



**IN SEARCH OF  
EXCELLENCE**



# 香港管理專業協會 羅桂祥中學

家長手冊

THE HONG KONG MANAGEMENT ASSOCIATION K S LO COLLEGE

PARENT'S HANDBOOK (2022-2023)

## 辦學團體簡介

本校的辦學團體是香港管理專業協會。香港管理專業協會是一非牟利法人團體，成立於 1960 年，旨在提高香港管理的效率和效益。協會的工作目標包括：為有志於研究管理之人士及組織建立及保持聯繫、蒐集並介紹有關管理之原理與實踐的資料、提供並促進管理方面的教育與訓練。

協會一直致力發展本港的人力資源，為本港經濟發展作出貢獻。現在，協會除與本地及海外著名大學合辦證書、文憑及商業管理碩士課程外，更拓展專業培訓，開辦不同業務範疇的專業及基本培訓課程，其中包括金融、人力資源、資訊科技及市場推廣等。

# 學校簡介

## 學校設備

本校校舍設備完善，設有圖書館、三十間標準課室和十多間特別教室，包括學生活動中心、創新科技活動室、STEM 教學活動室、English Café（英語咖啡館）、家教會辦公室、社工室、電腦室和會議室等。全校所有課室和禮堂均裝置多媒體投射機、Wi-Fi 無線網絡及空調設備。

## 教育目標

- 提供學習機會，培養學生的正確學習態度，讓學生能掌握基本的語文能力、運算能力和資訊素養，從而具備終身學習的條件。同時，也使學生在學術、職業、德育與公民教育、服務及體藝各方面獲取學習經歷，以促進個人和社會的發展。
- 培育初中學生在德、智、體、群、美各方面的發展，鼓勵他們主動積極學習和發展正面的價值觀，使他們除得到均衡發展外，更具備基本學科知識，並能致力於追求卓越。
- 提升高中學生的學術水平，使他們能為未來的學習、工作和生活作好準備；培養他們好學的精神、批判性思考和創造能力，鼓勵他們對家庭、社會及國家有承擔精神和開展國際視野。

# 學校行政

## 事務主管

學術事務	:	潘德平副校長、鍾嘉倩主任
學生事務	:	陳繼榮副校長
訓導	:	劉淑儀主任
輔導	:	唐麗貞主任
課外活動	:	洪曉輝主任

## 學校社工

服務機構	:	基督教香港信義會學校社會工作組
駐校社工	:	劉琬而姑娘、陸殷誦先生
駐校時間	:	星期一至五 9:00am - 5:00pm
學校電話	:	2470 3363
大埔辦公室總機	:	2665 2255

## 校務處

辦公時間	:	星期一至五 -- 8:00am - 5:30pm
		星期六 -- 9:00am - 12:00pm
		學校假期 -- 9:00am - 4:30pm
電話號碼	:	2470 3363
傳真號碼	:	2470 1106

# 課程及教學

## 課程編排

本校為一所文法中學，基本課程依據教育局課程發展議會頒布的課程指引編訂。初中部分科目為校本課程，按教育局基本課程指引精神編纂，高中科目則按教育局高中課程方案要求編排。

年度	級別	科目
2022-23	中一	中國語文、英國語文、數學、科學、地理、中國歷史、生活與社會、科技與生活、設計與科技、視覺藝術、音樂、體育、普通電腦
2023-24	中二	中國語文、英國語文、數學、科學、地理、中國歷史、生活與社會、科技與生活、設計與科技、視覺藝術、音樂、體育、普通電腦
2024-25	中三	中國語文、英國語文、數學、科學(物理、化學及生物)、地理、中國歷史、生活與社會、科技與生活、資訊及通訊科技*、綜合商業科*、視覺藝術、音樂、體育
2025-28	中四至中六	<u>核心科目</u> 中國語文、英國語文、數學、公民與社會發展
		<u>選修科目</u> 物理、化學、生物、資訊及通訊科技、旅遊與款待、地理、中國歷史、經濟、企業、會計與財務概論、視覺藝術、數學延伸課程
		<u>其他學習經歷</u> 美藝教育、德育及公民教育、體育、社區服務、職業相關經驗
		<u>聯校課程、其他</u> 日文（聯校課程）、應用學習科目

\*校本課程

## 編班準則

中一編班	根據入學試總成績平均分配到各班。
中二及中三編班	根據中一及中二級全年總成績重新分班，全級排名前列的學生將平均分配到C班及D班，其餘學生將平均分配到A班及B班。
中四編班	根據中三級全年總成績及學生選科意願編班。

## 課業政策

課業是發展學生學習能力及鞏固課堂學習的關鍵，分為課前及課後兩類。課前課業目的是培養學生的自學及探索能力，課後課業則著眼於鞏固課堂所學。各科老師每天或每周會給予學生適量課業，而高中的課業則按香港中學文憑考試內容及形式要求設計和編排。

## 自主學習

學校注重學生學習情況，除了不斷優化課堂教學外，亦協助學生建立良好的學習習慣，培養他們成為自主學習者：

- 有學習目標；
- 有學習策略和技巧；
- 懂得控制學習環境和學習進程；
- 懂得進行自我學習評價，修正目標、策略、技巧、環境等，追求進步。

## 配合自主學習閱讀計劃

要成為自主學習者，學會閱讀及從閱讀中學習至為重要。學校鼓勵及推動學生透過廣泛閱讀，增長知識和擴闊視野，培養良好的閱讀習慣，並成為良好的自主及終身學習者。

中一學生在暑假期間按中、英文科要求，完成閱讀中、英文書籍，並繳交閱讀報告。開學後，不同科目會教授科本閱讀策略，並要求學生按策略完成不同要求的閱讀任務，包括課堂預習、課後延伸閱讀，或其他閱讀課業。

學校安排每周兩節早讀課，給每班進行班本閱讀活動。學生需閱讀不同範疇的圖書，並透過口頭匯報、書面報告和自拍影片等方法，與其他同學分享閱讀心得。

學校同時鼓勵學生到圖書館借閱不同類型的書籍及電子期刊，從而在初中階段養成良好的閱讀習慣。恆常地閱讀有質素的書籍及閱讀材料，以豐富知識，擴闊視野及識見，同時亦可從多角度思考問題，培養獨立思考及批判能力，做到從閱讀中學習，以期能順利銜接高中課程，並為未來的生涯規劃打下基礎。

計劃有助同學長遠的發展，而成功則有賴家長的配合和支持。

## **學習時間**

正常上課日8:10am上學，8:30am正式上課。每天共有8節課或9節課，每節課40分鐘。3:30pm(8節課)或4:10pm(9節課)放學。

正式課堂結束後，學校會在3:45pm至5:30pm安排拔尖補底學習班及不同類型課外活動給學生參加。

## **學業評估**

學業評估分為持續性及總結性兩種。持續性評估包括日常測驗、習作、功課等平時分。總結性評估主要是每學期的統一測驗及考試。各科的評核方法見學校網頁。



## 流動裝置使用政策

### 1. 簡介

為配合發展電子學習以提升學與教效能之大方向，學校容許學生自攜流動裝置回校，讓學生於課堂內外持續運用電子學習模式輔助學習。

### 2. 管理

為確保網絡安全及避免學生接觸互聯網上的不良資訊，學校會設有防火牆。然而，於部分特殊情況下，學生仍有可能從互聯網上取得未能過濾的不當資訊。如學生遇到以上情況，應立刻通知老師或學校資訊科技人員。若學生被發現於校內瀏覽不當資訊而未有通知老師，學校保留向相關學生進行處分的權利。

