Beach Geography Fieldwork

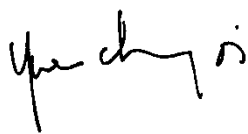
- Date: Monday, 7th September 2026
- Time: 8:00 a.m. – 5:15 p.m.
- Venue: Ho Koon Nature Education cum Astronomical Centre & Sham Tseng Lido Beach
- Target Students: Form 6 Students taking Geography
- Remarks:
 1. Wear casual clothing and sports shoes. Bring an umbrella / raincoat, sunscreen, insect repellent, a water bottle, and fieldwork stationery.
 2. Free round-trip transportation and lunch are provided.

11. Special Day Arrangements

- 25th September 2026 Discretionary school holiday after Athletic Meet. No Classes.
- 30th September 2026 69th School Anniversary Mass. Half-school day.

For general inquiries regarding this circular, please contact the General Office at 2777 5117.

Yours sincerely,




Yuen Cheung Oi
Principal

Each one of you has received a special grace, so, like good stewards responsible for all these varied graces of God, put it at the service of others. (1 Peter 4:10)

REPLY SLIP

(To be completed via the eClass Parent App)

General School Notice (September 2026)

I acknowledge receipt of Circular No. G001/2627 regarding General School Circular (September 2026).

1. Physical Education Participation: (Please select one)
 - ☐ My child is fully fit to participate in PE lessons.
 - ☐ My child is not suitable to participate in PE lessons. (Medical certificate attached)
 - ☐ Please exempt my child from PE lessons from _____ to _____. (Medical certificate attached)
 - ☐ My child is only suitable for specific activities recommended by a doctor. (Medical certificate attached)
2. Personal Data Privacy: I have read the Personal Information Collection and Data Privacy Policy in Appendix 6. I authorize Maryknoll Fathers' School to use and retain my personal information and that of my child according to the policy.
3. Media Consent and Release Agreement:
 - ☐ I **AGREE** to the Media Consent and Release Agreement.
 - ☐ I **DO NOT AGREE** to the Media Consent and Release Agreement and will submit a written application for exemption to the Principal.

Appendix 1 Reminders from the School Discipline Board

Reminders from the School Discipline Board

The school has endeavoured to support students' growth and nurture their self-discipline. As the school community continues to evolve, the School Discipline Board would like to remind students of the following:

A. Success Support Group (成功支援小組)

- To ensure students receive the targeted behavioural support or academic help they need, students who are late to school without valid reasons must attend Success Support Group at lunch break (1:10 p.m. – 1:40 p.m.) while those who fail to submit their homework must attend **Success Support Group** after school (3:50 p.m. – 4:50 p.m.) to reflect and complete the homework.
- Should there be any time clashes, students should seek approval from the Teacher-in-charge prior to the Success Support Group session with an Excuse Slip which can be obtained from the School Office.
- Students who fail to attend the Success Support Group would receive disciplinary action.

B. Electronic Devices (電子裝置)

- To help students keep their mobile phone and reduce distractions on campus, the school has provided mobile phone lockers for Form 1 to Form 4 students.
- **F.1 – F.2 students** can only retrieve their mobile phones from the lockers **after school**.
- **F.3 – F.4 students** can retrieve their mobile phones **during lunchtime (12:35 p.m. – 1:40 p.m.)** to use **outside the campus**. They must lock their phones securely upon returning to school and retrieve them after school.

C. Grace Scheme (將功補過計劃)

- The school has implemented the Grace Scheme, allowing students who have received warnings or demerits for misconduct to reflect on their behaviour(s) and make amends.
- In the Grace Scheme, students should behave themselves in class and participate in campus service.
- The application deadlines are as follows:

Form	Date
Form 1 – Form 5	18 th December 2026 (1 st Term) 7 th June 2027 (2 nd Term)
Form 6	15 th January 2027

- The full version of School Rules can be found from the Student Handbook.
- We understand that these new rules may represent a change from previous years, but we believe they are necessary and beneficial for our school community. We hope with the above changes, we can promote a safer, more enriching, and more productive learning environment for all our students.
- If you have any enquiries, please feel free to contact head of Discipline Team, Mr. Chan Siu Pong or Ms. Wong Ching Yin at 2777 5117.

