

明愛屯門馬登基金中學  
2021-2022 年度 家長通告

敬啟者：

**有關「一人一樂器」計劃取錄及網上課堂之安排**

「一人一樂器」計劃現正式取錄 貴子弟參與樂器訓練計劃，學生須由 5/10/2021 起，逢星期二下午出席以網上形式進行的樂器班，逢星期二的第十節將會取消，因此該天的放學時間將改為下午 12:55。有關樂器班課堂詳情可參閱下表。

獲編組別	樂器班名稱	上課日期					上課時間	節數
		月份	日					
	長笛 (1)	10	5	12	19	26	下午 3:00 – 下午 4:00	29
	口琴 (1)	11	2	9	16	23 30		
	口琴 (2)	12	14	21				
	夏威夷小結他 (1)	1	4	11	18	25		
		2	8	15	22			
	夏威夷小結他 (2)	3	1	8	15	22		
		4	12	26				
		5	3	10	17	24 31		

此樂器訓練計劃乃課程的一部分，學生必須出席所有課堂。如有要事或因病未能出席，必須按學校的正常請假程序辦理：

- 病假：須於當日網課開始前(即下午 3 時前)由家長致電校務處，並於回校後提交家長信申明請假理由；
- 事假：寫手冊或家長信申請。

如無故缺席，將會受到處分。

此外，學校將借出樂器予學生於本學年使用，樂器將於 2021 年 9 月 28 日派發，並必須於 2022 年 6 月 7 日交還予學校。有關樂器交還安排詳情如下：

交還樂器日期	時間	班別	地點	備註
7/6/2022	下午 12:45 – 下午 1:15 (第十節課堂)	2A	302 室	1. 當天下午的網上樂器班取消。 2. 中二學生需要出席第十節面授課堂。
		2B	303 室	
		2C	304 室	

學生需於 9 月 28 日(星期二)把以下回條及借用樂器承諾書(附件一)一併交回班主任，以便校方能盡早進行有關行政工作。

感謝 貴家長及子弟對本校音樂活動的支持，本校的音樂活動得以成功推動，閣下的支持與參與是極其重要的。在此，亦希望 貴家長往後能多督促 貴子弟把握機會，投入參與音樂活動，盡情享受學習音樂所帶來的挑戰與樂趣。如有任何查詢，請致電 2461 0304 與簡梓鈞老師聯絡。

此致  
貴家長

聯課活動組及音樂科簡梓鈞老師負責主理

校長

謹啟

袁國明

二零二一年九月二十七日

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家長通告第 2122\_035 號

〔 回 條 〕

敬覆者：

本人已知悉有關「一人一樂器」計劃取錄及網上課堂之安排。

此覆

明愛屯門馬登基金中學

中\_\_\_\_\_班\_\_\_\_\_號 學生：\_\_\_\_\_

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

日期：\_\_\_\_\_

27 September 2021

Dear Parents/Guardians,

**"One Student One Instrument" Scheme Acceptance Offer and Online Lesson Arrangement**

The "One Student One Instrument Scheme" of the school has now officially admitted your son/daughter to join the musical instrument training programme. Starting from 5/10/2021, S.2 students are required to attend online musical instrument class in the afternoon. The 10<sup>th</sup> period on Tuesday will be cancelled and so, S.2 students will leave the school at 12:55 p.m. on that day. Details of the arrangements for the instrument classes are shown below.

Class Allocated	Musical Instrument Class	Date					Time	No. of Lessons
		Month	Day					
	Flute (1)	Oct	5	12	19	26	3:00 p.m. – 4:00 p.m.	29
	Harmonica (1)	Nov	2	9	16	23 30		
		Dec	14	21				
	Harmonica (2)	Jan	4	11	18	25		
		Feb	8	15	22			
	Ukulele (1)	Mar	1	8	15	22		
		Apr	12	26				
	Ukulele (2)	May	3	10	17	24 31		

Please note that this musical instrument training programme is part of the normal curriculum. Students are required to attend all the lessons. If any student is absent or wants to apply for casual leave, the student should follow the regular procedures of applying for leave.

- Sick Leave : Parents make a call to the General Office before the start of the online lesson (i.e. before 3:00 p.m.) on that day.
- Casual Leave : Parents write an application letter/statement in the student's handbook beforehand or write a parent's letter beforehand.

The school will follow the standard rules of discipline and punitive measures will be taken if a student is absent without justifiable reasons.

Besides, the musical instrument will be loaned to students for this school year and will be distributed to them on 28 September 2021. All the loaned instrument must be returned to the school on 7 June 2022. Details of the return arrangement are as follows:

Date of Returning Loaned Instrument	Time	Class	Venue	Remarks
7 June 2022 (Tuesday)	12:45 p.m. – 1:15 p.m. (10 <sup>th</sup> lesson)	2A	Rm 302	1. Online musical instrument classes will be cancelled. 2. S.2 students are required to attend the 10 <sup>th</sup> lesson in school.
		2B	Rm 303	
		2C	Rm 304	

To facilitate a smooth arrangement, please sign and return the reply slip below and the "Musical Instrument Loan Agreement" (Appendix 1) to the class teacher on 28 September 2021 (Tuesday).

Lastly, thank you very much for supporting the music activities of the school. Your support and participation are extremely important for the success of the music programme. I hope you will continue to encourage your child to seize the opportunity to enjoy the music activities and have fun in learning music. Should you have any inquiries, please contact the teacher-in-charge Ms. Kan Tsz Kwan at 2461 0304.