### 3. 安全

- (a) 在不需使用自攜裝置時，應確保裝置存放於上鎖的櫃內。
- (b) 學生應自行保管其裝置，若有任何損失、損壞或被竊，學校不會承擔任何責任。
- (c) 學生應為自攜裝置加裝保護殼，並慎重使用，避免損毀。

### 4. 充電

- (a) 學生須自行負責自攜裝置電池的維護和充電。
- (b) 為確保學習效能，學生攜帶流動裝置回校前應將裝置之電池充滿。

## 5. 校內使用流動裝置守則

- (a) 學生攜帶流動裝置回校，進入校門前須確保裝置是關機狀態。
- (b) 於課堂時間內，學生只能在老師批准及監督下使用流動裝置，亦只限該課堂使用，下課須關機。
- (c) 於非課堂時間，學生只能在老師許可的情況下，使用其裝置作學科學習用途。
- (d) 基於網絡安全，學生不能使用有線網絡連接自攜裝置至學校的網絡。
- (e) 學生必須遵守版權法。
- (f) 未經老師許可，學生嚴禁一切錄影、錄音或拍照。
- (g) 學生不能出版、瀏覽或分發非法資料，這些包括以下內容：騷擾、跟踪、恐嚇、威脅、人身攻擊、淫穢、褻瀆及粗俗語言。
- (h) 學生不應與其他人分享個人的用戶名稱和密碼。
- (i) 學生不應登入他人的電子文件、電子郵件及其他電子通訊戶口。
- (j) 學生只能將流動裝置作教育用途，不得進行娛樂活動。

# 學生事務

## 行為遵則

1. 學生應遵守學校各項守則，臻善敏行，追求卓越，自強不息。
2. 學生應自愛愛人，抱持公平、正義之心，並尊重群體及他人。
3. 學生須注意日常禮貌，態度宜大方得體，遇人要打招呼，態度和藹親切，談吐要溫文友善。
4. 日常學習要認真、投入，並能勤勉有恆。
5. 要保持校園清潔，愛護公物，營造良好的學習環境。
6. 學生應善用資源，提高學習效益。
7. 學生應自律、自重，注意在公眾場所的行為舉止。
8. 學生應多參與社區活動，以發展個人才能及服務社群。
9. 學生應重視家庭，與家人融洽相處，互助互勉。
10. 學生應尊重民族、文化，加深對傳統的認識。

## 留校時間

在正常上課日，學生於3:30pm(8節課)或4:10pm(9節課)放學。學生一切活動約於5:45pm結束，放學後留校的學生須致電通知家長。

## 假日回校

學生假日回校必須按活動所需要求，穿著整齊校服或運動服，並帶備學生證。

## 課室清潔

為培養學生的責任心和公民意識，學生須負起清潔課室的責任。每天放學後十五分鐘，同學須清理自己的座位，另外亦須輪流清潔課室。

## 請假手續

### 1. 病假

- 學生若因病缺席上課，須由家長或監護人於當天上午 7 時 45 分至 9 時正致電回校請假。
- 病假手續：帶同已由家長或監護人簽署之請假表，交正班主任覆核簽署，再到校務處登記蓋印，方為完成病假手續。病假手續須兩星期內完成。
- 學生若因預約診治而缺席上課，必須在最少兩個上課天前帶同已由家長或監護人簽署之請假表，向班主任提出申請，經正班主任覆核簽署，最後到校務處登記蓋印，方為完成病假申請手續。

### 2. 事假

- 學生若因事缺席上課，必須在最少兩個上課天前向校方提出申請。
- 一般事假申請包括：紅事、白事、辦理證件、校外比賽、校外課程和校外考核等；學生家長/監護人需填寫及簽署手冊內之請假表，經正班主任簽署，然後到校務處登記蓋印，方為完成事假申請手續。
- 特殊事假申請，如遇突發事故或其他狀況，須由家長或監護人簽署手冊內之請假表及特別事假申請表，並交予學生事務副校長或訓導主任批核，再經正班主任簽署，然後由校務處登記蓋印，方為完成特殊事假申請手續。

### 3. 早退

- 如遇身體不適或特別事故須早退者，必須前往校務處辦理早退手續，並知會家長到校陪同離校。
- 中四級或以上同學外出午膳時，若遇不適須早退者，亦須先由家長致電學校通知校務處職員。
- 所有早退者翌日必須補辦請假手續。

## 學生手冊及學生證

學生回校上課，必須帶備學生手冊及學生證。每次進入學校或離開學校時都必須「拍卡」。學生手冊可作記錄家課及學校與家長間通訊之用，家長應定期查閱。學生假期回校亦須帶備學生證「拍卡」。

## 午膳安排

學校規定中一至中三學生必須留校午膳，午膳時間為1:00pm-2:05pm。學生可向學校指定的午膳供應商訂購飯盒，學生亦可自行帶備午膳飯盒或由家長送餐(請於1:00pm前送往校務處)。

# 訓導及獎懲

## 考勤及違規紀錄

學生遲到或缺席，校方均清楚記錄，並於學生成績表上刊錄。學生有任何違規行為，老師都會記錄於「學生個人行為紀錄」表格上。

## 校服儀容

### 髮式

- (a) 學生髮式以整齊、端莊、樸素為主，不准染髮、電髮或使用任何其他髮式或造型技術，不可使用髮型用品（如定型水、髮泥等）。
- (b) 女生可蓄長髮，若髮長及肩須用黑色或深藍色髮圈或髮夾束起；前面髮蔭不得超過眼眉，兩側髮鬢須夾起。
- (c) 男生不可蓄長髮，髮尾長度不得超過衣領，前面髮蔭不得超過眼眉。兩鬢髮腳不得超過耳根，

### 飾物

- (a) 校方不容許學生配戴飾物回校，例如耳環、項鍊、手鍊、指環及手繩等。
- (b) 若學生有特別原因要求配戴飾物，須由家長提出申請，並交由訓導主任酌情審批。

### 服飾

- (a) 校服： 必須穿著整齊校服，冬天時所有衫鈕要扣好，領帶要結好。當氣溫低至攝氏十二度或以下，女生可穿灰色長絨褲或冬季運動服。
- (b) 毛衣及衛衣： 學生必須穿著學校指定的毛衣及衛衣，其他款式一律不可。
- (c) 襪子： 學生必須穿著白色短襪，以樸素為原則。冬天，女生須穿灰色長襪。
- (d) 內衣： 男女生均須穿著純白色內衣。
- (e) 皮帶： 男生必須配戴黑色皮帶，皮帶扣款式宜簡單，不可標奇立異。
- (f) 皮鞋： 必須為純黑綁帶式或扣鈕式皮鞋，不可穿高筒型或靴型鞋。
- (g) 書包： 以樸素和實用為原則，不鼓勵學生攜帶名貴書包回校。
- (h) 化妝： 嚴禁學生化妝，例如塗口紅、指甲油等，但無色透明

