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Special Notice: 1/2025-26

01.09.2025

Dear Parents / Guardians,

4-day Exchange Tour to Chengdu, China

To enhance students' communication and strengthen cultural interflow between LCU and Sichuan University Affiliated Experimental Primary School, our sister school, P4 to P6 students are invited to participate in the exchange tour to Chengdu, China, from 14 October 2025 (Tuesday) to 17 October 2025 (Friday). The details are as follows:

A. Itinerary:

Date / Time		Place
14/10/2025	AM	<u>Hong Kong to Chengdu</u> <ul style="list-style-type: none"> Meet at LCU (在學校集合) Flight CX986 (1000-1240) to Chengdu (成都)
	PM	<ul style="list-style-type: none"> Visit Sanxindui Museum 三星堆博物館 Visit Kuanzhai Alley 寬窄巷子
15/10/2025	AM	<ul style="list-style-type: none"> Visit Sichuan University Affiliated Experimental Primary School and have exchange activities with local students 四川大學附屬實驗小學
	PM	<ul style="list-style-type: none"> Visit Sichuan University Museum with local students 四川大學博物館 Visit Chengdu Art Museum 天府美術館
16/10/2025	AM	<ul style="list-style-type: none"> Visit Panda Valley 熊貓谷
	PM	<ul style="list-style-type: none"> Visit Dujiangyan Irrigation System 都江堰水利工程 Visit Guanxian Ancient City & Nan Qiao 灌城古城和南橋
17/10/2025	AM	<ul style="list-style-type: none"> Visit Chengdu Ring Ecological Park 成都環城生態公園
	PM	<u>Xi'an to Hong Kong</u> <ul style="list-style-type: none"> Flight CX987 (1355-1650) back to Hong Kong (香港) Dismissal at LCU (在學校解散)

B. Target participants and fee:

Target participants	<ul style="list-style-type: none"> Self-disciplined Members of P.4 to P.6 Senior Choir and Rope Skipping Team Maximum number of participants: <u>40</u> (Students who sign up must be self-disciplined and pass the interview before they can participate in the exchange activities.)
Fee	<ul style="list-style-type: none"> The original tour fee is HK\$5,990 (for those under 12 years old) or HK\$6,190 (over 12 years old). The Education Bureau subsidizes 70% of the tour fee. Each participant needs to pay 30% of the cost – <u>either HK\$1,797 (\$5,990 x 30% = \$1,797) or HK\$1,857 (\$6,190 x 30% = \$1,857).</u> The tour fee of HK\$1,797/HK\$1,857 per person covers accommodation, meals, transportation, service charges for tour guides, entrance fees for scenic spots, insurance, and learning materials. The fee will be collected on 17 September 2025 (Wednesday).


Remarks

1. 14 October 2025 to 17 October 2025 are normal school days. If your child/ward is not participating in the Chengdu study tour, he/she must come to school on time as usual.
2. Parents are to help their child/ward apply for the required travel documents accordingly.
 - A. Students with Chinese nationality require the following documents:
 - i. Students aged 11 or above
Hong Kong Juvenile Identity Card (with photo) + Mainland Travel Permit for Hong Kong and Macau Residents (回鄉證)
 - ii. Students under the age of 11 (either a or b)
 - a. Hong Kong Juvenile Identity Card (without photo) + Mainland Travel Permit for Hong Kong and Macau Residents (回鄉證) + Hong Kong SAR Passport (at least six months before expiration)
 - b. Re-entry Permit + Mainland Travel Permit for Hong Kong and Macau Residents (回鄉證)
 - B. Non-Chinese Permanent Residents are required to submit the following documents (either i, ii or iii)
 - i. Students aged 11 or above
Hong Kong Juvenile Identity Card (with photo) + Mainland Travel Permit for Hong Kong and Macao Permanent Residents (Non-Chinese Citizens)(港澳居民來往內地通行證(非中國籍)); or
 - ii. Students under the age of 11
Hong Kong Juvenile Identity Card (without photo) + Certificate of Birth + Mainland Travel Permit for Hong Kong and Macao Permanent Residents (Non-Chinese Citizens)(港澳居民來往內地通行證(非中國籍))
 - iii. A valid passport (at least six months before expiration) + China Visa
(The fee for applying for a China Visa ranges from HK\$0-HK\$1100, depending on the student's nationality. For those students who successfully apply for a China visa to Chengdu from 14 October 2025 to 17 October 2025, the Education Bureau will subsidize the relevant fee for the visa (regular single entry only). Please submit a copy of the Visa and the receipt to the teacher in charge once you get the visa. After completing the tour and the verification procedures, the fee will be refunded to the parents.
 - C. Students without Chinese nationality require the following documents:
A valid passport (at least six months before expiration) + China Visa
(The fee for applying for a China Visa ranges from HK\$0-HK\$1100, depending on the student's nationality. For those students who successfully apply for a China visa to Chengdu from 14 October 2025 to 17 October 2025, the Education Bureau will subsidize the relevant fee for the visa (regular single entry only). Please submit a copy of the visa and the receipt to the class teacher once you get the visa. After completing the tour and the verification procedures, the fee will be refunded to the parents.
3. The Education Bureau commissions a service provider to arrange for the trip and the name of the service provider is H.C. International Exchange Centre (華暢東方文化國際交流有限公司).
4. Both vegetarian and non-vegetarian meals will be offered for students to choose.
5. Students will be accompanied by teachers throughout the trip. All activities will be conducted in Putonghua.
6. Our school provides gratuitous assistance to the participants as facilitators without liability. Whilst the accompanying staff and helpers in charge of the group will take all reasonable care for the health and safety of the participants, they cannot be held responsible for any injury, illness, damage or loss suffered by the participants during or arising out of the journey.

