

# 陳樹渠紀念中學

# CHAN SHU KUI

# MEMORIAL SCHOOL



2020 - 2021

# 目錄

## Contents

### 一般資訊

#### Basic Information

辦學宗旨、教育使命 Our vision, Educational mission	p.4
學生領袖素質發展計劃 Student Leadership Development Programme	p.5
年訓、關注事項、聯絡方法 School Motto, Major Concerns & Contact Methods	p.6
校歌 School song	p.7
上課時間表 Timetables	p.8
校曆 School Calendar	p.9

### 教務資訊

#### Teaching and learning information

學業成績及考試須知 Notes on Academic Performance and Examinations	p.10-11
家長支援 Parent Support	p.12-15
圖書館閱讀計劃 Library Reading Scheme	p.16-20

## 學生事務資訊

### Student Affairs Information

學生守則 Student Rules	p.21-22
校服與儀容 Uniform and Appearance	p.23-24
校服圖樣 School Uniform Design	p.25
課室規則 Classroom Rules	p.26
網上課堂規則 Online Classroom Rules	p.27
獎勵計劃及準則 Award Schemes and Criteria	p.28-31
自省班、勤學班 Rules of Detention Classes	p.32-33
緊急情況下的各項安排 Arrangements for Emergencies	p.34-39
請假信式樣 Leave Application Letter Template	p.40
學生八達通的應用 The Use of Student Octopus Card	p.41
午膳安排 Lunch Arrangement	p.41
學生獎助學金及學費減免 Scholarships, School-based Allowance and Fee Remission	p.42
抗疫期間，回校時應遵守的規則 Guidelines on Prevention of Communicable Diseases	p.43-44

家長教師會資訊 Parent-Teacher Association Information	p.45
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學生輔導服務 Student Guidance Service	p.46
------------------------------------	------

實用資訊 Useful Information	p.47
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## 辦學宗旨 Our Vision

本校屬陳氏教育機構轄下學校之一，由 1999 年起成為政府直接資助學校。在固有基礎上，我們大力革新，精益求精，務求使學生潛質得以全面發展，與時並進，邁向國際社會。

Chan Shu Kui Memorial School is one of the schools operated by Chan's Educational Organization and has been operating under the Direct Subsidy Scheme since September 1999. Our school strives to enable students to reach their full potential so that they can keep abreast of the times and reach out to cosmopolitan societies.

## 教育使命 Our Mission

本校配合香港特別行政區教育政策，根據學生的實際表現，推動校本課程，營造一個愉快學習的環境，誘發學生的學習動機，在關愛校園文化熏陶下，培育他們：

In line with the education policy of the Hong Kong Special Administrative Region, our school promotes school-based curriculum to address the needs of students with diverse abilities and strengthen their motivation for learning. With a harmonious environment conducive to learning and a caring school ethos, students are nurtured to be

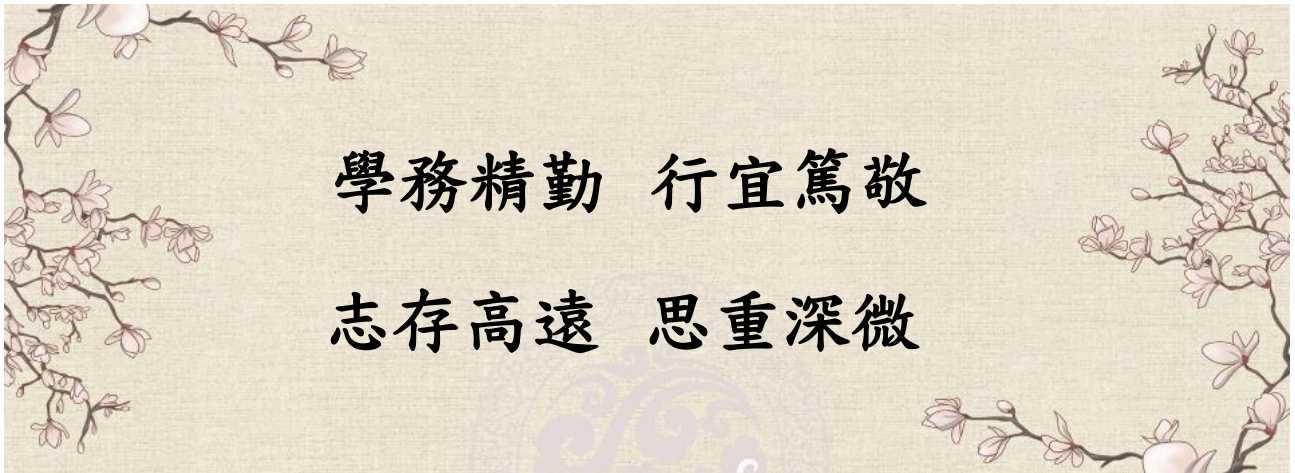
- ✓ 成為遵守法紀，熱心公益，關心社會事務的良好公民；  
law-abiding and public-spirited;
- ✓ 掌握足夠的中、英文聽、講、寫、讀及數學運算能力；  
proficient in Chinese, English and Mathematics;
- ✓ 懂得純熟應用資訊科技；  
well-versed in information technology;
- ✓ 具備理想的體育及藝文素質；  
appreciative of various forms of sport and art;
- ✓ 認識及欣賞不同種族的文化與社會風尚；  
willing to accommodate ethnic and cultural differences; and
- ✓ 能夠在畢業後持續自我增值及實踐終身學習。  
self-motivated in the pursuit of lifelong learning.

# 學生領袖素質發展計劃

## Student Leadership Development Programme



年訓 (2018-2021)  
School Motto (2018-2021)



學校關注項目  
Major Concerns  
2020 – 2021

1. 推動領袖素質教育：陶鑄高尚品格及提升學生綜合能力。  
To develop students' leadership capabilities, cultivate their noble characteristics and strengthen their integrated skills
2. 加強 STEAM 教育：發展創意、創新課程。  
To further promote STEAM education, developing a creative and innovative curriculum

*\*本校 2020-2021 年度為「中華傳統文化」先導學校*

*\*Our school is the pilot school of "Chinese Traditional Culture" in 2020-2021.*

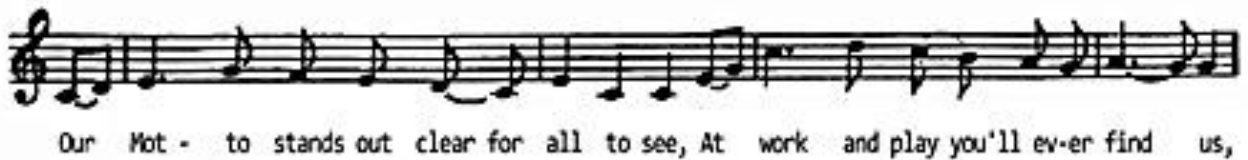
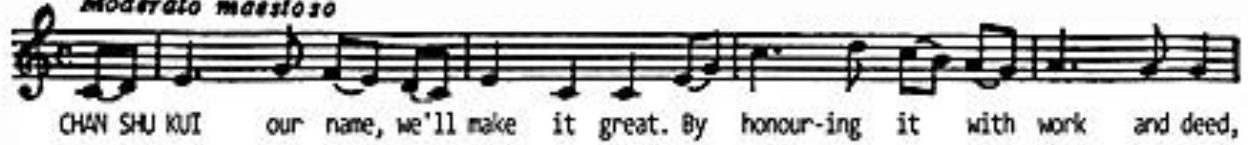
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# 校歌

## School Song

*Moderato maestoso*





# 上課時間表

## Timetables

課節 Period	標準上課時間 Standard School Time	課節 Period	特別上課時間 Special School Time
早會/ 早讀 Morning Assembly / Morning Reading	8:10 – 8:30	班主任時間 Class Teacher's Period	8:10 – 8:20
班主任時間 Class Teacher's Period	8:30 – 8:35	1	8:20 – 8:50
1	8:35 – 9:10	2	8:50 – 9:20
2	9:10 – 9:45	3	9:20 – 9:50
小息 Recess	9:45 – 10:05	小息 Recess	9:50 – 10:05
3	10:05 – 10:40	4	10:05 – 10:40
4	10:40 – 11:15	5	10:40 – 11:10
小息 Recess	11:15 – 11:35	6	11:10 – 11:40
5	11:35 – 12:10	小息 Recess	11:40 – 11:55
6	12:10 – 12:45	7	11:55 – 12:30
午膳 Lunch	12:45 – 13:50	8	12:30 – 13:00
7	13:50 – 14:25	9	13:00 – 13:30
8	14:25 – 15:00		
9	15:00 – 15:35		
10	15:35 – 16:10		