- 的潤唇膏則可接受。
- (i) 指甲：應保持指甲清潔及不可過長，並不可塗任何類別的指甲油。

## 學校違禁品

除上課時需用的物品及有關書籍外，不得攜帶違禁品(如界刀、尖嘴剪刀、不良刊物、玩具及香口膠等)回校。

## 手提電話

若有需要，學生可帶手提電話回校，但在上課時段必須關掉，不可使用。若非任課老師准許，嚴禁在課室內使用手提電話，違規者交由訓導老師處分。

## 書面警告

學生如觸犯嚴重校規或連續輕微違規而屢勸不改，校方將發出書面警告信。警告信將存放於學生個人檔案內，作永久紀錄。

## 記過處分

若學生觸犯嚴重校規，涉及刑事罪行或校外行為不檢者，均可能作記過處分；所有記過處分均記錄於學生個人檔案內。

## 校外行為

學生在校外活動亦須對個人行為負責，如個人行為不檢，導致校方聲譽受損，校方必定追究，並作處分。



# 輔導服務

## 發展性輔導服務

1. 輔導組會因應各級學生不同的需要，協助他們建立正面的人生態度；並與外間機構合作，為學生安排不同類型的輔導活動。
2. 輔導組及學校社工會為不同級別的學生安排成長小組，以提升學生的自尊感、與人溝通技巧及培養堅毅精神。
3. 學校每學年均會舉辦全校性的師生活動周，目的是促進師生關係，加強班內團結精神及舒緩學生的學習壓力。
4. 中一至中六級均設有德育及公民教育課，以培養學生良好的德育及公民意識。
5. 生涯規劃及升學輔導組會為學生提供有關升學及就業資訊、安排參觀及工作實習機會，為他們升學及就業作好準備。

## 個人輔導服務

學校為所有學生提供個人輔導服務。學生如有個人輔導需要，可向班主任或輔導老師直接求助。如家長認為學生需要接受專業輔導，亦可直接與學校社工聯絡；若有特殊需要，校方將透過社工尋求校外資源或專家，協助學生解決問題及促進個人成長。

## 家長親子教育

學校社工會舉辦親子教育講座或家長小組，以提升家長的親子管教與溝通技巧。

## 融合教育

本校採用全校參與模式推行融合教育，透過三層支援模式，按學生的個別情況和特殊教育需要提供適切的支援。學校成立「學生支援組」，負責計劃、執行及檢視為有特殊教育需要學生安排的支援服務。「學生支援組」會因應學生的需要，決定他們所需的支援層級，並在教學、課程及評核方面提供調適。學校亦有駐校心理學家、言語治療師及輔導員為不同學生提供合適支援。

# 學生活動

## 學生活動的意義

學生活動是學校教育其中一個環節，學生除吸收課本知識外，更應透過活動發揮個人潛能，培養與人合作及溝通技巧，以達致德、智、體、群、美五育均衡發展。故此，家長宜鼓勵學生參加學校所舉辦的活動。為使學生得到全面均衡發展，並體會學生活動的意義和樂趣，校方規定中一學生均須參加一項重點活動。

## 活動類型

本校重視學生均衡發展，除大型社際活動外，並積極推行各類活動，主要包括：

學術：英文學會、中文學會、中史學會、科學學會、資訊科技學會、地理學會、英文辯論隊、辯論隊、數學學會、公民與社會發展學會、經商學會、學務大使。

藝術：合唱團、舞蹈組、銀樂隊、視藝學會、戲劇學會、英文話劇組、攝影學會、樂器班(小提琴、木管樂、銅管樂)。

興趣：棋藝學會、橋牌學會、宗教小組、日本文化學會、普通話小組、魔術學會、飛鏢學會、Scrabble Team、烹飪班。

體育：乒乓球隊、箭藝隊、旋風球隊、躲避盤隊、羽毛球隊、手球隊、泰拳學會。

服務：少年警訊、童軍、女童軍、義工隊、關愛大使、圖書館學會。

## 義工服務

為鼓勵學生積極參與義務工作，培養高尚情操，每位學生均獲派發義工服務紀錄冊一本，以便有系統地記錄服務時數，並肯定義工的工作和貢獻，在校內建立「義務工作齊參與」的文化。

## 服務目標和標準

學校會快捷和有禮地提供服務，並盡量簡化所需辦理的手續。以下是本校承諾能達到的服務目標和標準：

### 資料提供

- 學校會印製家長手冊(只限中一)及一份介紹本校的資料單張，供家長及有興趣認識本校人士參閱。
- 學校職員會盡快接待預約到訪的家長，倘若需輪候，亦不會超過原來約定時間三十分鐘。
- 學校會迅速處理家長的來函，即使未能在十個工作天內詳盡回覆，也會先作簡報。
- 家長在辦公時間致電學校查詢，校方會盡快答覆；部分未能即時給予答覆的問題，也會在兩個工作天內回覆。

### 聯繫家長

- 家長教師會成立多年，目的是加強學校和家長的聯繫，共同提升教學質素。家長教師會每學年會舉辦提升親子關係、師生關係的活動和工作坊，歡迎家長踴躍參與。
- 歡迎家長透過寫信、傳真、電郵或致電預約會晤等方式，與班主任、科任老師及駐校社工討論有關子女的事宜。
- 學校每學年會安排兩次家長日，以促進家長與教師之間的溝通和合作。
- 學校每學年會定期發出學生成績報告，讓家長了解子女在校內的學習進度。
- 學校會在舉行學校活動最少三個工作天前，將有關訊息通知家長，如遇特殊情況，通知的時間可能會稍短。
- 學校會制訂家課政策，為學生安排適量的家課，並會跟進學生完成家課的情況。
- 學生在校內發生意外時，學校會立刻聯絡家長。如有需要，學校會安排教職員陪同學生到醫院就診。
- 遇上惡劣天氣，學校會因應情況採取適當的應變措施，以保障學生的安全。

# 私隱政策聲明

- 香港管理專業協會羅桂祥中學承諾遵守《個人資料(私隱) 條例》的規定，學校員工會致力保障學校所持有的個人資料的私隱、保密性及安全。
- 香港管理專業協會羅桂祥中學收集及持有學生及其家長或監護人的個人資料作教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。
- 一般而言，學生及其家長或監護人的個人資料會被永久保存，並只容許獲授權的教職員查閱。
- 香港管理專業協會羅桂祥中學可向第三方披露學生的部分資料，例如香港政府、香港考試及評核局、境內和境外的院校、香港管理專業協會羅桂祥中學家長教師會、服務提供者和承辦商等，以進行教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。除上文所載以外，香港管理專業協會羅桂祥中學於未獲事先書面同意的情況下，不會向任何第三方披露任何個人資料。
- 香港管理專業協會羅桂祥中學在日常運作時，有可能使用涉及學生肖像、錄像及錄音等於教育或非商業用途，而不須事先得到學生同意。若家長或監護人不同意有關安排，請於每學年開始至 9 月 30 日期間以書面通知學校。
- 學生及其家長或監護人有權要求查閱及更正其被持有的個人資料，如欲查閱或更正個人資料，請以書面聯絡學校行政主任或電郵 [college@hkmakslo.edu.hk](mailto:college@hkmakslo.edu.hk)。

## 收集個人資料聲明

- 香港管理專業協會羅桂祥中學收集及持有學生及其家長或監護人的個人資料作教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。
- 香港管理專業協會羅桂祥中學會要求學生及其家長或監護人提供下列個人資料\*：

學生：	姓名、身份證明文件資料、出生日期和出生地、地址、聯絡詳情(包括電話號碼或電郵地址，及緊急聯絡人資料等)、家庭狀況、健康狀況、生活模式、嗜好及興趣、學歷文件、特殊教育需要的資料等
家長或監護人：	姓名、身份證號碼、地址、聯絡詳情(包括電話號碼或電郵地址等)

