

Student's personal particulars

Name (Eng)

姓名 (中文)

Class

Class number

House

Date of birth
(dd/mm/yyyy)

/ /

Recent photo

Parent / Guardian (1) 家長/監護人 (1)

Phone number

Parent / Guardian (2) * 家長/監護人 (2) *

Phone number

Class teacher's name (1)

Signature

Class teacher's name (2) #

Signature

Reminders

* If applicable

S1 - 3 have co-class teacher system

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Letter to Parents/Guardians 致家長/監護人信

Dear Parent/Guardian 各位家長/監護人:

To ensure effective teaching and nurturing of students, we would like to request your cooperation for the following. Your cooperation is necessary and much appreciated.

下列各項措施，旨在有效管教及培育貴子弟，敬希閣下合作，謹此致謝。

1. Printed and electronic notices issued by the school should be signed by parents or guardians whenever they are required to be signed for acknowledgement. You should not let your children sign them.

校方發出之書面或電子通訊，凡須簽署者，請閣下親自簽署，切勿假手學生代簽。

2. If you change your signature, you should come to the school to update the signature record.

簽署式樣如有更改，請親往學校更新記錄。

3. All school notices are validated with the Principal's or a teacher's signature and/or the school chop. You should contact the School Office in person or by phone at 26561270 to validate any school notices if in doubt.

學校書面聯絡閣下時，會由校長或老師簽署或加蓋校印核實；如收到未有核實之通訊，可親身到訪或致電校務處查詢。校務處電話：2656 1270。

4. Communication between the school and parents/guardians is welcome. An appointment must be made in advance for a meeting between parents/guardians and teachers or the Principal. If you are not available for any scheduled meeting, you should inform the school as soon as possible.

閣下因事擬與本校教師或校長商談，可預先約唔。校方樂見閣下就貴子弟進德修業及管教事宜，提供積極意見。若閣下未克如期來校面談，請儘早通知校方。

5. The school reserves the right to take appropriate actions in correspondence to students' behavior in school.

學生在校內之言行舉止，校方可因應實際情況適當處理。

6. If you change your address or phone number, you should inform the School Office as soon as possible.

如閣下更改地址或電話號碼，請盡快通知校務處。

7. You should regularly visit the school website (www.wscss.edu.hk) to access up-to-date news.

請閣下定期瀏覽學校網頁，以接收學校最新消息或取得更多有關學校之資訊。網址：
www.wscss.edu.hk

Yours sincerely,

Principal 校長

Date 日期：_____

Letter to Principal 家長/監護人回覆校長信

Principal 校長：

I have read and understand the Letter to Parents/Guardians and other parts of the Student Handbook. I promise close liaison and cooperation with the school and supervision of my children to meet all requirements.

有關 貴校「致家長/監護人信」及學生手冊內其餘各項，已知悉清楚。本人定當與 貴校緊密聯絡及合作，並督促敝子弟遵守各項要求。

Date 日期：_____

Parent / Guardian (1)

家長/監護人 (1) _____ (Signature 簽署)

Parent / Guardian (2) *

家長/監護人 (2) * _____ (Signature 簽署)