7. A set of learning tasks is designed to gear this experiential learning trip. The tasks are devised to induce self-directed, autonomous, and reflective learning. Participants are required to submit the learning tasks and present what they have learned during the sharing session on **23 January 2026**.
8. **A pre-tour briefing for students will be conducted before the trip. Details will be announced in due course.**
9. The service provider will purchase insurance for the participants. Parents can also purchase extra insurance for their child/ward at their discretion.
10. Our school also reserve the right, without penalty, to withdraw the trip, to decline or to accept any persons as participants, or to require any participants to withdraw from the trip at any time, when such action is determined by our teachers to be in the best interests of the health, safety, or general welfare of the group or the individual participant.
11. **If a student is unable to leave Hong Kong due to a lack of necessary documents or permits at the airport, such as a passport, a court-issued document, or a guardian's consent for departure, the fees paid will not be refunded. Sponsored students will be required to pay the full fare of HK\$5,990/HK\$6,190.**
12. There will be no refund for withdrawal due to personal reasons. A student can apply for a refund only if the request is made before the commencement of the tour due to illness, with the provision of a registered medical certificate indicating the student is being granted sick leave on 14 October 2025, whilst the medical certificate should be submitted on or before 3 October 2025. **Students who withdraw from the tour must also pay additional fees incurred due to the withdrawal. If the time is too urgent and there is no substitute student, the paid fees of the student who withdraws after the confirmation of the air ticket will not be refunded. The visa fee will not be refunded either.**
12. For every 10 students, the Education Bureau will subsidize 1 Student from families receiving Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department or Full/Half Grant School Textbook Assistance under the Student Financial Assistance Scheme (SFAS), up to a maximum of 4 students. **To benefit all eligible students, the funding will be distributed evenly to eligible students. Students who are subsidized by the Education Bureau are required to pay the full fare of \$5,990/\$6,190 if they do not take part in the study tour.**
13. The Education Bureau/organizer/school will take photos and videos during the tour. The relevant photos and video clips may also be displayed on the relevant website of the Education Bureau in the future and forwarded to other government departments for joint display in different media/events.

We shall be grateful if you can fill out and return the **reply slip, Student Health Declaration Form and copies of relevant travel documents** to the class teacher on or before **5 September 2025 (Friday)**. A Certification Letter for Students will be issued to those students who need to apply for a Chinese Visa after the confirmation. Should you have any enquiries, please feel free to contact Ms CHEUNG Sin at 2386 8049.

Thank you for your attention.



(Ms CHUI Sau-man)
Headmistress

Reply Slip

4-day Exchange Tour to Chengdu, China

Special Notice: 1 /2025-26

Date: _____

To: Headmistress,

I have read Special Notice 1/2025-26 dated 1 September 2025 and I fully understand its content.