# 陳樹渠紀念中學

## Chan Shu Kui Memorial School

### 2020 – 2021

### 校曆 School Calendar

九月								三月							
日	一	二	三	四	五	六	備註/事項	日	一	二	三	四	五	六	備註/事項
		1	2	3	4	5	開學日(1/9)		1	2	3	4	5	6	
6	7	8	9	10	*11	12	新學年適應日(2/9)	7	8	9	10	11	*12	13	中二至中五家長日(7/3)
13	14	15	16	17	18	19		14	15	16	17	18	19	20	家長日補假(8/3)
20	21	22	23	24	*25	26	新學年家長晚會(25/9)	21	22	23	24	25	*26	27	中六學生自修時段(9/3開始)
27	28	29	30					28	29	30	31				
關愛								尊重							
				1	2	3	國慶日(1/10)					1	2	3	復活節及清明節假期
4	5	6	7	8	*9	10	中秋節翌日(2/10)	4	5	6	7	8	*9	10	(1/4 - 10/4) 共10日
11	12	13	14	15	16	17	領袖訓練活動(16/10)	11	12	13	14	15	16	17	
18	19	20	21	22	*23	24	教師專業發展日(19/10)	18	19	20	21	22	*23	24	中三全港性系統評估中英數學(27/4或28/4)
25	26	27	28	29	30	31	重陽節翌日(26/10)	25	26	27	28	29	30		48周年校慶日(25/4)及翌日補假(26/4)
十一月								五月							
1	2	3	4	5	*6	7							1	勞動節(1/5)	
8	9	10	11	12	13	14		2	3	4	5	6	7	8	教師專業發展日(7/5)
15	16	17	18	19	*20	21		9	10	11	12	13	14	15	
22	23	24	25	26	27	28		16	17	18	19	20	*21	22	佛誕(19/5)
29	30							23	24	25	26	27	28	29	#下學期考試溫習(31/5 - 4/6)
承辦								誠信							
								30	#31						
十二月								六月							
		1	2	3	*4	5	校運會(3/12, 4/12)			#1	#2	#3	*#4	5	第二學期考試：中二至中五
6	7	8	9	10	11	12		6	7	8	9	10	11	12	(3/6 - 16/6)
13	14	15	16	17	*18	19	聖誕節聯歡會(22/12)	13	14	15	16	17	*18	19	中三全港性系統評估(16/6, 17/6)
20	21	22	23	24	25	26	聖誕節及新年假期(23/12-2/1) 共11日	20	21	22	23	24	25	26	端午節(14/6) 中六畢業禮(26/6)
27	28	29	30	31				27	28	29	30				試後檢討(21/6 - 25/6)
一月								七月							
					1	2	#上學期考試溫習(4/1 - 8/1)					1	*2	3	香港特別行政區成立紀念日(1/7)
3	*4	#5	#6	#7	#8	9	教師專業發展日(11/1)	4	5	6	7	8	9	10	
10	11	12	13	14	*15	16	第一學期考試：中二至中五	11	12	13	14	15	16	17	文憑試放榜(14/7)
17	18	19	20	21	22	23	(12/1 - 22/1)：中六照常上課	18	19	20	21	22	23	24	暑假(14/7 - 31/8)
24	25	26	27	28	29	30	中二至中五試後檢討(25/1-29/1)	25	26	27	28	29	30	31	共49日
31							下學期開始(25/1)								
堅毅															
二月								八月							
	1	2	3	4	5	6	中六畢業試(1/2-8/2)		1	2	3	4	5	6	7
7	8	9	10	11	*12	13	農曆新年假期(9/2 - 20/2) 共12日	8	9	10	11	12	13	14	
14	15	16	17	18	19	20		15	16	17	18	19	20	21	
21	22	23	24	25	*26	27	中六試後檢討(22-5/3)	22	23	24	25	26	27	28	
28								29	30	31					

以紅字顯示的日子為公眾假期	<input checked="" type="checkbox"/> 學校自決假期	<input checked="" type="checkbox"/> 課外活動堂
<input checked="" type="checkbox"/> 學校假期	<input checked="" type="checkbox"/> 循環周 Day 1	<input checked="" type="checkbox"/> 循環周 Day 10

## 學業成績及考試須知

### Notes on academic performance and examinations

本校每年分兩個學期(中六級全年一個學期)，每學期設考試一次，中二至中五每學期另設一次統一測驗；並注重平常課堂表現。

There are two school terms each year (one term only for S6). An examination and a uniform test will be conducted for S2 to S5 in each school term.

### 升級標準

#### Promotion Criteria

##### 1. 中二至中三

###### S2 to S3

中文班： ✧ 平均分必須合格 <u>及</u> ✧ 中、英、數其中兩科必須合格 <u>及</u> ✧ 上、下學期操行 B-或以上	CMI classes ✧ Obtain a pass in at least two of the following subjects: Chinese Language, English Language or Mathematics <u>AND</u> ✧ Obtain a pass in overall Average Mark <u>AND</u> ✧ Obtain B- or above in Conduct
英文班： ✧ 平均分必須合格 <u>及</u> ✧ 英文科必須合格 <u>及</u> ✧ 中文及數學其中一科必須合格 <u>及</u> ✧ 上、下學期操行 B-或以上	EMI classes ✧ Obtain a pass in English Language <u>AND</u> ✧ Obtain a pass in Chinese or Mathematics <u>AND</u> ✧ Obtain a pass in overall Average Mark <u>AND</u> ✧ Obtain B- or above in Conduct

##### 2. 中四及中五

###### S4 to S5

✧ 平均分必須合格 <u>及</u> ✧ 四科合格(包括核心科目及選修科目) <u>及</u> ✧ 上、下學期操行 B-或以上	✧ Obtain a pass in overall <b>Average Mark</b> <u>AND</u> ✧ Obtain a pass in <b>any four subjects</b> (Core + Electives) <u>AND</u> ✧ Obtain <b>B- or above</b> in <b>Conduct</b>
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### 畢業標準

#### Graduation Criteria

##### 中六級

###### S6

✧ 平均分必須合格 或 四科合格 <u>及</u> ✧ 操行 B-或以上 ✧ 始准畢業	✧ Obtain a pass in overall <b>Average Mark</b> OR in <b>any four subjects</b> <u>AND</u> ✧ Obtain <b>B- or above</b> in <b>Conduct</b> ✧ Students must meet the above criteria to graduate
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## 測驗 / 考試規則

### Uniform Test / Examination Rules

1. 測驗及考試期間，均不得作弊，一經發現，有機會被記過及作零分處理。

Cheating is strictly prohibited during tests and examinations. Students who cheat may receive a demerit and score zero marks.

2. 開考首 30 分鐘及考試完結前 15 分鐘，考生不得離開試場。

Students are not allowed to leave the examination centre in the first 30 minutes and the last 15 minutes of the examination.

3. 如因熱帶氣旋、惡劣天氣或任何事故，教育局宣佈停課，該日之考試將另訂日期舉行，學校會稍後公布重訂之考試日期。復課當日之考試將依照原定之考試時間表進行。

If the Education Bureau announces the suspension of classes due to tropical cyclones, inclement weather or any other reasons, the examinations on that day will be held on a different date, and the school will announce the revised examination dates later. The examination on the day of class resumption will be conducted in accordance with the original examination schedule.

4. 考試不設補考，特別情況個別考慮。沒有應考科目在學生成績表上顯示 ABS。

No make-up examinations will be arranged. School will give special consideration to students with special/urgent needs. "ABS" will be shown on the report cards if students are absent on the day of examination.

## 家長支援 Parent Support

### 1. 建議學期初立定志向，訂立可行目標

Help your child set feasible goals at the beginning of the school year

### 2. 鼓勵善用時間，編排時間

Encourage your child to make good use of time and set up timetables

### 3. 評估與讚賞

Evaluate your child's performance regularly and show appreciation

### 我的目標

姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ ( ) 日期：\_\_\_\_\_

自我介紹	
出生日期	
手提電話號碼	
喜好	
優點	
缺點	
居住地區	

新學年的目標，你定好了嗎？

你會問，為什麼要定呢？

我告訴你：

當習慣享樂、懶散之後，就會任由時光毫無意識的流逝，然後有一天你會突然發現除了吃喝玩樂，生活就沒什麼意義！

眼看著別人早已跑在前面，而自己還只是在混日子，心裡就失落了。

你不想落後他人？就要定下目標，抱持「無論如何我要踏出改變的第一步」，

然後「盡我所能把工作做好」，局面自然會扭轉。



請細心思考，你今年想完成的三個目標：

目標	完成目標的計劃
1.	
2.	
3.	