Student Health Service 2026/2027

The objectives of the Student Health Service are to safeguard both physical and psychological health of students through health promotion and disease prevention services. The scope of service covers health assessment which includes physical examination, growth and puberty assessment, when necessary, individual health counselling and health education. Parents may refer to webpage (www.shs.gov.hk/healthprog.pdf) for details of the health programmes. Student Health Service is free of charge for students who are “eligible persons” (Please refer to the “Notes for Parents/Guardians” for details on eligibility).

Enrolment Methods

This year, both online and paper enrolment options are available. Parents may choose either one to enrol. The enrolment exercise spans from 1 September to 14 September 2026.

Option A: Online Enrolment

Parents may access the enrolment platform with the school specific access link or QR code and submit your application online from 1 September to 14 September 2026. You may refer to the “E-enrolment Guidance Notes” or demonstration video on “Online Registration Guide for Parent and Secondary School Students” for enrolment procedures:
https://www.studenthealth.gov.hk/english/resources/enrol_method.html

Online Enrolment Link:

<https://eenrol.clinical.dh.gov.hk/OnlineBookingWeb/#/stdhs-eenrol/spa/spa-eeenrol/form/b289126bf6ea551003f02a21fea4350e83c5f043182932f688c90b367d008a55>

Online Enrolment QR code:



Option B: Paper Enrolment

If parents prefer to submit a paper application form, please complete the “Application & Consent Form for Student Health Service 2026/27” and return it to our school by 14th September 2026.

Do NOT agree to enrol

If parents do not wish to enrol your child this year, please complete Parts A and C of the “Application & Consent Form for Student Health Service 2026/27” and return it to school by 14th September 2026.

Appointment Arrangement

Each enrolled student will be assigned a health assessment appointment at **Tsz Wan Shan Wu York Yu Student Health Service Centre** and its address is **2/F Wu York Yu Health Centre, 55 Sheung Fung Street, Tsz Wan Shan**. Appointments will be arranged from November 2026 to October 2027. Appointment slips will be sent to parents through our school about one month before the appointment date.

Identity Document Requirement

Parents should bring along valid identity document while attending for service. If identity document is not available for verification during registration on the day of appointment, service may need to be rescheduled.

Further Information and Enquiries

For more details about the Student Health Service, you may browse the Student Health Service website at www.studenthealth.gov.hk. For enquiries, please call Tsz Wan Shan Wu York Yu Student Health Service Centre at 2320 6790 / 2322 5931 or contact the teacher, Mr. Sze Ka Wai at 2777 5117.

Appendix 3 Electronic Consent Form for the Seasonal Influenza Vaccination School Outreach Programme

1. Vaccination Details

- Date: 3rd November 2026
- Name of Medical Organization: JP Partners Medical (MK)
- Doctor: Dr. Li Shun Hoi
- Vaccine Type: Combination of Injectable and Nasal Spray Vaccines
- Deadline of eConsent: 13th September 2026
- Video Guide and User Manual:

Please visit <https://www.chp.gov.hk/en/features/110268.html>



Video Guide and User Manual

2. Points to Note

- Both parents and children must be registered with eHealth and link their accounts as family members.
- If the QR code does not belong to your child's school, please check with our school.
- The QR code is unique to each school and must not be shared with others.
- The system will only display the vaccine type selected by our school.
- For vaccine recipients under the age of 18, the consent form must be completed and submitted by a parent or guardian. Vaccine recipients aged 18 or above will need to contact the school for follow-up arrangements.