- \* 若學生及其家長或監護人未能提供個人資料，可能影響學校提供的服務。
- 香港管理專業協會羅桂祥中學可向第三方披露學生的部分資料，例如香港政府、香港考試及評核局、境內和境外的院校、香港管理專業協會羅桂祥中學家長教師會、服務提供者和承辦商等，以進行教育學生、輔導學生、學生升學、學生活動、通訊宣傳和促進家校合作等用途。除上文所載以外，香港管理專業協會羅桂祥中學於未獲事先書面同意的情況下，不會向任何第三方披露任何個人資料。
- 學生及其家長或監護人有權要求查閱及更正其被持有的個人資料，如欲查閱或更正個人資料，請以書面致函本校，聯絡學校行政主任或電郵 [college@hkmakslo.edu.hk](mailto:college@hkmakslo.edu.hk)。

## 家長配合

學校承諾盡力為學生提供優質教育，希望學生無論在學業成績及行為品德上均有所提升。惟沒有家長的配合支持，教育成效必定大減，所以希望家長盡力配合學校，尤其在以下各方面：

1. 家長須留心子女的身心發展，若發現子女情緒不穩或出現異常情況，需多加關注，並主動與學校老師或社工聯絡，以幫助子女健康成長。
2. 家長亦宜主動了解子女在校情況，並支持子女參加學校舉辦的各項活動。
3. 學生必須回家完成指定習作，否則將嚴重影響學習成效。家長宜每天查閱學生手冊或內聯網之家課紀錄，督促子女完成習作，努力向學。

## 家長教師會

本校家長教師會於1999年成立，旨為加強家校之間的聯繫及合作。家長教師會定期舉辦各項活動及家長課程，家長宜盡量抽空出席，詳見本校網頁或家長教師會網誌：<http://kslopta.hkmachine.com>。

## 暴雨颱風應變

1. 如在上學前發出紅色、黑色暴雨警告或掛起8號或以上風球，學校會停課。
2. 如在上課後發出紅色或黑色暴雨警告，學校會繼續上課，直至放學時間及在安全情況下，始安排學生離校回家。
3. 如在上課後掛起8號或以上風球，學校會停課。但學校會在安全情況下，始安排學生離校回家。在特殊情況下，教育局可能會宣佈個別地區的學校停課，本校屬於元朗區，請家長留意。有關因受暴雨或颱風影響而停課的即時查詢，請致電2470 3363與校務處聯絡，並可登入學校網頁之最新消息，了解學校的安排。
4. 在特殊情況下，學校會依據教育局隨時發出之指示作出應變措施。
5. 在考試期間，如因天雨或颱風影響而停課，當天之考試將會改期，如遇時間緊迫，學校可能安排於星期六進行補考；而原定翌日的考試則會如期進行。

## 管教子女十三法則

### 法則一：孩子需要你的愛

孩子除了需要衣食住行的照顧外，更需要父母的愛。愛是父母給予子女感情的營養素，是維繫父母子女間關係最重要的元素。被父母寵愛的孩子，才會感到人間溫暖與安全，同時也會尊敬和信任父母，樂意接受父母的管教。

### 法則二：溺愛糟質唔應該

孩子需要的是適當的愛，而不是溺愛，寵壞了的孩子是很難管教的。同樣，也不應視孩子的生命為己有，將孩子的一切操之於父母手上，自己心情不好時，也不要拿孩子來出氣。

### 法則三：期望過高反成害

每個孩子由於受先天與後天種種因素影響，會有不同的體質和智能，因此要了解個別孩子的獨特性，不要對他們作過高的期望。

### 法則四：孩子有錯慢慢改

人生的一切成就，是一個長遠學習過程，孩子需要不斷的嘗試，並從錯誤中學習，所以父母不用焦慮，應給予耐心指導。

### 法則五：不要隨便罵蠢材

孩子年紀雖小，但已開始有自尊心，一個懂得自愛自重的人，才会有上進心。如果父母常罵他蠢、沒有用，時常提起他的過錯和弱點，他便會慢慢對自己失去信心，以致自暴自棄，那時便一發不可收拾了。

### 法則六：一嚴一縱子當災

父母應採取一致的管教方法與態度，更不要朝令夕改，以免孩子無所適從。當父母的想法有差異時，孩子往往會見機行事，利用父母弱點，投機取巧，而不聽從管教。

### 法則七：有傾有講親情在

父母應與子女多接觸，時常與他們談論他們感興趣的事，多點了解他們的想法與感受，避免一開口便教訓，這樣父母子女的感情定會有所增進。

### 法則八：應知孩子樂與哀

孩子的思想與情緒，與成年人不一樣。成年人認為無關痛癢的瑣事往往會使孩子深受困擾，又或者使他們無限喜悅。所以父母應多留意孩子的情緒與感受，在他們受到挫折或失望時給予鼓勵和支持，使他們堅強起來；而在他們歡欣時則分享他們的快樂。



### **法則九：約束孩子勿亂來**

孩子需要父母不斷指導，學習控制自己，遵守規則，接受現實的約束，這樣孩子長大時才不會任性，將來與人相處、適應環境才不會有困難。

### **法則十：獎勵利誘要分開**

獎賞與鼓勵都是好的管教方式，但須運用得宜，當孩子做好一件事，很值得讚賞，父母就應表示嘉許，肯定孩子的成就，鼓勵繼續上進，但切勿於事前施予利誘和賄賂，養成孩子一種討價還價的惡習，利用做好來控制父母。

### **法則十一：細心說理育良才**

孩子的理解力是需要父母的幫助慢慢訓練出來的，習慣講道理的孩子知道辨別是非，不會隨便撒嬌，做錯事時也會承擔過失，勇於改過。

### **法則十二：子女意見不妨採**

在一些事情上，父母應該聆聽子女的意見，訓練他們思考及作出選擇，意見決定後，大家便應遵從決定，向自己的行為負責任。

### **法則十三：以身作則兒敬愛**

兒童期是完全吸收外在環境而學習的一個時期，所以孩子的學習主要來自模仿，因此父母切勿疏忽，給予孩子壞榜樣。更重要的是，必須言行一致，才會令孩子信服。言行不一的父母，是很容易令孩子不滿，引致反叛的傾向。

## 社區支援網絡資料

### I. 家庭綜合服務中心 及 社區服務中心

服務單位名稱	社會福利署 中元朗綜合家庭服務中心
地址	新界元朗青山公路(元朗段)224 號富興大廈 1 及 2 字樓
電話	24702605

服務單位名稱	東華三院 - 朗情綜合家庭服務中心
地址	新界元朗大棠路 11 號光華廣場 11 樓 1108 及 1109 室
電話	24762766

服務單位名稱	社會福利署 東元朗綜合家庭服務中心
地址	新界元朗橋樂坊 2 號元朗政府合署 5 及 12 字樓
電話	24752632

服務單位名稱	社會福利署 天水圍綜合家庭服務中心
地址	新界元朗天水圍天耀邨耀泰樓地下 A 及 B 翼
電話	24750525

服務單位名稱	香港明愛 - 天水圍綜合家庭服務中心
地址	新界元朗天水圍天瑞邨瑞龍樓 B 及 C 翼地下
電話	24747312

服務單位名稱	香港國際社會服務社 - 天水圍(北)綜合家庭服務中心
地址	新界元朗天水圍天悅邨服務設施大樓 2 及 3 樓
電話	24461223

服務單位名稱	聖公會聖約瑟堂暨社會服務中心
地址	元朗錦田錦上路吳家村 83A
電話	2488 6786

### II. 親職支援中心

服務單位名稱	聖雅各福群會 - 童心圓共享親職支援中心
地址	新界元朗天水圍天恒邨停車場大樓 B 翼 5 樓
電話	39213909

服務單位名稱	女青 天水圍家庭健康促進中心
地址	元朗天水圍天晴社區綜合服務大樓 501 室
電話	3907 0491

### III.家庭危機支援中心

服務單位名稱	保護家庭及兒童服務課(元朗)
地址	新界元朗天水圍天華邨華悅樓地下
電話	24459077

服務單位名稱	明愛向晴軒
地址	九龍觀塘道五十號
電話	向晴熱線-18288 / 財困壓力輔導專線-31610102

### IV.綜合青少年服務中心 及 青年中心

服務單位名稱	香港中華基督教青年會 - 天水圍天澤會所賽馬會綜合青少年服務中心
地址	新界元朗天水圍天澤邨天澤商場 3 字樓 311 號舖
電話	3152 2798