有了目標和計劃，人就能更清晰，更集中，更有預算地向前邁進。

對自己狠一點，有意義的事通常不會太輕鬆；但達成目標，將令你得到滿足感。

請與老師和同學分享和討論如何達成目標。

## 溫習時間表

	科目	星期日	星期一	星期二	星期三	星期四	星期五	星期六
上午								
下午								
晚上								
其他								

◇ 請將代碼填入溫習時間表內：

(1) 主修科：            A = 中文            B = 英文            C = 數學            D = 通識 / 其他科目

(2) 我最喜愛的科目（依次序）：

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.

## Revision Timetable

	SUBJECTS	SUN	MON	TUES	WED	THURS	FRI	SAT
AM								
PM								
EVENING								
OTHERS								

✧ Please fill in the code in the revision timetable:

(1) Core:                      A = Chinese                      B = English                      C = Mathematics                      D = Liberal Studies  
/ Other Subjects

(2) My favourite subjects:

1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.



## **圖書館閱讀計劃**

### **Library Reading Scheme**

為了建立全校參與的閱讀文化，加強師生重視從閱讀中學習，鼓勵同學多閱讀課外書及培養同學良好的閱讀習慣，本校讓每位同學能一週兩次利用上課前 20 分鐘的時間閱讀課外書籍。此計劃獲老師及同學大力支持，故閱讀時段計劃亦會於 2020-2021 年度逢星期二、星期四推行。

In order to establish a school-wide reading culture and cultivate students' reading interests, our school encourages students to spend 20 minutes on reading during the morning reading period on Tuesday and Thursday. This scheme is strongly supported by teachers and students.

#### **閱讀有什麼好處？**

#### **What are the benefits of reading?**

閱讀有助我們提昇語文能力、提高理解及表達能力、更有助擴闊知識領域、豐富人生的經歷、培養自學的精神及個人的情操等，這對我們求學、工作及成長都有很大的幫助。所以能養成良好的閱讀習慣，可讓我們終身受用。

Reading helps us improve our language skills, improve our comprehension and self-expression skills, broaden our horizons, enrich our life experience, cultivate the spirit of self-learning and noble sentiments, etc. These qualities are very important to our study, work and growth. Therefore, developing good reading habits brings life-long benefits to us.

## 只閱讀課本是否足夠？

### Why should we read extensively?

課本是我們學習知識的基礎，要開拓知識的領域，我們不能局限於課本的知識。除了學習課本的基本知識，亦需要多閱讀書籍，吸收豐富的知識以助我們思考。家長可能會擔心子女會否因閱讀課外書而影響學業。相信只要我們在生活中能有效分配學習的時間，不但不會影響學業，反而有助子女更珍惜時間進行學習。 Textbooks help our children build a foundation in knowledge. However, to broaden their horizons, our children cannot be limited to textbook knowledge. They need to read extensively to acquire more knowledge and to help them think. If our children can manage time effectively, they can benefit a lot from reading and will cherish their time for learning.

## 營養要均衡閱讀也要均衡

### Reading should be balanced

注意子女所閱讀的書籍，從觀察及溝通中多些瞭解子女所閱讀的書籍內容。多些鼓勵子女閱讀不同種類的課外書，包括人物傳記、世界名著、知識性或勵志性書籍，避免子女只偏愛看漫畫書或小說。

Parents are advised to pay attention to the books their children read and learn more about the content of the books. Parents may encourage their children to read extensively, such as biographies, classics, intellectual or inspirational books so that their reading is not limited to comics or novels only.

## 與子女分享閱讀的樂趣

### Share the joy of reading with your child

為支持子女多看課外書，我可以...

To support my child to read extensively, I can...

- ✧ 和子女傾談最近閱讀什麼書或傾聽子女說出書中的故事內容  
talk with my child about books he/she has been reading recently;
- ✧ 一齊申請公共圖書證及一齊去借書或閱讀電子書  
apply for a public library card, borrow books or read e-books together with my child;
- ✧ 與子女交流為對方推介一些好看的書籍  
communicate with my child and recommend some good books for him/her;
- ✧ 一齊逛書店  
visit bookstores together; and
- ✧ 以購買書籍的方式獎勵子女  
reward my child with books.

## 學生閱讀獎勵計劃 2020-2021

### “ReadAward” Scheme 2020-2021

學生閱讀獎勵計劃，以培養學生的閱讀興趣和習慣，豐富知識，開拓思想，提高語文水平為目的，我們亦希望加強父母的參與及指導，關心子女所閱讀的書籍，從觀察及溝通中多些瞭解子女所閱讀的書籍內容及多些鼓勵子女閱讀不同種類的課外書。

The Reading Award Scheme aims to cultivate students' reading interest and habits, enrich their knowledge and improve their language proficiency. We also anticipate higher participation from parents. Parents should know the types of books their children read by observation and communication and encourage them to read extensively.

### 圖書館網上目錄

#### Library online catalog



同學登入圖書館網上目錄，不同類型的圖書、新書，等著讀者發掘。除了有不同類型的書籍外，每位讀者在個人專區內，可以瀏覽個人的借閱紀錄，預借、遲還、欠款等的提示盡在個人閱讀紀錄。

Students can browse the library's online catalog to get access to different types of books. In addition, readers can check their check-out records, reservation records and outstanding fines in their personal accounts.

### 如何登入圖書館網上目錄

#### How to log on to the library online catalog

於學校網頁 (<https://www.cskms.edu.hk>) 點選 ，便可以知道圖書館最新的資訊與活動，然後再揀選 ，便可登入圖書館網上目錄，瀏覽每週推出的新書，還可以翻查個人的借閱紀錄及預借書籍等，十分方便。


Click  on the school website (<https://www.cskms.edu.hk>) to get the latest information and activities of the library. Select  to log on to the library online catalog and browse the newly released books. Readers can check their personal check-out history and make reservation easily.


## 「e 悅讀學校計劃」 - 網上閱讀平台 "eRead Scheme" - online reading platform

圖書館致力推廣廣泛閱讀，善用資訊科技教育的優勢，提升學生的閱讀興趣，培養閱讀風氣。本校參加了香港教育城的「e 悅讀學校計劃」，透過跨平台及多功能的電子書櫃「教城書櫃」，促進自主學習，推動全校閱讀。

The library is committed to promoting extensive reading and making good use of information technology to enhance students' interest in reading and cultivate a reading atmosphere. The school participates in the "e-Read Scheme" of HKedCity. Through the cross-platform and multi-functional electronic bookcase "Education City Bookcase", it promotes independent learning and promotes reading throughout the school.

### 如何登入「e 悅讀學校計劃」 How to log on to "eRead Scheme"

於學校網頁(<https://www.cskms.edu.hk>) 點選 ，輸入教城帳戶登入及密碼，便可登入「e 悅讀學校計劃」，閱讀圖書館為同學挑選的。同學可透過跨平台（Android、iOS 及網頁瀏覽器）的「教城書櫃」閱讀所選書單上的書籍。平台會記錄每位學生的閱讀數據，故「教城書櫃」內的書籍可計算入學生閱讀獎勵計劃 2020-2021。