3. QR Code for Maryknoll Fathers' School



瑪利諾神父教會學校

注射式/噴鼻式疫苗 injectable/nasal spray vaccine; 到期日 Exp date: 13/09/2026

Appendix 4 2026/27 School Year Exercise Books and Miscellaneous Fees

2026/2027 簿費及雜費細明表 2026/27 Fees for Exercise Books & Miscellaneous Items

	收款項目 Items	中一 S1	中二 S2	中三 S3	中四 S4	中五 S5	中六 S6
1	習作簿* Ex. Book*	\$14.60	\$14.60	\$14.60	\$4.80	\$4.80	\$1.00
2	學生手冊 Student Handbook	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
3	詠讚 Prayer Book	\$12.00	--	--	--	--	--
4	eClass 學生學習概覽訂閱費 Subscription Fee for eClass iPortfolio	\$80.00	--	--	--	--	--
5	學生證 Student Card	\$20.00	--	--	20	--	--
6	非標準項目收費 (特定用途費用)# Fees for Specific Purposes#	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$170.00
7	視藝科材料費 VA Materials	--	\$21.00	\$21.00	--	--	--
8	高中堂費 S4- S6 Tong Fai	--	--	--	\$340.00	\$340.00	\$340.00
	總額 Total Amount	\$477.60	\$386.60	\$386.60	\$715.80	\$695.80	\$522.00

	選修科附加項目 Elective Subject Add-on Items	中一 S1	中二 S2	中三 S3	中四 S4	中五 S5	中六 S6
9	M2 習作簿** Ex. Book**	--	--	--	\$3.80	\$3.80	--
10	ICT 習作簿** Ex. Book**	--	--	--	\$1.90	\$1.90	--
11	Geog 習作簿** Ex. Book**	--	--	--	\$1.90	\$1.90	\$1.90

附註 Remark:

1. #為提供更佳的學習環境及設施給學生，本校會收取教育局許可之「特定用途收費」，用以支付特別教育開支，例如非標準教學設施的空調及各類設備、訂購各類學習軟件及平臺、添置及保養校園設備等，以配合學校的校本需要。

#In order to provide students with a better learning environment and facilities, our school will collect the Fees for Specific Purposes permitted by the Education Bureau to cover special educational expenses, e.g. items for non-standard teaching facilities, learning platform, equipment and the procurement and maintenance of campus equipment, etc. to meet the school's specific needs.

2. 經家長教師會及法團校董會商討及核准，本年度的「特定用途收費」為\$340，中六同學所繳交的費用為\$170。

After discussion & approval from the Parent-Teacher Association and the Incorporated Management Committee, it has been agreed that this year's fees for specific purposes is \$340, whereas \$170 for S6 students.

3. 在學年結束後，將以通告形式列出收支表以供家長查閱。

At the end of the school year, a statement of income and expenditure is provided in the form of a circular for parents' reference.

4. 以上項目為必收項目，將於2026年9月份付款。The above items are mandatory and will be paid in September 2026.

5. 已獲學生資助辦事處全額資助之家長如須申請豁免特定用途費用，請致函學校，並內附全額資助證明副本，申請方為有效。Parents whose children have received full grant of School Textbook Assistance and who wish to apply for exemption from specific purpose fees should write to the school and enclose a copy of the full funding certificate for the application to be valid.

習作簿數量及價目表 Quantity & Amount of Exercise Book

	中一 S1	中二 S2	中三 S3	中四 S4	中五 S5	中六 S6
A0001 (@\$1.0)	7本	7本	7本	1本	1本	1本
A0002 (@\$1.9)	4本	4本	4本	2本	2本	--

習作簿數量及價目表(選修科) Quantity & Amount of Exercise Book(Elective Subject)

	中一 S1	中二 S2	中三 S3	中四 S4	中五 S5	中六 S6
A0002 (@\$1.9)						
Mathematics M2	--	--	--	2本	2本	--
Information and Communications Technology	--	--	--	1本	1本	--
Geography	--	--	--	1本	1本	1本

Appendix 5 Arrangements for ePayment (電子繳費安排)