- ☐ I agree to let my child/ward join the 4-day Exchange Tour to Chengdu, China. My child/ward is in good health and I will ensure that my child's/ward's travel documents are valid. I also agree that LCUGPS will give my child's/ward's personal information to the travel agency and service provider for processing the application.

1) My child/ward is holding the following travel documents:

- ☐ Hong Kong Juvenile Identity Card (with photo)
- ☐ Hong Kong Juvenile Identity Card (without photo)
- ☐ Mainland Travel Permit for Hong Kong and Macau Residents (回鄉證)
(Valid Date: _____ DD/MM/YYYY)
- ☐ Mainland Travel Permit for Hong Kong and Macao Permanent Residents (Non-Chinese Citizens)(港澳居民來往內地通行證(非中國籍))
(Valid Date: _____ DD/MM/YYYY)
- ☐ Hong Kong SAR Passport (at least six months before expiration)
(Valid Date: _____ DD/MM/YYYY)
- ☐ Re-entry Permit (回港證 / 簽證身分書)
(Valid Date: _____ DD/MM/YYYY)
- ☐ A valid passport (at least six months before expiration)
(Valid Date: _____ DD/MM/YYYY)
- ☐ A China Visa (Valid Date: _____ DD/MM/YYYY)

2) I would like to apply for funding from the Education Bureau because I am currently receiving

- ☐ Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department. A copy is attached for your reference.
- ☐ Full Grant School Textbook Assistance under the Student Financial Assistance Scheme (SFAS). A copy is attached for your reference.
- ☐ Half Grant School Textbook Assistance under the Student Financial Assistance Scheme (SFAS). A copy is attached for your reference.

- ☐ I do not agree to let my child/ward join the 4-day Exchange Tour to Chengdu, China.

Student's name: _____ () Class: P. _____ ()

Parent's / Guardian's Signature: _____

Parent's / Guardian's Name: _____ Emergency Telephone No.: _____

*Please tick (✓) the appropriate box.

“Sister School Scheme”
4-Day Exchange Tour to Chengdu
Licensee: H.C. International Exchange Centre

Student Health Declaration Form

1. Personal information (Name in block letters and it must be exactly the same as your ID card. All fields must be filled in)

Number of Participant:	(Fill in by the school)
Chinese name:	English name:
Class:	Sex:
Telephone no.	Date of birth:

2. Health Declaration Form (Participants are asked to answer the following questions according to their personal health conditions)

1. Have you ever experienced any serious or long-term illness that indicates that your health is not suitable for strenuous exercise? Answer : <input type="checkbox"/> Yes (Please write down the details: _____) <input type="checkbox"/> No
2. Have you ever been hospitalized for treatment, examination or surgery? Answer : <input type="checkbox"/> Yes (Please write down the name of the disease and the date of admission: _____) <input type="checkbox"/> No
3. Have you ever suffered from serious or long-term illness? Answer : <input type="checkbox"/> Yes (Please write down the name of the disease : _____) <input type="checkbox"/> No
4. Are you at present undergoing any medication which must be continued in future? Answer : <input type="checkbox"/> Yes (Please write down the name of the disease and dosage of the drug : _____) <input type="checkbox"/> No
5. Are there any food, drug or other allergies? Answer : <input type="checkbox"/> Yes (Please write down food, drugs and other sources of allergies: _____) <input type="checkbox"/> No
6. Are there any special dietary arrangements required for health reasons? Answer : <input type="checkbox"/> Yes (Please indicate details and doctor's special instructions: _____) <input type="checkbox"/> No
7. For other physical conditions, please specify: _____

3. Emergency contact information

Contact person (1)	Contact person (2)
Name:	Name:
Relationship:	Relationship:
Emergency contact number:	Emergency contact number:

4. Parent/Guardian Consent Form

I agree my child _____ (student's name) to take part in the “Sister School Scheme” – 4-Day Exchange Tour to Chengdu (2025/26).	
This is to declare that the health declaration form in the second part is correct. My child is in good health and does not have any disease that would make him/her unfit to participate in this event. I also authorize the accompanying teacher or person in charge to make appropriate medical arrangements for him/her in case of emergency.	
Parent's / Guardian's Signature: _____	Date: _____
Parent's / Guardian's Name: _____	