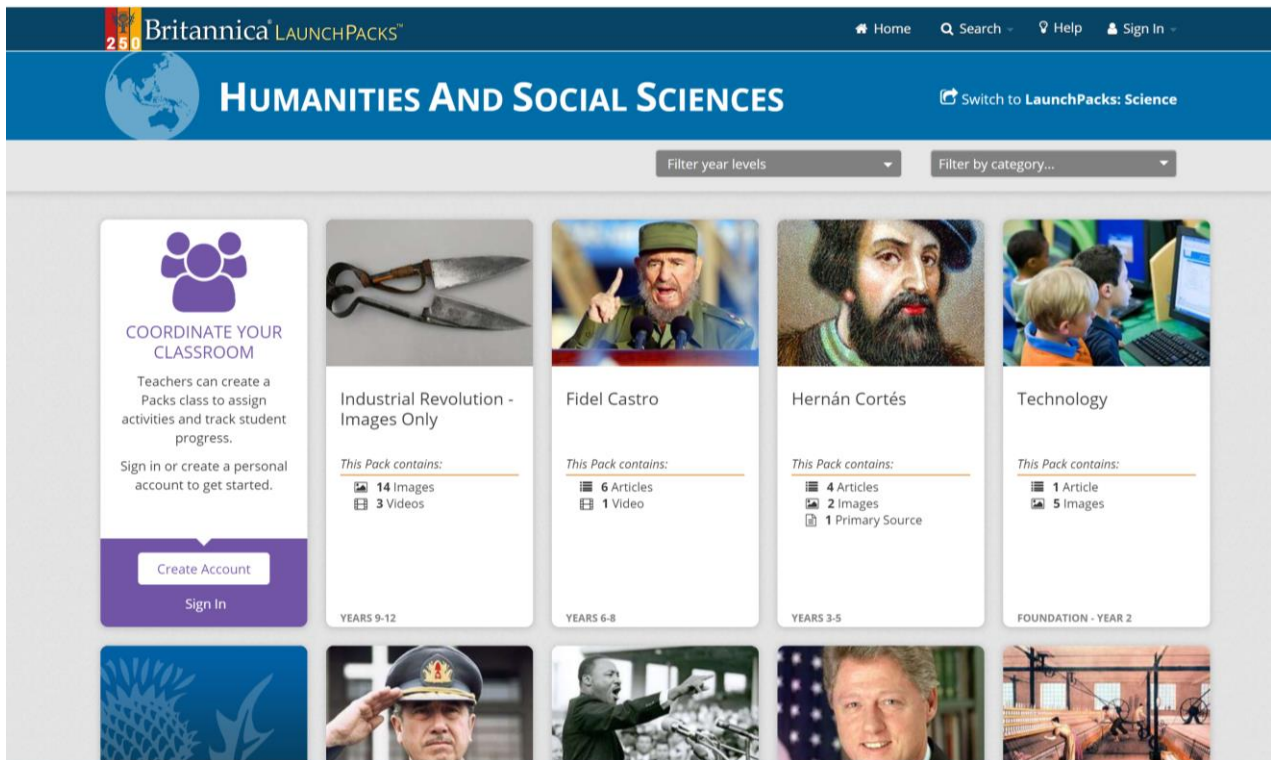
Visit the school website (<https://www.cskms.edu.hk>) and click , then log on with a HKedCity student account and read the books selected by the school library. Students can read the books on the selected book list through the cross-platform (Android, iOS and web browser) "HKedCity Bookcase". The platform will record the reading history of each student and the books read in the "HKedCity Bookcase" will be counted into the Student Reading Award Scheme 2020-2021.



## 大英百科全書線上版 Encyclopedia Britannica Online

本校自 2019 年開始訂購了大英百科全書線上版，讓同學多涉獵不同範疇的課外知，同時透過大英百科全書線上版，提升英語學習能力。

Our school has used the online version of Encyclopedia Britannica since 2019, allowing students to acquire knowledge in different fields and improve their English proficiency.



# 學生守則

## Student Rules

### 一般守則

#### General rules

1. 凡本校學生，應愛護學校、尊敬師長、尊重自己、勤奮求學、與同學和睦共處，並遵守學生守則及校方其他規定。

All students should respect teachers, schoolmates and themselves. They should study diligently, be friendly to schoolmates, and abide by the school rules and regulations.

2. 保持儀容樸素清潔，衣著整齊，無論在校內或校外，均應保持學生應有禮儀。Students should keep clean and tidy, dress neatly, and maintain good manners inside and outside school.

3. 積極進取，勤奮好學，遵照時間表上課，每天攜帶學生證、八達通卡及學生手冊，並備妥課本及應用文具回校。同時，依時繳交作業、家長信、回條及一切校方規定收取之費用。

Students should be proactive and diligent. They should follow the lesson timetable, bring their student ID card, Octopus card, student handbook, textbooks and stationery to school every day. They should submit homework and reply slips, and settle all fees on time.

4. 養成守時的美德，準時上課。在課前預備鈴聲響起後，迅速安靜返回課室。Students should be punctual and attend classes on time. They should return to their classrooms quietly after the preparation bell.

5. 尊敬師長、愛護同學，待人以禮。因此，對校內員工要友善，與他們通力合作；對領袖生、班長及其他服務小組組員要有禮貌，並尊重及服從校方賦予他們的權力；凡老師或來賓進入及離開課室時，必須起立致敬；在上課時進入課室，亦須先敲門，得老師批准後才可以入內。

Students should respect teachers, schoolmates, and treat each other with courtesy. They should be friendly to school staffs and cooperate with them; be polite to school prefects, monitors, and other student leaders and respect the authority granted to them by the school. When teachers or guests enter and leave the classroom, they must stand up and bow. When entering the classroom while the lesson is in progress, students must knock on the door, and enter upon teacher's approval.

6. 要有守規自律精神，因此：

Students must abide by the school rules and be self-disciplined.

a. 不論從事任何活動，都應該保持良好秩序。

Students should behave properly on all occasions.

b. 除獲准許外，不應擅自進入教員室、校務處、總務處、科學實驗室、地庫體育部、特別室、天台及列明不准進入的地方。

Unless permitted, students should not enter the staff room, general office, office of general affairs, laboratories, basement, special rooms, rooftop and places where entry is not allowed without permission.

c. 若需攜帶手提電話回校必先向校方申請，並且嚴格遵守校規。在校內必須保持關機狀態，不得擅自使用手機（經老師批准者例外）。

Students who need to bring their mobile phones to school must submit an application in advance to the school and strictly abide by the school rules. The mobile phones must be turned off on campus, and must not be used without permission.

d. 在禮堂和課室裏，必須保持安靜，秩序井然，愛護公物，保持桌椅清潔整齊。

In the school hall and classrooms, students should remain quiet, behave properly, take good care of school property, and keep tables and chairs clean and tidy.

e. 轉堂時，留守課室，安坐靜候老師。

Between lessons, students should stay in the classroom and wait for their teachers quietly.

f. 小息時，應在所屬課室或操場活動，如無批准，不得進入其他課室。

During recess, students should stay in their classrooms or the playground. Without permission, students are not allowed to enter other classrooms.

g. 放學後應立即回家，不應相約朋友在校門外等候放學。

Students should go home immediately after school, and should not wait at the school gate for meeting their friends.

7. 為人處理應誠實可靠。

Students should be honest and reliable.

8. 維護公德，愛惜公物，尊重他人權益；在課室裏，注意節約用電，保持黑板清潔。

Students should maintain public ethics, cherish public property, and respect the rights and interests of others. They should be environmentally friendly. They should also keep the blackboard clean.



## 校服與儀容

### Uniform and appearance

1. 校服儀容應以純樸整潔為原則，不宜追求潮流及標奇立異，校服儀容準則，詳例如下：

Students should keep their appearance clean and tidy. They should not follow fashion and dress unconventionally. The guidelines for school uniforms are as follows:

一般準則 General rules	
✧	儀容經常保持純樸整潔。 Students should keep their appearance clean and tidy.
✧	必須穿著樸素黑色皮鞋，鞋跟不得高逾三厘米，鞋面不得有任何飾物，不得穿著靴、闊頭鞋或尖頭鞋。 Students must wear black leather shoes without ornaments on top, and the heel must not be more than three centimeters high. Boots, wide-toed shoes or pointed shoes are not allowed.
✧	不可染髮，曾經染髮者須將頭髮染回黑色。 Students must not dye their hair. Those who have dyed their hair must dye their hair black.
✧	髮型必須平實樸素，不可燙髮（電髮），任何前衛髮型均不接受。 Hair style must be plain and simple; perms or any avant-garde hair styles are not acceptable.
✧	不准穿戴耳環、耳針或任何飾物。 Earrings, ear pins or any accessories are not allowed.
✧	學生只可在有體育課堂的日子穿著本校運動服、白鞋及白襪（非船襪）回校： 夏季 – 體育衫及長褲（體育堂時可穿體育服短褲）；冬季 – 全套冬季體育服。 Students can wear PE uniforms, white shoes and white socks (not low-cut socks) in school only on the days when they have PE classes. Summer: sports shirts and trousers (sports shorts can be worn during PE lessons) Winter: full set of winter PE uniforms
✧	學生可因應氣溫，選擇穿著本校的背心冷衫、長袖冷衫、頸巾及／或夾棉大褸。 Depending on the temperature, students can choose to wear our school's vest, long-sleeved cardigan, scarf and/or jacket.
✧	不得穿著非本校校服衣物回校。 Students must not enter the school wearing clothing other than the school uniform.
✧	如天文台發出寒冷天氣警告，學生可穿上純黑色或深藍色的羽絨或棉襖回校，其他服飾一律禁止。 If the Observatory issues a cold weather warning, students can wear pure black or dark blue down or padded jackets back to school. Other clothing is prohibited.