服務單位名稱	香港中華基督教青年會 - 天水圍天晴會所
地址	新界元朗天水圍天晴邨天晴服務設施大樓 1 樓 101 室
電話	2617 7233

服務單位名稱	香港青年協會 - 洪水橋青年空間
地址	新界元朗洪水橋洪福邨洪溢樓地下 1 號舖
電話	24487474

服務單位名稱	香港青年協會 - 賽馬會天耀青年空間
地址	新界元朗天水圍天耀邨天耀社區中心 2 至 4 字樓
電話	2445 4868

服務單位名稱	香港青年協會 - 賽馬會天悅青年空間
地址	新界元朗天水圍天悅邨天悅服務設施大樓 2 樓
電話	2445 5777

服務單位名稱	香港聖公會福利協會有限公司 聖馬提亞綜合服務 - 賽馬會青年幹線
地址	新界元朗天水圍天龍路 4 號
電話	2446 0738

服務單位名稱	香港基督教女青年會 - 賽馬會天水圍綜合社會服務處
地址	新界元朗天水圍天瑞邨 天瑞社區中心地下、一樓、二樓、四樓
電話	2447 9228

服務單位名稱	東華三院 - 賽馬會天水圍綜合服務中心
地址	新界元朗天水圍天恒邨停車場大廈 6 樓 2 號單位
電話	3165 8824

服務單位名稱	元朗大會堂管理委員會有限公司 賽馬會元朗青少年綜合服務中心
地址	新界元朗朗屏邨石屏樓 2 樓
電話	2475 4722

服務單位名稱	元朗大會堂管理委員會有限公司 賽馬會元朗青少年綜合服務中心
地址	新界元朗水邊圍邨盈水樓平台 204-205 室
電話	2475 4722

服務單位名稱	中華基督教會元朗堂 周宋主愛青年中心
地址	元朗屏信街 5 號(西鐵朗屏站 B1 出口)
電話	2473 6717

#### V. 網絡沉溺輔導

服務單位名稱	香港基督教服務處網開新一面-網絡沉溺輔導中心
地址	香港九龍深水埗李鄭屋邨和平樓平台 314 室
電話	3586 2356

#### VI. 青少年外展社會工作隊

服務單位名稱	香港基督教服務處 元朗地區青少年外展社會工作隊
地址	新界元朗朗屏邨雁屏樓地下 1 至 4 室
電話	2474 6592

服務單位名稱	基督教香港信義會社會服務處天水圍青少年外展社會工作隊
地址	新界天水圍天瑞邨瑞輝樓地下
電話	2617 4881

## VII. 青少年深宵外展服務

服務單位名稱	賽馬會朗屏青少年服務中心 朗屏綜合服務中心 - 蝙蝠行動
地址	新界元朗朗屏邨賀屏樓二樓平臺 216-225 室
電話	2475 5441

服務單位名稱	基督教香港信義會天水圍青少年綜合服務隊 天水圍青少年綜合服務中心 (深宵外展)
地址	元朗天水圍天瑞邨瑞輝樓地下
電話	2617 4881

## VIII. 精神健康綜合社區中心

服務單位名稱	安泰軒 (天水圍)
地址	新界天水圍天澤邨服務設施大樓五樓 503-504 室
電話	2451 4369

服務單位名稱	朗澄坊
地址	新界天水圍天業路 3 號 天水圍(天業路)社區健康中心大樓五樓
電話	3163 2873

## IX. 社會保障辦事處

服務單位名稱	東元朗 社會保障辦事處
地址	元朗橋樂坊 2 號元朗政府合署暨大橋街市 6 樓
電話	2477 2351

服務單位名稱	西元朗 社會保障辦事處
地址	元朗橋樂坊 2 號 元朗政府合署暨大橋街市 3 樓
電話	2443 2500

服務單位名稱	南天水圍 社會保障辦事處
地址	天水圍天耀邨耀豐樓地下
電話	3595 2351

服務單位名稱	北天水圍 社會保障辦事處
地址	天水圍天晴邨 服務設施大樓地下 G02 室
電話	2443 2604

#### X.短期食物援助服務計劃

服務單位名稱	保良局 - 天朗膳糧坊聖
地址	新界元朗宏業東街 27 號麗新元朗中心 309 室
電話	26581511

## Introduction to Our Sponsoring Body

The sponsoring body of our school is the Hong Kong Management Association, a nonprofit corporation established in 1960. It is devoted to increasing the efficiency and effectiveness of management in Hong Kong. The aims of the Association are to establish and maintain contacts with people and organisations interested in the study of management, to collect and introduce information on management principles and practices, and to provide and promote management education and training.

The Association has been committed to developing Hong Kong's human resources and contributing to the economic growth of Hong Kong. Now, in addition to the certificate, diploma, and master of business management courses jointly organised with renowned local and overseas universities, it also promotes professional training and offers introductory and professional training courses in different business fields, including finance, human resources, information technology, and marketing.

## School Introduction

### **School Facilities**

Our school is well-equipped with 30 standard classrooms and more than 10 special rooms, including a school library, a student activity centre, an innovation centre, a STEM room, an English Café, a PTA office, social worker rooms, computer rooms, and conference rooms. All of our classrooms and school halls are equipped with LCD projectors, wireless broadband and air-conditioners.

### **Our Aims of Education**

- To provide learning opportunities, cultivate a proper learning attitude, and enable students to master basic language skills, arithmetic skills and information literacy to equip them with the skills for lifelong learning. At the same time, students also acquire learning experiences in academic, vocational, moral and civic education, service training, sports, and arts. All such experiences help to promote personal and social development among students.
- To facilitate the development of our junior form students with a focus on whole-person development covering moral, intellectual, physical, social and aesthetic education. Students are encouraged to study proactively and develop positive values for not only all-round development but also the mastery of essential subject knowledge in pursuit of excellence.
- To improve the academic standard of senior form students to prepare them for their future studies and career. We strive to encourage students to be studious, think critically and creatively, and take responsibility for their families, society, and country with an international perspective.



## School Administration

### Officers

Academic Affairs:	Mr Poon Tak Ping (Vice Principal) Ms Chung Ka Sin
Student Affairs:	Mr Chan Kai Wing (Vice Principal)
Discipline Team:	Ms Lau Shuk Yi
Guidance and Discipline Section:	Ms Tong Lai Ching
Extracurricular Activities:	Mr Hung Hiu Fai

### School Social Workers

Service Provider:	Evangelical Lutheran Church Hong Kong, School Social Work Service
In-school Social Workers	Ms Lau Yuen Yi, Mr Luk Chung Hung
Office Hours:	9:00am – 5:00pm (Mon – Fri)
Phone (School):	2470 3363
Phone (Tai Po Office):	2665 2255

### School General Office

Office Hours:	Mon – Fri:	8:00am – 5:30pm
	Sat:	9:00am – 12:00pm
	School holidays:	9:00am – 4:30pm
Phone:	2470 3363	
Fax:	2470 1106	

## Teaching and Learning

### Curriculum Design

We are a grammar school of which the basic curriculum design is aligned with the curriculum guide of the Education Bureau (EDB). Some subjects in the junior forms follow our school-based curriculum compiled in accordance with the basic curriculum guidelines of the EDB. Senior-form subjects are arranged according to the requirements of the senior secondary curriculum guide of the EDB.