1. Parents should make the first deposit into your child's ePayment account in the following ways:
家長可使用以下方法將款項存入電子繳費帳戶如有需要可自行充值。
- Open a PPS account and make the deposit/top-up through PPS system (via internet/apps/telephone). Record the transaction number for your reference. You may refer to the PPS website (<http://www.ppschk.com/>) for more details.
開啟一個繳費靈 (PPS) 帳戶，透過 PPS 系統（互聯網 / 手機應用程式 / 電話）存款。詳情可參閱 PPS 的網頁(<http://www.ppschk.com/>)。

Transaction details are as follows: 相關交易資料如下：

1. Merchant Code 商戶編號：**6374**
2. Merchant Name 商戶名稱：**Maryknoll Fathers' School 瑪利諾神父教會學校**
3. Account number 帳戶號碼: Input the eight digits of the student registration number printed on the student card. 輸入學生証上學生註冊編號的八位數字

- Make the deposit/top-up at Circle K. Parents must show the barcode below to the shop assistant in payment. Keep the receipt for your reference.
家長可以前往 OK 便利店付款，屆時須要向店員 出示以下的條碼。保留收據作參考。
 - Make the deposit/top-up through online bank bill payment. Record the transaction number for your reference.
透過網上銀行繳費系統存款。記下交易編號作參考。
2. For PPS/online banking, the minimum amount of each deposit/top-up is \$200. For convenience stores/supermarkets, there is no minimum amount of each deposit/top-up.
PPS / 網上銀行：存款/充值的最低金額為 \$200。便利店 / 超級市場：不設存款/充值最低金額。
 3. An administration fee of \$2.2 (PPS/online banking) or \$3.4 (convenience stores/supermarkets) will be charged for each deposit/top-up transaction.
每筆存款/充值的手續費為 \$2.2 (PPS / 網上銀行) 或 \$3.4 (便利店 / 超級市場)，將於存款 / 充值額中扣除。
 4. Notices on payment of fees will be given in advance. Parents should ensure there is enough credit in the child's ePayment account.
學校每次從電子繳費帳戶中扣款前，將預早向 家長發出通告，請家長確保賬戶內有足夠的金額。
 5. Parents can check the balance and transaction record of a child's ePayment account via eClass.
家長可通過 eClass 平台查閱電子繳費帳戶的餘額和交易記錄。
 6. Student's ePayment account is active till graduation. The balance in the account will be carried forward to the next school year.

學生的電子繳費帳戶將沿用至該生畢業；每學年在帳戶內的餘額將自動轉移至下學年。

7. Balance in the account can be refunded when the student graduates or withdraws from school.
如學生畢業或退學，電子繳費帳戶的餘額將退還予家長。

Barcode for deposit/top-up through Circle K

付款條碼 (OK 便利店)

MaryKnoll Fathers' School 瑪利諾神父教會學校 Secondary Section 中學部		
 Student Photo 學生相	Student Card 學生証	
	CHAN TAI MAN	
	陳大文	
	Loyalty House 忠社	
Date of Issue: September		XXXXXXXX 

Barcode for deposit on the
back side of student card
學生証背面上的付款條碼

	
9999XXXXXXXXXXXXXX	
1. This card should be carried at all times and should be produced upon request for use of school facilities 2. This card is not transferable.	
瑪利諾神父教會學校 九龍大坑東 桃源街 2 號	Maryknoll Fathers' School 2 To Yuen Street Tai Hang Tung, Kowloon
Email 電郵: mail@mfs.edu.hk Homepage 網址: http://www.mfs.edu.hk	Tel 電話: 2777 5117 Fax 傳真: 2778 5871
	
If found, please return this card to Maryknoll Fathers' School 如拾獲此証, 請交回瑪利諾神父教會學校	

Maryknoll Fathers' School

Personal Information Collection and Data Privacy Policy (Students and Parents)

_____ Maryknoll Fathers' School _____ (“the School”) is committed to observing the Personal Data (Privacy) Ordinance so that the privacy of individual students and their parents and/or guardians would be guaranteed. The School would adopt reasonable and practical steps to protect and process all personal information according to and in compliance with the Personal Data (Privacy) Ordinance regarding data privacy, confidentiality and security.