<b>女生</b> <b>Girls</b>	<b>男生</b> <b>Boys</b>
<ol style="list-style-type: none"> <li>1. 裙腰帶之鬆緊度要適中，不可用扣針扣緊腰帶。 Belts should not be too tight or loose. Do not buckle the belt with a pin.</li> <li>2. 裙長度必須及膝。 Skirts must be knee-length.</li> <li>3. 必須穿著純白色內衣及底裙。 Must wear pure white underwear and underskirt.</li> <li>4. 夏季校服必須穿著白色襪（長度必須過腳眼及非船襪）；冬季校服必須穿著灰色長襪（長度必須及膝）。 Summer school uniforms: white socks (socks should be long enough to cover ankles, low-cut socks are prohibited) Winter school uniforms: grey knee-high socks</li> <li>5. 髮長及肩者須將頭髮以純黑色或深藍色橡皮圈束起。 Tie hair with a black or dark blue rubber band.</li> <li>6. 額前及面頰兩旁不可有不整齊之髮絮遮面。 Loose hair should be pinned back to show the face clearly.</li> <li>7. 禁止塗抹化妝品。 Do not apply cosmetics.</li> <li>8. 如遇寒冷天氣警告的日子，女生可選擇穿著灰色絨褲或全套體育服。 If a cold weather warning is issued, girls can choose to wear grey velvet pants or the full set of school PE uniform to school.</li> </ol>	<ol style="list-style-type: none"> <li>1. 校徽必須用針線沿外緣釘牢於西裝褸及恤衫指定位置。 The school badge must be stitched on the designated position of the suit jacket and shirt.</li> <li>2. 恤衫須束於褲頭之內。 Shirts must be tucked into trousers.</li> <li>3. 冬季校服必須包括長袖白恤衫、領帶、西褲及西裝褸。 Winter school uniforms must include a long-sleeved white shirt, tie, trousers and suit jacket.</li> <li>4. 穿著冬季校服時，早會上必須穿上西裝褸集隊。 Must wear suit jacket to attend morning assemblies during winter.</li> <li>5. 必須使用二至三厘米寬度之黑色皮帶，皮帶扣款式必須簡單、不誇張。 A black belt with a width of two to three centimeters must be used. The style of the belt buckle must be simple.</li> <li>6. 校褲以西褲款式為準，窄腳、吊腳或牛仔褲剪裁的款式均不接受。 School trousers should be regular fit. Skinny fit, cropped or jeans style trousers are not accepted.</li> <li>7. 必須穿著純白色內衣（背心或文化衫）。 Must wear a white undershirt (vest or t-shirt).</li> <li>8. 夏季校服必須穿著白襪；冬季校服必須穿著黑色襪。襪子長度必須過腳眼及非船襪。 Summer school uniforms: white socks Winter school uniforms: black socks (socks must cover ankles; low-cut socks are prohibited)</li> <li>9. 頭髮長度不可遮蓋眼眉、大部份前額、耳朵或衫領。 Hair must not cover eyebrows, ears or collar.</li> </ol>
<p style="text-align: center;">校服之款式以校方公佈為準 The style of school uniform is subject to the school's announcement</p>	

## 校服圖樣

### School uniform design



## 課室規則

### Classroom rules

1. 每日帶備應用之書籍及文具。

Bring textbooks and stationery to school every day.

2. 必須按照班主任／課任老師安排的座位上安坐。

To be seated according to the seating arrangement set by class teachers / subject teachers.

3. 發問前，先舉手。老師提問，起立作答。

Raise your hand before asking a question. Stand up when answering teachers' questions.

4. 上課時專心聽講，保持安靜，不作任何與課堂無關的事情。

Pay attention in class, keep quiet, and refrain from doing anything not related to class activities.

5. 保持課室清潔，一切廢物及碎屑均須投入垃圾桶內。

Keep the classroom clean, all waste must be put into the trash bin.

6. 放學時須保持課室及座位整齊清潔，書本、文具及其他雜物應攜帶回家。

Classrooms and seats must be kept tidy and clean after school. Books, stationery and other personal items should be taken home.

7. 課室的冷氣、電腦及影音設備，應在老師的批准下才能開啟。

Air-conditioners, computers and audio-visual equipment in the classroom should be turned on only with teacher's approval.

8. 未經老師許可，切勿擅進其他課室。

Do not enter other classrooms without teacher's permission.

## 網上課堂規則 Online classroom rules

1. 所有學生必須準時出席網上課堂，每堂老師都會點名；逾時者當遲到處理；學生如因病或特別事故缺席課堂，請家長於上午8:10前致電校務處請假；如無故缺席，則當曠課處理；

All students must attend their online classes on time. Attendance will be taken in every lesson. Students who log in late will be regarded as being late. If students are unable to attend online classes due to illness or special reasons, their parents should call the school office before 8:10 am to request a leave of absence. Unexcused absences will be treated as truancy.

2. 為加強教學互動，上課時學生必須啟動視像鏡頭，如有需要加強私隱，可考慮加設虛擬背景；

In order to enhance classroom interaction, students must activate the video camera during classes. To improve privacy, students may consider setting up a virtual background.

3. 學生在網上課堂時，必須遵守校規，包括專心上課，保持安靜、嚴禁飲食等；而課堂的表現，包括出席及守時、專注度、言行紀律、繳交功課情況、小測成績等等，將影響操行和平時分，也影響升留班的資格；

4. Students must abide by the school rules when attending online classes. They should pay attention in class, keep quiet and refrain from eating and drinking, etc. Their class performance, including attendance, punctuality, attentiveness, discipline, performance in homework and quizzes, etc. will affect their conduct grades, daily marks and chances for promotion to the next level.

5. 學生在使用電子工具或軟件時有任何問題，應盡快與學校聯絡，尋求支援，否則不可作為未能參與網上課堂的理由。

If students have any problems using electronic tools or software, they should contact the school as soon as possible for support. Absences due to technical issues will not be excused.

## 獎勵計劃 Award Programmes

### 積極學習獎勵計劃 Avid Learner Award Programme 中二至中三 S2 to S3 每月之星 Star of the Month

目的：

#### Objectives:

獎勵學生在上課時勇於發問及回答問題，並養成積極學習的良好習慣：  
To reward students for asking and answering questions in class, and develop a good habit of active learning:

- ✧ 上課前：預早準備，先行閱讀課文及教材。  
Before class: prepare for lessons by reading learning materials
- ✧ 上課時：專心上課，主動回答問題及發問。  
During class: concentrate, take the initiative to ask and answer questions
- ✧ 下課後：溫習每天所學知識，並為下一課題作準備。
- ✧ After class: revise daily and prepare for the next topic

辦法：

#### Methods:

- ✧ 如達指定要求，由科任老師在學生名單上蓋章以示獎勵。  
If the specified requirements are met, subject teacher will give a stamp on the student list on the notice board in the classroom.
- ✧ 每月統計一次，並在校內壁報公佈結果。  
The number of stamps will be tallied monthly and results will be announced by school.
- ✧ 由班主任提名每班每月獲取最多印章的三位同學（至少獲得五個印章或以上），經教務組主任審批後頒發「每月之星」獎狀。  
The three students who get the most stamps per month per class (at least five stamps or more) will be awarded a "Star of the Month" certificate.
- ✧ 全年獲三張獎狀或以上的學生將記優點一次，並記錄在成績表上。  
Students who receive three or more certificates in a year will receive a good mark, which will be recorded on the report card.

## 跳躍生命計劃 A Leap in Life Programme

**目的：**

### **Objectives:**

1. 培養學生積極的生活態度。  
To cultivate students' positive attitude towards life.
2. 讓學生認識及接納自己的特質，全方位發揮自我潛能。  
To help students recognize and accept their own characteristics, and fully develop their potential.

**辦法：**

### **Methods:**

1. 每位學生每年獲發「成就紀錄卡」一張，請妥善保存。  
Each student is issued with an "Achievement Record Card" every year, which should be kept by students properly.
2. 本計劃分三個階段進行：9-11月、12-2月、3-5月。  
The programme is carried out in three stages: September-November, December-February, March-May.
3. 每完成一個成功項目，可主動向負責老師申報，老師會在「成就紀錄卡」上給予評分，並簽署嘉許證明。  
Students can report to the teacher(s)-in-charge when fulfilling a designated task. Teachers will sign and give a score on the "Achievement Record Card".
4. 按指定日期，繳交「成就紀錄卡」予各班「學生大使」。  
Students should hand in the "Achievement Record Card" to the "Student Ambassadors" of each class before a specified date.
5. 在每個階段中，每累積七分可獲得優點一個，每階段可獲記優點上限為五個。  
In each stage, a good mark will be given for every seven points accumulated. A maximum of 5 good points will be given to each student.
6. 為讓違規學生有改過自新的機會，學生如能在本計劃中，獲得優點兩個，在將功補過的情況下，校方將取消該生已被記錄的缺點一個（詳情見「成就紀錄卡」）。每階段可取消的缺點上限為二個。惟其違規事項仍然會記錄在案。  
Students who have violated the school rules will be given an opportunity to reform. Students who obtain two good points in this programme will have their bad point cancelled (see "Achievement Record Card" for details). In each stage, a maximum of two bad points can be cancelled. However, their violation will still be recorded.
7. 如有任何疑問，可向輔導組老師查詢。  
For enquiries, please contact our Guidance teachers.