Academic Year	Form	Subject
2021-22	S1	English Language, Chinese Language, Mathematics, Science, Geography, Chinese History, Life and Society*, Technology and Living, Design and Technology, Visual Arts, Music, Physical Education, Computer Literacy
2022-23	S2	English Language, Chinese Language, Mathematics, Science, Geography, Chinese History, Life and Society*, Technology and Living, Design and Technology, Visual Arts, Music, Physical Education, Computer Literacy
2023-24	S3	English Language, Chinese Language, Mathematics, Science (Physics, Chemistry, Biology), Geography, Chinese History, Life and Society*, Technology and Living, Integrated Business Subjects*, Visual Arts, Music, Physical Education
2024-27	S4 - S6	<u>Core Subjects</u>
		English Language, Chinese Language, Mathematics, Citizenship and Social Development
		<u>Electives</u> Physics, Chemistry, Biology, Information and Communication Technology, Tourism and Hospitality Studies, Geography, Chinese History, Economics, Business, Accounting and Finance Studies, Visual Arts, Mathematics (Extended Parts)
		<u>Other Learning Experiences</u> Art Education, Moral and Civic Education, Physical Education, Community Service, Career-related Experience
		Joint School Courses and Others Japanese (Co-curricular Programmes), Applied Learning

\*School-based subjects

## Criteria for Class Allocation

S1	Students are assigned to the S1 classes evenly according to their overall entrance examination results.
S2 - S3	Students are re-grouped into different classes according to their overall examination results in S1 and S2. The top-ranked students are evenly assigned to Classes C and D, with the rest evenly assigned to Classes A and B.
S4	Students are assigned to different classes based on the S3 examination results and their subject selection preferences.

## Assignment Policy

Homework is the key to developing students' learning ability and consolidating classroom learning. It is divided into two categories: pre-lesson and post-lesson. The purpose of pre-lesson assignments is to cultivate students' self-learning and exploration ability, while post-lesson assignments focus on consolidating what they have learned in class. Teachers of different subjects will give students an appropriate amount of homework. The homework for senior forms is designed according to the content and format of the Hong Kong Diploma of Secondary Education Examination (HKDSE).

## Self-Regulated Learning

The College values students' learning effectiveness. In addition to continuously optimising classroom teaching, we also help students establish good study habits and cultivate them to become autonomous learners who:

- possess learning objectives
- are equipped with learning strategies and skills
- knows how to control their learning environment and progress
- knows how to conduct self-study evaluations, revise their goals, improve their strategies and skills, and make progress.

## Reading Scheme to Facilitate Self-regulated Learning

Learning to read while learning from reading is essential to self-regulated learners. We encourage students to broaden their horizons and knowledge through extensive reading, develop good reading habits, and become self-regulated and lifelong learners.

S1 students should read the assigned Chinese and English books during the summer holidays and submit reading reports as instructed. The strategies for reading textbooks will be taught in different subjects. In addition, students will be required to complete reading tasks using various techniques, which help students with pre-lesson preparation, extended reading after class, or other reading assignments.

There are two class-based morning reading sessions per week. Students are required to read books in different areas and share their reading experiences with other students through oral presentations, written reports, or videos.

At the same time, we encourage students to borrow different types of books and e-journals from the school library to develop good reading habits from junior forms. Reading high-quality books and materials regularly helps students enrich knowledge, broaden horizons, and gain insights. Doing so simultaneously evokes thoughts from multiple perspectives towards an issue. It also cultivates independent thinking and critical skills, enabling students to learn from reading. These activities pave the way for studying in senior forms and lay the foundation for students' future careers.

With cooperation and support from parents, this scheme will be conducive to students' long-term development.

## **Schooling Hours**

On normal school days, students should go to school by 8:10am, with lessons starting at 8:30am. There are 8 or 9 lessons per day, 40 minutes each. Lessons finish at 3:30pm (8-lesson days) or 4:10pm (9-lesson days).

After the regular lessons, the College will organise enhancement courses and extracurricular activities for students from 3:45pm to 5:30pm.

## **Academic Assessment**

There are two types of academic assessment: continuous and summative. Continuous assessment includes daily quizzes, assignments, and homework. Summative assessment consists of a uniform test and examination every school term. Please refer to the school website for the assessment methods for each subject.

## Mobile Device Usage Policy

### 1. Introduction

In line with the trend of facilitating e-learning to enhance the effectiveness of teaching and learning, we allow students to bring their mobile devices to school so that they can do e-learning in and outside the classroom.

### 2. Management

A firewall has been set up to ensure network security and protect students from inappropriate information on the Internet. However, in some exceptional cases, students may be exposed to unfiltered, inappropriate information on the Internet. If students encounter such information, they should immediately notify teachers or our IT staff. If a student is found to be browsing inappropriate information in school without informing us, we reserve the right to impose a penalty on the student involved.

### 3. Safety

- (a) When students' devices are not required, they should be stored in locked cabinets.
- (b) The College will not be responsible for any loss, damage, or theft of students' devices, so students should look after their devices carefully.
- (c) Students are advised to put a protective case on their own devices and use them carefully to prevent damage.

### 4. Charging

- (a) Students are responsible for the maintenance and charging of their devices.
- (b) To ensure learning effectiveness, students should fully charge their devices before coming to school.

### 5. Rules for using mobile devices in the College

- (a) Students with mobile devices must ensure that the device is turned off before entering the school premises.
- (b) Students can only use their devices during class time with the approval and supervision of teachers. They must turn off their devices after class.
- (c) Outside lesson times, students may use their devices for study purposes only with teachers' permission.
- (d) Due to network security, students are not allowed to make a wired connection to the school's network with their devices.
- (e) Students must comply with copyright laws.
- (f) Students are strictly prohibited from videotaping, recording, or taking pictures

without teachers' permission.

- (g) Students shall not publish, view or distribute any illegal material containing the following content: harassment, stalking, intimidation, threats, personal attacks, obscenity, profanity, or foul language.
- (h) Students should not share personal usernames and passwords with others.
- (i) Students should not log into others' electronic documents, emails, or communication applications.
- (j) Students should only use mobile devices for educational purposes, not entertainment.

## Student Affairs

### Behaviour Regulations

1. Students must be good at deeds, pursue excellence, and strive for self-improvement.
2. Students should love themselves and others, hold a fair and just heart, and respect individuals and groups.
3. Students should pay attention to their daily manners and maintain decent attitudes. They should greet and address people amiably and gently in encounters.
4. They should be conscientious, devoted, diligent, and persistent in their daily studies.
5. Students should keep the campus clean and tidy. They should also take good care of the public property to create a better learning environment.
6. Students should make good use of resources to improve their learning efficiency.
7. Students must be self-disciplined, respectful and aware of their behaviour in public.
8. Students should participate more in community activities to develop themselves and serve the community.
9. Students should value their families and get along well with their families. They should help and encourage each other.
10. Students should respect their ethnicity and culture. They should also deepen their understanding of traditions.