Yours faithfully,

\_\_\_\_\_  
Yuen Kwok Ming  
Principal

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Parents Notice No.: 2122\_035

**[ Reply slip ]**

Dear Sir,

I acknowledge the "One Student One Instrument" Scheme Acceptance Offer and Online Lesson Arrangement.

Name of Student	:	_____
Class and Class no.	:	_____ ( ) _____
Signature of Parent / Guardian	:	_____
Name of Parent / Guardian	:	_____
Date	:	_____

明愛屯門馬登基金中學

2021 – 2022

一人一樂器計劃

網上課堂禮儀與規則

**進行網上課堂前：**

1. 請預備好筆記、文具及樂器。
2. 同學參與「網上課堂」器材應為具備視訊及音訊功能之電腦、手提電腦、平板電腦或智能電話〔即需配置麥克風(咪)、揚聲器(喇叭)及攝錄鏡頭〕。
3. 為免受到背景聲音干擾，當進入課室時請選擇「**靜音/ Mute**」。

**進行網上課堂期間：**

1. 在進行網上課堂時，同學必須**保持視訊開啟**。
2. 學生需要得到老師同意才開啟麥克風發言。
3. 如需要回應教師提問或發問，可利用「舉手」功能。
4. 學校期望學生能學習網上學習禮儀，學生必須注意網上一切言行，為不當言行負上責任。  
網上學習只是另一種學習模式，等同實體課堂一樣，學生必須遵守課堂規則。
5. 為保障同學的私隱及肖像權問題，切勿攝影、攝錄或錄音，以示尊重。

Caritas Tuen Mun Marden Foundation Secondary School

2021 – 2022

One Student One Instrument Scheme

Online lesson etiquette and regulations

**Before attending online lessons**

1. Please prepare your notes, stationery and musical instrument.
2. Your computers, laptops, tablets or smart phones should be equipped with video and audio capabilities (Devices include a microphone, speakers and camera lens).
3. To avoid being interrupted, please **MUTE** the mic before joining the class.

**During online lessons**

1. Students should **TURN THEIR VIDEO CAMERA ON** during the online lesson.
2. Students are only allowed to turn on the mic after getting permission from teacher(s).
3. If students would like to answer or ask questions, they should make use of the ‘Raise hand’ function.
4. The school expects that students can learn and observe proper classroom etiquette during online lessons. Students must take all responsibilities of the things they do there. Online learning is an alternative way of learning and students must follow all classroom instructions in the same way as those in face-to-face classes.
5. In order to protect students’ privacy and portrait rights, any forms of recording are strictly prohibited.

**明愛屯門馬登基金中學**  
**借用樂器承諾書**

尊敬的袁校長：

為了促進學習的成效，本人承諾小兒／小女必須配備相關樂器上課及表演，並向學校借用相關樂器，及承諾遵守有關借用樂器規則。

1. 小兒/小女在收取樂器時須仔細檢查，並測試清楚樂器的性能。如有問題，必須立即提出。
2. 樂器借用期由 2021 年 9 月 28 日至 2022 年 6 月 7 日。
3. 借用期生效後，小兒/小女須確保樂器的運作正常及正確地使用，如發現不正確或惡意損壞，學校有權立即收回樂器，並要求家長支付該樂器所有重置、保養及維修費用。
4. 借用期生效後，如小兒/小女遺失樂器，學校有權要求家長支付該樂器的重置費用。
5. 2021-2022年度有關樂器重置費用如下：

樂器	費用
口琴	\$72
夏威夷小結他	\$400
長笛	\$1,980

6. 樂器如有任何損壞或遺失，必即時向學校報告。

學生簽署：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別：\_\_\_\_\_ 學號：\_\_\_\_\_

日期：\_\_\_\_\_

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

日期：\_\_\_\_\_

**Caritas Tuen Mun Marden Foundation Secondary School**  
**Musical Instrument Loan Agreement**

Dear Principal Yuen,

In order to facilitate the learning outcome, I promise my child will have the instrument for the music class and performance. My child will borrow the instrument from the school and he/she will follow the rules for borrowing the instrument.

1. My child will check the instrument carefully and to ensure that it functions properly when collecting it from the school. If there are any questions, he/she will ask teacher(s) immediately.
2. The period of borrowing the musical instrument is from 28 September 2021 to 7 June 2022.
3. After the start of the borrowing period, my child must ensure that the instrument is used and maintained properly. If the instrument is damaged, the school reserves the right to take back the instrument immediately and ask parents to pay for the replacement, maintenance and repairs of the instrument.
4. After the start of the borrowing period, if the instrument is lost, the school reserves the right to ask parents to pay for the replacement of the instrument.
5. Replacement fees of various types of musical instrument for the year of 2021-2022 are as follows:

Musical Instrument	Replacement Fee
Harmonica	\$72
Ukulele	\$400
Flute	\$1,980

6. Any damage or loss of instrument should be reported to the school immediately.

Signature of Student : \_\_\_\_\_

Name of Student : \_\_\_\_\_

Class and Class No. : \_\_\_\_\_ ( )

Date : \_\_\_\_\_

Signature of Parent : \_\_\_\_\_

Name of Parent : \_\_\_\_\_

Date : \_\_\_\_\_