## 自省班、勤學班守則

### Rules of detention classes

#### 【自省班】

#### 【Detention class for lateness】

設立目的： ■ 促使學生養成守時的習慣

Objectives: To encourage students to be punctual

■ 培養學生自律精神和責任感

To cultivate students' self-discipline and sense of responsibility

實施詳情： (1) 凡遲到 / 校服儀容違規達四次或以上學生，或嚴重遲到者(早上八時三十分後)，必須於校方通知的日期到自省室留堂。

Implementation details: Students who are late or have violated the school's uniform and appearance policy four times or more, or students who arrive at school after 8.30 am will be sent to detention on the date notified by the school.

(2) 學生須準時向自省班負責老師報到。

Students must report to the teacher in charge of the detention class on time.

(3) 缺席自省班而無合理解釋者，將被記缺點一個。

Students who are absent from the detention class without a reasonable explanation will receive a bad mark.

## 【勤學班】

### 【Detention class for non-submission of assignments】

設立目的： ■ 促使學生養成勤學的習慣

Objectives: To encourage students to study hard

■ 鼓勵學生鞏固課堂知識

To encourage students to consolidate knowledge

■ 培養學生自律精神和責任感

To cultivate students' self-discipline and sense of responsibility

■ 激勵學生準時繳交功課

To encourage students to hand in their assignments on time

實施詳情： (1) 學生必須於指定日期之第一個小息前繳交功課，否則作欠交處理。

Implementation details: Students must hand in their assignments before the first recess, otherwise they will be treated as not submitting assignments at all.

(2) 如學生欠交功課，須於校方通知日期，出席勤學班，補做欠交功課或其他附加作業。

Students who fail to hand in their assignments will be sent to detention on the date notified by the school to finish their assignments or do additional work.

(3) 缺席勤學班而無合理解釋者，將被記缺點一個。

Students who are absent from the detention class without a reasonable explanation will receive a bad mark.

(4) 如經常欠交功課或缺席勤學班，校方將另行懲處。

Students who fail to hand in their assignments or are absent from detention class frequently will receive additional punishments.

## 獎勵準則 Award criteria

### 一、 記優點

#### 1. Good marks

1. 參加團體活動，服務熱心投入者。  
Participating in group activities enthusiastically.
2. 擔任班長、風紀領袖生、圖書館管理員、朋輩輔導員等，工作令人滿意者。  
Serving as class monitor, prefect, librarian, peer counselor, etc., with satisfactory work.
3. 學業成績有明顯進步者。  
Has made significant progress in academic performance.
4. 參加各種公益籌款或募捐活動，不遺餘力者。  
Participating in various charity activities.
5. 參加義務工作，熱心社會公益者。  
Participating in voluntary work.
6. 代表學校對外參加各項活動或比賽，成績優異者。  
Representing school in territory-wide activities or competitions with good performance.
7. 拾遺不昧者。  
Returning lost property.
8. 愛護學校及維護公眾利益者。  
Take good care of school property and protect public interest.

### 二、 記小功

#### 2. Minor merits

1. 參加團體活動，領導有方而貢獻良多者。  
Participating in group activities, showing leadership and a making significant contribution.
2. 對學校或社會有特殊貢獻者。  
Making special contributions to school or society.
3. 代表學校參加全港性之活動或比賽，成績卓越，為校爭光者。  
Representing school in territory-wide activities or competitions with outstanding performance.
4. 在品德修養方面，能在同學中起領導及模範作用者。  
Showing good conduct; an exemplary role model among schoolmates.

### 三、 記大功

#### 3. Major merits

1. 長期參與服務，表現卓著，對社會、對學校有特殊貢獻，並為全校同學表率者。

Participating in voluntary work continuously with outstanding performance, making a special contribution to the society and school; an exemplary role model among schoolmates.

2. 代表學校參加全港性之活動或比賽，名列前茅，取得最高榮譽，為校爭光者。

Representing school in territory-wide activities or competitions with excellent performance.

### 四、 頒發獎狀 / 獎品 / 獎學金

#### 4. Certificates / Prizes / Scholarships

Certificates / Prizes / Scholarships will be given to students who:

1. 校內測驗考試中，學業及學枰成績優異，或全年成績有顯著進步者。

Have excellent performance in examinations or make significant progress in the whole year;

2. 在「積極學習獎勵計劃」中獲頒發最多獎狀者。

Receive the most awards in the "Avid Learner Award Programme";

3. 公開考試取得優異成績者。

Achieve excellent results in public examinations; or

4. 參加學校舉辦之活動或比賽，成績優異者。

Participate in activities or competitions organized by the school with excellent results.

## 緊急情況下的各項安排 Arrangements for emergencies

### 惡劣天氣、熱帶氣旋及持續大雨的安排

#### Arrangements for severe weather, tropical cyclones and heavy persistent rain

- 如遇惡劣天氣，例如持續大雨及雷暴或熱帶氣旋迫近本港，家長讓學生上學前，應留意天文台、電台底電視台公佈。

In case of severe weather, such as heavy persistent rain and thunderstorms or tropical cyclones approaching Hong Kong, parents should pay attention to the announcements made by the Observatory, radio and television before sending children to school.

- 當出現以下天氣狀況，請注意下列安排：

When the following weather conditions occur, please note the following arrangements:

### 一、熱帶氣旋（颱風）

#### 1. Tropical cyclone (Typhoon)

天氣狀況 Weather conditions	學生上課之安排 / 家長與學生應採取的行動 Class arrangements for students / Actions to be taken by parents and students
當天文台發出一號熱帶氣旋警告信號 When Tropical Cyclone Warning Signal No. 1 is issued	✧ 除非另行通知，否則學校照常上課。 School is to operate as usual unless advised otherwise.
當天文台發出三號熱帶氣旋警告信號 When Tropical Cyclone Warning Signal No. 3 is issued	✧ 除非另行通知，否則學校照常上課。 School is to operate as usual unless advised otherwise.
八號預警 / 八號或以上熱帶氣旋警告信號 When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued	<ul style="list-style-type: none"> <li>● 學校全日停課，學生無須上學。 Classes of school are to be suspended.</li> <li>● 學校將實施應急措施，以照顧返抵學校的學生，並在安全情況下，才讓學生回家。 School will implement contingency measures and arrange staff to look after the students who have arrived and ensure that conditions are safe before allowing students to return home.</li> <li>● 若遇測驗或考試： During test or examination:               <ol style="list-style-type: none"> <li>1. 未開始的測驗或考試將另行公布舉行日期。 1. Tests or examinations that have not started will be postponed to a specified date and time announced by school.</li> </ol> </li> </ul>

	<p>2. 已開始的測驗或考試，將視乎實際情況是否繼續進行，一切均以學生的安全首要考慮。</p> <p>2. Tests or examinations that have started may continue or be suspended taking into consideration the actual situation and the safety of students.</p>
<p>當天文台以三號警告信號取代八號或以上熱帶氣旋警告信號</p> <p>When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3</p>	<p>✧ 除非事前已公布所有學校須全日停課，否則如三號熱帶氣旋在上午五時三十分前發出，學校會恢復上課。</p> <p>Unless previous announcement has been made to the effect that classes will be suspended for the entire day, school is to resume if Tropical Cyclone Warning Signal 3 has been issued before 5:30 a.m.</p> <p>✧ 家長應留學意學校復課的特別安排。</p> <p>Parents should pay close attention to the class resumption arrangements made by school.</p>
<p>當天文台以一號取代三號熱帶氣旋警告信號或取消所有熱帶氣旋警告信號</p> <p>When Tropical Cyclone Warning Signal No. 3 is replaced by Signal No. 1 or when all tropical cyclone signals are cancelled.</p>	<p>✧ 學校在翌日恢復上課。</p> <p>Classes resume on the next day.</p>

