



# ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,  
HONG KONG

Web Page: [www.stclare.edu.hk](http://www.stclare.edu.hk)  
E-mail : [info@stclare.hk](mailto:info@stclare.hk)

Tel : 2817 1764  
Fax: 2855 8420

1 December 2020

Dear Parents,

## Schedule of Career and Life Planning Events for S3 Students

To better help our S3 students prepare for their Subject Selection, the Career and Life Planning Committee (CLP) has prepared a video to provide more information and guidance. Students need to have a better understanding on themselves as well as the latest developments of Life Planning matters. Students will receive the link through email.

The CLP committee will also be conducting a number of activities to disseminate relevant information. Details are as follows:

Year	Month	Details
2020	Dec	Distributing the information package on senior secondary elective subjects
2021	27 Feb (Parents' Day)	Informing parents and students about Subject Selection Survey Form
	2 Mar	Distributing the Subject Selection Survey Form via Office 365 email. The school will take the survey results into consideration in deciding the electives to be offered and the number of classes for some elective subjects.
	12 Mar	Submitting the Subject Selection Survey Form
	Apr	1. Conducting Subject Selection workshops 2. Issuing circular to parents about the subject combination for S4 3. Distributing the Subject Selection Form via Office 365 email
	Mid-May	Submitting the Subject Selection Form (Students who submit late or with incomplete parts will be given a lower priority in the allocation process.)
	12 Jul	Releasing the Results of Subject Allocation
<b>Counselling services concerning subject selection is available to students for the whole year. You may contact any Career Teachers, Class Teachers, Subject Panel Heads or Subject Teachers for advice.</b>		

We will continue to offer support and updates to parents and students according to the above schedule. We encourage students to seek advice from various parties, like parents and class teachers before making their decisions. If you have further enquiries, kindly contact the class teachers or Ms. Tammy Tam, the teacher-in-charge of CLP committee.

Thank you for your attention.

Yours sincerely,

Mrs. Cherry Chan  
Principal



-----Reply-Slip-----

To: St. Clare's Girls' School

Notice No. : 2021035

## Schedule of Career and Life Planning Events for S3 Students

We have read and noted the arrangements of the captioned matters.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Class & Class Number

\_\_\_\_\_  
Date



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敬啟者：

## 中三生涯規劃活動日程

學校生涯規劃組準備一段短片，讓中三學生更瞭解自己及清楚掌握生涯規劃的資訊，以便就高中選修科目作更充份的準備。學生將經 Office 365 電郵收到短片連結。

生涯規劃組亦將舉辦一系列活動讓學生更深入瞭解相關資訊，詳情如下：

年份	月份	詳情
二零二零年	十二月	向學生派發高中選修科目資料冊。
二零二一年	二月二十七日 (家長日)	向家長及學生簡介填寫「選科意願調查表」。
	三月二日	透過 Office 365 電郵發放「選科意願調查表」。學校將根據是次調查結果商議高中選修科目及組別。
	三月十二日	遞交「選科意願調查表」。
	四月	1. 舉辦中三選科輔導工作坊。 2. 發通告通知家長選修科目的組合。 3. 透過 Office 365 電郵發放「選科表」。
	五月中旬	遞交「選科表」。 (學生若遲交，或資料不全，她的分配次序會被安排到較後位置。)
	七月十二日	公布高中選修科目結果。
輔導選科工作全年進行，學生可聯絡升學輔導組老師、班主任、科主任或科任老師。		

學校會持續支援家長及學生，並提供以上各項最新的資訊。學校鼓勵學生作出選科決定前，應徵詢不同人的意見，如家長、班主任等。如有垂詢，請聯絡班主任或生涯規劃組負責老師談少雯老師。

此致  
貴家長

校長陳黃碧瑜謹啟

二零二零年十二月一日