## Normal School Hours

On regular school days, students are dismissed at 3:30pm (8-lesson days) or 4:10pm (9-lesson days). All student activities will end at about 5:45pm. Students who stay behind after school must notify their parents beforehand.

## Returning to School on Holidays

Students returning to school on holidays should be in neat school uniform or PE uniform according to the requirements of the activities and bring their student ID cards.

## Classroom Cleaning

To develop students' sense of responsibility and citizenship, students are expected to take responsibility for cleaning their classrooms. Students are required to clear their desks within 15 minutes after school every day, and they are also required to take turns to clean the classroom.

## Leave Application Procedure

### 1 Sick Leave

If students wish to be absent from school due to illness, parents or guardians must call the General Office between 7:45am and 9:00am to apply for leave.

Sick leave procedures: Submit a leave application form signed by the parent or guardian to the class teacher for review and signature. Then hand it over to the General Office for registration and stamping to complete the sick leave procedure. The procedure must be completed within two weeks.

If students are absent from school due to an appointment for medical treatment, they must bring a leave application form signed by a parent or guardian to the class teacher for review and signature. To complete the procedure, they should submit the form to the General Office to be registered and stamped at least two school days before the leave.

### 2. Personal Leave

If students are absent from school due to personal reasons, they must apply to the school at least two school days before the leave.

For personal leave applications in general due to reasons such as weddings, funerals, passport applications, off-campus competitions, courses, and examinations: To complete the leave application procedure, parents or guardians should fill in and sign the application form in the Student Handbook. Students should submit it to the class teacher for signature and then to the General Office for final registration and stamping.

For personal leave applications under exceptional circumstances: In case of emergencies or other situations, students should complete a late application the next school day. They should submit the leave application form signed by their parents or guardians to the Vice-Principal (Student Affairs) or the Discipline Master for approval and then to the class teacher for signature. Finally, they should go to the General Office for registration and stamping to complete the leave application procedure.

3. Early Leave

If students wish to leave early due to physical discomfort or special occasions, they must go to the General Office to complete the early leave procedure and ask their parents to accompany them home.

If senior form students wish to leave early due to sickness when they are out for lunch, their parents must notify the General Office by phone.

All early leavers must complete the early leave application the next day.

## **Student Handbook and Student ID Card**

Students returning to school must bring their Student Handbook and student ID card. Every time they enter or leave the school, they must tap their student ID card over the card reader. The Student Handbook should be used to record homework and communications between the College and parents, so parents should review it regularly. Students returning to school during the holidays should also bring their student ID cards.

## **Lunch Arrangements**

S1 to S3 students are required to stay at school for lunch. The lunchtime is from 1:00pm to 2:05pm. Students can bring their own lunchboxes or have them delivered by their parents. Parents who wish to deliver lunchboxes for their children should leave them at the General Office by 1:00pm each day. Students may also order lunchboxes from the school's designated lunch supplier.

## Discipline, Rewards, and Punishment

### Attendance and Violation Records

Students' counts of being late or absent are recorded by the school and will be stated on the academic report. Any violations of school rules will be recorded on the 'Student Personal Behavior Record' form.

### Rules of School Uniform

#### Hairstyles

- (a) Students' hairstyles should be neat, modest, and simple. Dyeing and curling of hair are not allowed, nor is the use of other hair products (such as hair spray, hair gel, and mousse).
- (b) Girls' long hair should be tied when it reaches the shoulder. All hair clips and hair ties used must be in black or dark blue. The fringe should not go past the eyebrows. The sideburns should be clipped on both sides.
- (c) Boys are not allowed to keep long hair, and the length should not go past the collar. The sideburns should not go past the bottom of the ears, and the fringe should not go past the eyebrows.

#### Accessories

- (a) Accessories such as earrings, necklaces, bracelets, and rings are not allowed.
- (b) If students have a particular reason to wear accessories, applications must be submitted by parents and approved by the Head of the Discipline Team.

## Clothing

- (a) School uniforms: A neat school uniform must be worn with the shirt properly buttoned. Ties must be worn in winter. When the temperature drops to 12 degrees Celsius or below, girls may choose to wear grey long fleece trousers or winter sportswear to keep warm.
- (b) Sweaters and hoodies: Students can only wear sweaters and hoodies designated by the College. Other styles are not allowed.
- (c) Socks: Students are required to wear white socks of a simple style. Girls are required to wear grey socks in winter.
- (d) Underwear : Pure white vests are required for both boys and girls.
- (e) Belts: Boys must wear black belts, and the buckle style should be plain and not unconventional.
- (f) Shoes: Students must wear black lace-up or button-up shoes. No high tops or boots are allowed.
- (g) School bag: School bags should be practical and of a simple style. Students are not encouraged to use luxury school bags.
- (h) Make-up: Students are not allowed to wear make-up, such as lipstick and nail polish, but colourless lip balm is acceptable.
- (i) Nails: Nails should be kept short and clean. No nail polish of any kind is allowed.

## **Unauthorised Items**

Except for items needed in class, unauthorised items such as knives, sharp-nosed scissors, inappropriate publications, toys, and chewing gum are not allowed at school.

## **Mobile Phones**

Students may bring their mobile phones to school if necessary, but they must be turned off during lesson times. Without the teacher's permission, mobile phones are strictly prohibited in the classroom. Those who violate the rules will be penalised by the Discipline Team.

## **Written Warning**

If students violate major school rules or commit a series of minor violations without showing improvement after repeated advice, the College will issue a written warning which will be kept in the student's personal file as a permanent record.

## **Demerits**

If students violate major school rules or are involved in a criminal offence or misbehaviour outside the school, they may receive demerits which are recorded in the student's personal file.

## **Off-campus behaviour**

Students engaged in off-campus activities must pay attention to their behaviour. If their behaviour is inappropriate and damages the College's reputation, the students involved will be penalised accordingly.

## Counselling Service

### Developmental Counseling Services

1. The Guidance Team will assist students in establishing a positive attitude towards life according to the needs of students in different forms and cooperate with external agencies to organise different types of counselling activities for students.
2. The Guidance Team and our social workers will organise growth programmes for students of different levels to help them raise their self-esteem, boost their perseverance, and enhance communication skills.
3. Every school year, the College organises a school-wide teacher-student activity week to promote teacher-student relationships, strengthen the spirit of unity within the class, and relieve students' pressure from studies.
4. Moral and Civic Education courses are offered in S1 to S6 to cultivate students' good morals and civic awareness.
5. The Career and Life Planning Team will provide students with information on further studies and employment. Also, the team will organise visits and internship opportunities to prepare students for further studies and careers.

### Personal Counseling Service

The College provides personal counselling services for all students. Students in need may ask their class teacher or Guidance Team teachers for help. If parents believe that their children need professional counselling, they may contact our social workers. In addition, the College may acquire external resources or seek professional advice to assist students in solving complex problems related to their personal growth.

## **Parent-Child Education**

Our social workers will organise parent-child education seminars or parent groups to enhance parenting and communication skills.

## **Integrated Education**

We adopt a whole-school approach to implement integrated education. Through a three-tier support model at school, appropriate assistance will be provided to cater for the special educational needs of students. The school has set up a 'Student Support Team' responsible for planning, practising, and reviewing the support services organised for SEN students. The team shall determine the level of support required according to the student's needs and make adaptations in teaching, curriculum design and assessment. Educational psychologists, speech therapists, and counsellors are also available to provide appropriate support for different students.