<b>二、持續大雨</b> <b>2. Heavy persistent rain</b>	
<b>天氣狀況</b> <b>Weather conditions</b>	<b>學生上課之安排 / 家長與學生應採取的行動</b> <b>Class arrangements for students / Actions to be taken by parents and students</b>
黃色暴雨警告信號 Amber rainstorm warning	✧ 除教育局特別宣佈停課外，學校照常上課。 School is to operate as usual unless advised otherwise.
紅色或黑色暴雨警告信號在上午五時三十分至六時前發出 When Red or Black rainstorm warning is issued from 5:30 am onwards and before 6:00 am	✧ 學校全日停課，學生無須上學。 Classes are to be suspended all day. ✧ 學校將實施應急措施，以照顧返抵學校的學生，並在安全的情況下，才讓學生回家。 School will implement contingency measures and arrange staff to look after the students who have arrived and ensure that conditions are safe before allowing students to return home. ✧ 所有測驗或考試將另行公布舉行日期。 All tests or examinations will be postponed.
紅色或黑色暴雨警告信號在上午六時至八時發出 When Red or Black rainstorm warning is issued from 6:00 am onwards and before 8:00 am	✧ 學校全日停課，學生無須上學。 Classes are to be suspended all day. ✧ 學校將實施應急措施，以照顧返抵學校的學生，並在安全的情況下，才讓學生回家。 School will implement contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home. ✧ 若學生仍未離家上學，應留在家中，不應前往學校。 Students who have not left for school should stay home. ✧ 若學生在上學途中，除非前面的路面或交通情況並不安全，否則，在正常情況下，學生應繼續前往學校或回家；若路面或交通有不安全的情況，則學生應繼續前往學校或回家；若路面或交通有不安全的情況，則學生應留在安全地方。 If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions.



<p>天氣狀況 Weather conditions</p>	<p>學生上課之安排 / 家長與學生應採取的行動 Class arrangements for students / Actions to be taken by parents and students</p>
<p>紅色或黑色暴雨警告信號在上午八時後發出 When Red or Black rainstorm warning is issued from 8:00 am onwards</p>	<ul style="list-style-type: none"> <li>✧ 學校將實施應急措施，照顧返抵學校的學生。 School will implement contingency measures and arrange staff to look after the students who have arrived.</li> <li>✧ 學校將繼續如常上課，直至正常放學時間為止，並在安全的情況下，才讓學生回家。 School will continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.</li> <li>✧ 若學生仍未離家上學，應留在家中，不應前往學校。 Students who have not left for school should stay home</li> <li>✧ 若學生在上學途中，除非前面的路面或交通情況並不安全，否則，在正常情況下，學生應繼續前往學校或回家；若路面或交通有不安全的情況，則學生應繼續前往學校或回家；若路面或交通有不安全的情況，則學生應留在安全地方，回家後，應致電學校告假。 If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions. Students who are not proceeding to school should call the school to apply for leave after returning home.</li> </ul>
<p>紅色或黑色暴雨警告信號在放學後發出 Red or black rainstorm warning signal is issued after school</p>	<ul style="list-style-type: none"> <li>✧ 學校將實施應急措施，照顧仍在學校的學生。 School will implement contingency measures and arrange staff to look after the students who remain in school.</li> <li>✧ 所有補課、課後補習、課外活動等將取消並在安全情況下，才讓學生回家。 All after-school tutorial classes, extracurricular activities, etc. will be cancelled. School will ensure that conditions are safe before allowing students to return home.</li> </ul>

- ✧ 請家長隨時留意天文台、電台、電視台及本校網頁，校方會盡快發放最新消息。

Parents should pay attention to the announcements made by the Observatory via the radio, television and the school website. School will release the latest news as soon as possible.

1. 若颱風或暴雨過後教育局宣佈復課，但如家長認為區內天氣、道路、斜坡或交通情況仍未恢復正常，應自行決定是否著其子弟上學。

In cases when the EDB has announced the resumption of classes, parents could still exercise their discretion in deciding whether or not to send their children to school having regard to inclement weather, road, slope or traffic conditions.

2. 在持續大雨及雷暴期間，雖然天氣情況未必導致所有學校停課，但家長亦可就其居住地區的天氣、道路、斜坡或交通情況，自行決定可否讓其子弟上學。

In case of heavy persistent rain and thunderstorms, if the EDB has not made any announcement for suspension of classes, parents could still exercise their discretion in deciding whether or not to send their children to school having regard to inclement weather, road, slope or traffic conditions.

3. 家長如因上述情況決定不著其子弟上學則須以電話通知校方，並於學生復課之日，補辦請假手續。學校對於受惡劣天氣或水浸影響而遲到或由家長決定於當日缺課的學生，會酌情處理，有關學生不會因而受到處分。If parents decide not to send their children to school due to the above-mentioned circumstances, they must notify the school by phone to apply for leave and submit a letter of absence when their children return to school. Allowance will be given to the affected students for lateness or absence from school at parents' discretion on the day with inclement weather or flooding and such students will not be penalized for that reason.

4. 香港天文台會發出有關「各地區發生水浸事件的特別佈告」，提醒市民有關地區可能因大雨而出現水浸。佈告一經發出，便會即時在電台及電視台廣播。雖然本校過往多年從未因水浸影響而停課，但不能排除有此可能性。在遇到此情況時，校方將在電台及本校網頁發放相關資訊，敬請家長注意。（本校位於深水埗區）

An "Announcement on Localized Heavy Rain" will be issued by the Observatory whenever heavy rain affects certain areas and flooding is expected to occur or is occurring over the areas. Once issued, the announcement will be disseminated through different channels immediately, including the radio and television. If School considers that it is necessary to suspend classes, we will inform students and parents of the decision and related arrangements via the radio and school website. (Our school is located in the Sham Shui Po district)

5. 如在上學時間得悉天氣情況可能因颱風迫近或特殊情況而急劇惡化，教育局會在電台及電視台公佈學校須立即停課。惟教育局公佈學校停課或暫時停課，並不表示學校須安排所有學生立即返家。學校將以學生的安全為首要考慮，作出適當安排。

In case weather conditions deteriorate rapidly due to typhoon or special circumstances during lesson time, the EDB will announce suspension of classes via the radio and television. School will ensure that conditions are safe before allowing students to return home.

6. 在特殊情況下，教育局可宣佈某個或多個地區的學校停課或中止上課。在該等地區居住的學生即使就讀於另一區的學校，亦無須回校上課。

In exceptional circumstances, the EDB may announce the suspension of classes in a particular district or certain districts. If this is the case, students whose schools are located in such district(s) as well as students who live in such district(s) need not go to school.

## 請假信式樣

敬啟者：

\_\_\_\_\_班學生\_\_\_\_\_因\_\_\_\_\_  
\_\_\_\_\_ (例如:身體不適)，現申請告假 \*半天／一天 [請將不適用者刪去]。  
告假日期由\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日至\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日，隨信附上醫  
生證明書，敬希批准為荷。

此致

\_\_\_\_\_班班主任  
\_\_\_\_\_老師

學生家長

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

### Template for Application letters for leave

\_\_\_\_\_ (Date)

Dear \*Ms. / Mr. \_\_\_\_\_, [Please delete if inapplicable] Class Teacher of \_\_\_\_\_,

My child, \_\_\_\_\_ of class \_\_\_\_\_ (\_\_\_\_\_), would like to apply  
for \_\_\_\_\_ day(s) of leave due to \_\_\_\_\_. He / She would like to  
take leave from \_\_\_\_\_ to \_\_\_\_\_. Attached is the medical certificate for  
reference. Thank you for your attention.

Yours Truly,

\_\_\_\_\_

\* 家長可參考「請假信式樣」書寫請假信，或使用手冊「家長通知學校事項」告假。

\* Parents can use this as a template for application letters for leave. You may also use "Messages for the School" in the handbook to apply for leave.

## 學生八達通的應用 Use of Student Octopus Card

### 1. 出入學校紀錄

Attendance record

### 2. 繳費

Payment

#### a. 活動費用

Fees for activities

#### b. 購物

Other purchases

(a 及 b 項均有收據提供)

[Receipts will be given for 'a' and 'b']

#### c. 小食部付款

Tuck shop payment



## 午膳安排 Arrangement of school lunch

所有初中同學均需留校午膳。本年度午膳供應商為「維他天地服務有限公司」，本校小食部負責有關午膳訂購及收費安排。同學訂購以八達通／支票／銀行入數紙付款，不接受現金。同學如有身體不適或有外出活動，請於當天早 9:00 前以 WhatsApp 通知小食部 **[電話：67929566]**，公司會於下月退款。

All junior form students are required to stay in school for lunch. Lunch provider of this school year is "Vitaland Services Limited". The school tuck shop is responsible for lunch ordering and payment. Students should pay by Octopus / cheque / bank deposit slip. Cash is not accepted. If students feel unwell or go out for activities, please notify the tuck shop **[Tel: 67929566]** via WhatsApp **before 9:00a.m.** The company will refund the price of the lunch boxes the following month.