1. Categories of personal data of students, parents or guardians held by the School

The School will collect the following two categories of personal data only.

They are:

- Student records, which include personal data, academic attainments, photos, sound and video recordings in the School (or in collaboration with other educational institutions or organizations) of every current and former student;
- Parent or guardian records, which include the contact information of every current and former student's parents or guardians.

2. Retention of personal data

The personal data of students and their parents and/or guardians will be retained no longer than necessary. The School shall take all practicable steps to erase personal data that is no longer required for the purpose for which the data is used unless erasure is prohibited by law or is not in the public interest. Only authorized staff can access the personal data for a specified purpose under legal and reasonable circumstances. Such data are required for fulfilling students' requests and/or organization responsibilities in the provision of credible student transcripts.

3. Purposes of the use of personal data

- Parent or guardian data for the purpose of communication between parents and the School;
- Student records for academic and administration purposes, which include admission registration, academic attainments, conduct, service and activities records, public examination result(s), scholarship and financial assistance records, student counselling, career development, alumni affairs and data collected by the School Sponsoring Body or its member schools for educational research and data analysis.
- Other personal records (including photos, sound and video recordings, homework and assignments) for various purposes according to the nature of the personal data being collected and the purposes of the collection being specified, which include the administration work of the provision of school services and activities, handling of admission applications, school promotion and student training activities, procurement of services, consultations and the handling of legal and appropriate enquiries from the public.

4. Transfer of personal data

The School will only transfer personal data to others if prior authorization is received. The School may disclose and/or transfer personal data, only for the specific purpose(s) made known to the information provider upon (or before) the collection of personal data, to the Education Bureau, Hong Kong Examinations and Assessment Authority, government departments for legal collection of information, our School Sponsoring Body (mainly for the purpose of educational research and data analysis), etc. Any third party to whom the personal data are disclosed and/or transferred has a legal obligation to keep such personal data confidential.

5. Accuracy of personal data

The School will adopt proper procedures to maintain the accuracy, integrity and relevancy of personal data collected at a reasonable level and in compliance with the purpose(s) of the personal data being collected. The School will ensure that the personal data of information providers are accurate and up-to-date. However, this relies much on the information provider to provide the School with accurate data and notify the School of any errors or changes in such information.

6. Access and update of personal data

The information provider and his/her authorizer have the right to access, update or amend his/her personal data. Please contact the School General Office for details.

I _____ (name in full) agree to release my son/daughter _____ (name[s]) and my personal information to Maryknoll Fathers' School (name of school) and authorize the School to use and retain my personal information according to the Personal Information Collection and Data Privacy Policy as stated above.

Date: _____

Signature of Parent: _____

Action Items & Key Deadlines Summary Checklist

Please use this summary checklist to track all required forms, payments, and registration for September 2026. All tasks must be completed by the specified deadlines through their respective submission channels.

Deadline	Action Item	Target Audience	Submission Channel
Thu, 3 Sep 2026	Student Profile Verification Verify, sign, and return the printed profile sheet.	All Students	Physical Copy → Class Teacher
Thu, 3 Sep 2026	Student Medical Record Form Complete and submit the student medical record.	All students	eClass App
Fri, 4 Sep 2026	MTR Student Travel Scheme Submit online application for concessionary fares.	Applicants Only	MTR Official Portal
Mon, 7 Sep 2026	Financial Assistance / CSSA Proof Submit Eligibility Certificates or CSSA documentation	Beneficiaries	Physical Copy → General Office / Class Teacher
Mon, 14 Sep 2026	Exercise Books & Miscellaneous Fees Settle required fees via ePayment.	All Students	eClass ePayment
Fri, 18 Sep 2026	PTA Parent Volunteer Registration Register online to join the volunteer team.	Interested Parents	Google Form Registration