## Student Activities

### The Significance of Student Activities

Student activities are an essential part of school education. In addition to acquiring textbook knowledge, students should develop their cooperation and communication skills through activities which help unleash their potential. As a result, they are expected to achieve a whole-person development covering moral, intellectual, physical, social and aesthetic education. Therefore, parents are advised to encourage their children to participate in activities organised by the College. To enable students to develop in an all-round manner while enjoying the fun of student activities, all S1 students must participate in one major extracurricular activity.

### Types of Activities

The school attaches great importance to the balanced development of students. Apart from large-scale inter-house events, various extracurricular activities are organised:

Academic activities:	English Society, Chinese Society, Chinese History Society, Science Society, Information and Technology Society, Geography Society, English Debating Team, Debating Team, Mathematics Society, Citizenship and Social Development Society, Business Society, AA Ambassador.
Arts:	Choir, Dance Team, School Band, Visual Arts Society, Drama Club, English Drama Club, Photography Club, Musical Instrument Classes (violin, woodwind, brass).
Interests:	Chess Club, Bridge Club, Religious Group, Japanese Culture Club, Mandarin Group, Magic Club, Darts Club, Scrabble Team, Cooking Class.
Sports:	Table Tennis Team, Archery Team, Flyball team, Dodgeball Team, Badminton Team, Handball Team, Thai Boxing Club.
Services:	Junior Police Call, Scouts, Girl Scouts, Volunteer Teams, Caring Ambassadors, Library Club.



## Volunteer Activities

In order to encourage students to participate in voluntary work and cultivate noble sentiments, each student is given a volunteer service record book to record the number of volunteer service hours systematically. Through recognising the hard work and contributions of volunteers, a culture of whole-school participation in voluntary work is expected to be cultivated in our school.

## Service Objectives and Standards

The school is committed to providing efficient services and will make the procedures involved as simple as possible. The following are the service objectives and standards that we promise to achieve:

### Information Provision

- Our school will prepare a parent handbook (for S1 only) and an information leaflet for parents and those who are interested in getting to know more about our school.
- Our staff will serve parents who have appointments as soon as possible and keep the waiting time within 30 minutes.
- We will promptly handle written correspondence with parents and give a preliminary response within 10 working days while a more detailed answer is pending.
- We will handle phone calls with parents promptly during office hours. In addition, we pledge to respond within 2 working days for matters requiring in-depth investigation.

### Contacting Parents

- The Parent-Teacher Association has been established for many years to strengthen the bonds between our school and parents to improve the quality of teaching jointly. The association will organise activities and workshops to enhance parent-child and teacher-student relationships. Parents' active participation is of the essence in this aspect.
- Parents are welcome to discuss matters concerning their children with class teachers, subject teachers, and school social workers through written correspondence sent by post, fax, or email. They may also call the General Office to schedule an appointment.
- The College organises two Parents' Days each school year to promote communication and cooperation between parents and teachers.
- Every school year, academic reports will be issued regularly to allow parents to know about their children's progress in school.
- The College will inform parents of relevant information at least 3 working days before a school event. Under exceptional circumstances, the notification time may be shorter than usual.
- Our homework policy has been established to assign students an appropriate amount of homework and follow up on their progress.
- In the event of an accident at the campus, the College will contact parents immediately. If necessary, our staff will accompany students to the hospital for treatment.
- In the event of severe weather, the College will take appropriate contingency measures to ensure the safety of students.

## Privacy Policy and Personal Information Collection Statement

### Privacy Policy Statement

HKMA K S Lo College is committed to complying with the provisions of the Personal Data (Privacy) Ordinance. Our school staff will strive to protect the privacy, confidentiality and security of the personal data held by the school.

HKMA K S Lo College collects and holds personal data of students and their parents or guardians for education, counselling, students' further studies, student activities, communication and promotion, and promoting home-school cooperation.

In general, the personal data of students and their parents or guardians will be kept permanently and only accessible to authorised staff.

HKMA K S Lo College may disclose partial student information to third parties, such as the Government of Hong Kong, the Hong Kong Examinations and Assessment Authority, local and overseas institutions, the Parent-Teacher Association of HKMA K S Lo College, service providers, and contractors, for education, counselling, students' further studies, student activities, communication and promotion, and promoting home-school cooperation. Except as stated above, HKMA K S Lo College will not disclose personal data to any third party without prior written consent.

In the daily operation of HKMA K S Lo College, we may use portraits, videos and audio recordings involving students for educational or non-commercial purposes without students' prior consent. If parents or guardians do not agree with this arrangement, please notify the school in writing between the first day and 30 September of the school year.

Students and their parents or guardians have the right to request access to and correction of their personal data held. To access or correct personal data, please contact the Vice-Principal (Administration) of the school in writing or by email at [college@hkmakslo.edu.hk](mailto:college@hkmakslo.edu.hk).

## Personal Information Collection Statement

HKMA K S Lo College collects and holds personal data of students and their parents or guardians for education, counselling, students' further studies, student activities, communication and promotion, and promoting home-school cooperation.

HKMA K S Lo College requires students and their parents or guardians to provide the following personal data\*:

Students:	Name, identity document information, date and place of birth, address, contact details (including phone number, email address, and emergency contact information), family status, health status, lifestyle, hobbies and interests, academic documents, information for special education needs.
Parents or guardians:	Name, ID number, address, contact details (including phone number and email address)

\*Failure to provide personal data by students and their parents or guardians may affect the services provided by our school.

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## **Parents' Cooperation**

The College is committed to providing students with high-quality education and expects students to improve in terms of academic performance and behaviour continuously. However, without parents' cooperation, the effectiveness of teaching and learning will be significantly reduced. Therefore, we hope that parents try their best to collaborate with the College, especially in the following aspects:

1. Parents should pay attention to the physical and mental development of their children. If any emotional instabilities or abnormal conditions are noticed, parents should take the initiative to contact school teachers or social workers.
2. Parents should also proactively learn about their children's school life and support them in their participation in school activities.
3. To promote self-regulated learning, timetables for in-class and home studies (about 1.5 hours per night) will be distributed to students in September. Parents should urge their children to follow their timetables to conduct self-learning.
4. Students must complete assignments on time to consolidate their learning at school. Parents are advised to check the Student Handbook or homework records on the intranet daily to ensure that their children complete their assignments and revision as expected.

## **Parent-Teacher Association**

The Parent-Teacher Association of our College, which was established in 1999, aims to strengthen the parent-school connection. Activities and courses for parents are organised regularly. Parents' active participation is expected. For details, please visit the College's website or the Association's website: <http://kslopta.hkmachine.com>.

## Contingency Measures for Rainstorms or Typhoons

1. Under normal circumstances, classes will be suspended if the red or black rainstorm warning is issued or Typhoon Signal No. 8 or above is hoisted before school starts.
2. If the red rainstorm warning is issued after school starts, classes will continue until the end of school time. Then, when it is safe, the students will be asked to leave the school and go home.
3. If Typhoon Signal No. 8 or above is hoisted after school starts, the school will suspend classes. However, the school will only arrange for students to leave the school when the situation is safe. Under exceptional circumstances, the Education Bureau may announce the closure of schools in individual districts. Our school belongs to the Yuen Long District. For immediate inquiries about class suspension due to rainstorms or typhoons, please contact the General Office on 2470 3363, or visit our website for the latest news about the related arrangements.
4. Under exceptional circumstances, the school will respond following the instructions from the Education Bureau.
5. During the examination period, if classes are suspended due to rainstorms or typhoons, the examinations on that day will be rescheduled. The examinations scheduled for the next day will be held as usual. Affected examinations will be rescheduled for make-up examinations. Under tight schedules, the school may arrange for make-up examinations on Saturday.