## 獎助學金及學費減免

### Scholarship, School-based Allowance and Fee Remission

獎學金 - 品學兼優的學生皆可獲頒獎學金，以茲表揚及鼓勵。

Scholarships are awarded to students with outstanding performance.

#### 「陳樹渠獎學金」

中二至中五級(每班一名)，學生於下學期平均分與上學期平均分比較，進步最大者將獲頒獎學金 HK\$500。(頒獎禮日期於稍後公佈)

#### Chan Shu Kui Scholarships

One student from each class from F.2 to F.5 who shows the greatest improvement in average score will be awarded a scholarship of HK\$500. (The date of the award ceremony will be announced later.)

#### 「陳樹渠助學金(學費減免)」

助學金供家庭經濟困難的學生申請。學校會參考「學生資助事務處」的評估方法(包括家庭入息限額等)，以決定資助資格及幅度(「1/5 減免」至「全免」)；特殊情況，則酌情處理。

#### Chan Shu Kui Grants (Tuition Fee Remission)

Grants are established for students from families with financial difficulties. With reference to the evaluation mechanism of the Student Financial Assistance Agency, the School will assess the eligibility of applicants and the level of assistance they should receive (from '1/5 Remission' to 'Full Remission'). Our school may exercise discretion in special circumstances.

#### 學費減免申請手續

學生可到校務處索取申請表格，填妥後連同以下文件交回校務處：

- 1) 「學生資助事務處」發出之資格證明書副本；或
- 2) 綜合社會保障援助受助人醫療費用豁免證明書副本；或
- 3) 家庭每月平均收支細明表。

#### Application Procedures for Tuition Fee Remission

Students can obtain application forms from the school office. Completed forms should be submitted to the school office together with the following documents:

- 1) Copies of documents showing eligibility for financial assistance issued by the Student Financial Assistance Agency; OR
- 2) Copies of certificate of Comprehensive Social Security Assistance recipients (for Medical Waivers); OR
- 3) A list of household monthly income and expenditure

## 抗疫期間，回校時應遵守的規則

### Students should follow the rules during the anti-epidemic period, for resuming classes

1. 進入學校前，必須正確地戴上自備的外科口罩（口罩須完全覆蓋口、鼻和下巴）；

Before entering the school, you must put on your own surgical mask properly (with the nose, mouth and chin fully covered).

2. 進入校門時，必須踏上已經噴灑漂白水的地墊；

When entering the school, you must step on the mat that has been sprayed with bleach.

3. 學校已在大堂設置體溫監測站，如學生的體溫等於或高於 38°C，校方會再以耳探式探熱器為學生探熱，若學生出現發燒情況，校方會通知家長，安排學生回家休息或盡早向醫生求診；

The School has set up body temperature screening at the entrance of the school. The school staff will take the body temperature of students whose body temperature is at or higher than the alert level of the screening system with an ear thermometer. If students are found having fever, the school will inform their parents immediately. Parents should bring their children home to rest or to consult a doctor promptly.

4. 通過體溫檢測後，需要到操場旁洗手盆洗手，然後上課室；

After the temperature inspection, you are requested to wash your hands in the playground and then go to the classroom.

5. 為減低受感染的風險，不論小息、參與活動、在洗手間或小賣部排隊時，應保持適當的社交距離，並減少與人交談；

To minimize the risk of infection, you should maintain proper social distance in recess time, when you are engaging in activities, and when you are queuing up for toilets or at the tuck shop.

6. 在課堂上，學校會以「面對背」方式單行排坐，老師會以單向方式授課，原來並排放置的學生書桌亦會放置為單行，以保持學生之間的距離；

During lessons, the School will arrange students to sit in a single row with a “face-to-back” setting, and teachers will teach students who are facing one direction. Classrooms with desks set side-by-side in double rows will be re-arranged to single rows, to ensure a proper physical distance among students.

7. 應正確清潔雙手，尤其在觸摸眼睛、鼻或口前、進食前、如廁後及觸摸公共設施後，例如扶手、門柄；或當手被呼吸道分泌物污染時，如咳嗽或打噴嚏後；

Perform hand hygiene, especially before touching the eyes, nose and mouth. Wash hands properly after touching public installations, such as handrails or door knobs; or after contacting respiratory secretions (e.g. after sneezing or coughing).

8. 應避免共用個人物件，如文具或餐具等；

Avoid sharing personal items, such as stationery or tableware.

9. 如廁後應先蓋好廁板再沖廁，並立即洗手；

After using the toilet, put the toilet lid down before flushing, and wash your hands immediately.

10. 應帶備充足的口罩作更換；

You should bring sufficient masks for replacement.

11. 為避免大量學生在校舍出入口或操場聚集，學校會安排學生分批小息及放學，學生應遵從老師指示。

To avoid crowd gathering at school entrances or playgrounds, the School will arrange students to leave school as well as having their recess time in different batches. Students should obey the instructions.



# 陳樹渠紀念中學家長教師會

## CHAN SHU KUI MEMORIAL SCHOOL PARENT-TEACHER ASSOCIATION

### 近年活動

### Recent activities



賽馬會生命歷程體驗館活動  
Life Journey Activity



新生家長晚會  
Evening Meeting for Parents  
of New Students



Parents' Cafe

### 家長教師會連結

### Link of Parent-Teacher Association

<http://www.cskms.edu.hk/parent/notes/>

## 學生輔導服務 Student Guidance Service

本校除了學生輔導組外，還有兩位駐校社工支援學生成長。

The school's guidance team together with two school-based social workers will support students' growth.

駐校社工 School-based social workers 香港基督教青年服務處 Hong Kong Christian Youth Service	
趙娟容姑娘(星期二至五駐校) Miss CHIU KUEN YUNG (Tuesday to Friday)	阮寶欣姑娘(星期一至四駐校) Miss YUEN BO YAN (Monday to Thursday)
學校電話 (School phone number) : 2380 0241 中心電話 (Centre phone number) : 2779 9556	

### 如何鼓勵你的孩子...

#### How to encourage your child...

<ul style="list-style-type: none"> <li>✧ 尋找孩子的優點</li> <li>✧ 表示欣賞他</li> <li>✧ 對孩子表示友好</li> <li>✧ 表達你的情感</li> <li>✧ 花點時間和孩子玩遊戲</li> <li>✧ 善用幽默</li> <li>✧ 注意事情的過程而非結果</li> <li>✧ 用冷靜的態度教育孩子</li> <li>✧ 不要為孩子一時的挫敗而感到難過</li> <li>✧ 不要過度干涉孩子</li> <li>✧ 了解孩子</li> <li>✧ 信任你的孩子</li> <li>✧ 父母應盡量表現樂觀</li> <li>✧ 與孩子保持坦誠的互動</li> <li>✧ 傾聽孩子的心聲</li> </ul>	<ul style="list-style-type: none"> <li>✧ Focus on your child's strengths</li> <li>✧ Express appreciation</li> <li>✧ Be friendly</li> <li>✧ Express your affection</li> <li>✧ Spend time playing with your child</li> <li>✧ Use humor</li> <li>✧ Focus on the process rather than the result</li> <li>✧ Stay calm</li> <li>✧ Don't feel sad for your child's temporary failure</li> <li>✧ Don't interfere excessively</li> <li>✧ Understand your child</li> <li>✧ Trust your child</li> <li>✧ Be optimistic</li> <li>✧ Maintain candid interactions with your child</li> <li>✧ Listen to the voice of your child</li> </ul>
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## 實用資訊

### Useful Information

基督教家庭服務中心

Christian Family Service Centre

<https://www.cfsc.org.hk/tc/service?id=1>

家庭與學校合作事宜委員會

Committee on Home-School Co-operation

[https://www.chsc.hk/main.php?lang\\_id=2](https://www.chsc.hk/main.php?lang_id=2)

健康校園政策

Healthy School Policy

<https://www.edb.gov.hk/tc/edu-system/primary-secondary/healthy-sch-policy/index.html>

生命熱線

Suicide Prevention Services

<https://www.sps.org.hk/>

社會福利署

Social Welfare Department

<https://www.swd.gov.hk/tc/index/>

學生資助辦事處

Working Family and Student Financial Assistance Agency (Student Finance Office)

<https://www.wfsfaa.gov.hk/sfo/tc/index.htm>

家校合作  
事半功倍

*We cooperate  
Do more with less*