* If applicable 如適用

School calendar 校曆

Date & Day Cycle		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Remarks (Circulars to follow in case of changes)	
2025	1 st		1 ●	2 1	3 2	4 3	5 4	6	(1/9) First day of school year (1-3/9) Refer to Student Handbook p.9 for the timetable ^	
	2 nd	7	8 5	9 6	10 7	11 1	12 2	13		
	Sep		14 3	15 4	16 5	17 6	18 7	19 20		
		3 rd	21 1	22 2	23 2	24 3	25 4	26 5		27
		4 th	28 6	29 7	30 7	1🌀	2 1	3 2		4
	Oct		5 3	6	7🌀 4	8 5	9 6	10 11	(7/10) The day following the Chinese Mid-Autumn Festival (10/10) S4-S5 Mentoring Scheme (LBS) / Staff Development Day *	
		5 th	12 7	13 1	14 2	15 3	16 4	17 18		
			19 5	20 6	21 7	22 7	23 ●	24 ●		25
		6 th	26 ●	27 ●	28 ●	29🌀	30 1	31 2		1
		Nov		2 3	3 4	4 5	5 ●	6	7 8	(6/11) Picnic Day (7/11) Special holiday after Picnic Day (14/11) S1-S3 Mentoring Scheme (LBS) / Staff Development Day *
7 th			9 6	10 7	11 7	12 1	13 2	14 3	15	
8 th			16 4	17 5	18 6	19 7	20 7	21 1	22	
			23 2	24 3	25 4	26 5	27 5	28 ●	29	
		Dec	9 th	30 6	1 7	2 1	3 2	4 3	5 4	6
			7	8	9 4	10 5	11 6	12 7	13	
	10 th		14 1	15 2	16 3	17 4	18 5	19 6	20	
			21 ●	22	23	24	25🌀	26🌀	27	
		28	29	30	31	1🌀	2	3		
2026	Jan	11 th	4 6	5 7	6 1	7 2	8 3	9 4	10	(6/1) Interim Review Meeting ^ (7-20/1) S1-5 Half Yearly Examination (14-20/1) S6 Study Period (No school for S6 students) (21-23/1) S1-5: Review of exam scripts * (21/1-5/2) S6 Annual Exam (12 exam days)
			11 4	12 5	13 5	14 ●	15 ●	16 ●	17	
			18 ●	19 ●	20 ●	21 *	22 *	23 *	24	
		12 th	25 6	26 7	27 1	28 2	29 3	30 4	31	
	Feb	13 th	1 4	2 5	3 6	4 7	5 1	6 7	7	(6/2) Marking Day for S6 AE (No school for S6 students)
		8	9	10 2	11 3	12 4	13 5	14	(8/2) Parents' Day (9/2) Special holiday after Parents' Day	
		15	16	17🌀	18🌀	19🌀	20	21	(13/2) Last school day of S6 (16/2-25/2) Lunar New Year Holidays	
		22	23	24	25	26 6	27 7	28	(27/2) S4-S5 Mentoring Scheme (LBS) / Staff Development Day *	

Date & Day		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Remarks (Circulars to follow in case of changes)
2026	14 th	1	2	3	4	5	6	7	(6/3) Activity Day
			1	2	3	4	•		
	15 th	8	9	10	11	12	13	14	
			5	6	7	1	2		
Mar		15	16	17	18	19	20	21	(18-19/3) Athletic Meet (20/3) Special holiday after Athletic Meet
			3	4	•	•			
	16 th	22	23	24	25	26	27	28	
			5	6	7	1	2		
Apr		29	30	31	1	2	3★	4★	(30/3-7/4) Ching Ming Festival and Easter Holidays
									
		5	6🌀	7🌀	8	9	10	11	(9/4-14/4) Second Term Test
				3	•	•			
		12	13	14	15	16	17	18	(17/4) S1-S3 Mentoring Scheme (LBS) / Staff Development Day *
			•	•	4	5	6		
	17 th	19	20	21	22	23	24	25	
			7	1	2	3	4		
	18 th	26	27	28	29	30	1🌀	2	(28-29/4) S3 Territory-wide System Speaking Assessment (1/5) The Labour Day
			5	6	7	1			
May		3	4	5	6	7	8	9	(15/5 PM) Annual Evaluation pre-meeting ^ (22/5 PM) Annual Evaluation meeting ^ (25/5) The day following the Birthday of the Buddha
			2	3	4	5	6		
	19 th	10	11	12	13	14	15	16	
			7	1	2	3	4		
	20 th	17	18	19	20	21	22	23	
			5	6	7	1	2		
		24	25🌀	26	27	28	29	30	
				3	4	5	6		
Jun	21 st	31	1	2	3	4	5	6	(8/6) Staff Development Day (No school for students) (9-24/6) S1-5 Annual Examination (11 exam days) (17-18/6) S3 Territory-wide System Assessment (19/6) Tuen Ng Festival (25-30/6) S1-5: Review of exam scripts *
			7	1	2	3	4		
		7	8	9	10	11	12	13	
			#	•	•	•	•		
		14	15	16	17	18	19🌀	20	
			•	•	•	•			
		21	22	23	24	25	26	27	
			•	•	•	*	*		
Jul		28	29	30	1🌀	2	3	4	(1/7) The HKSAR Establishment Day (2/7-13/7) Post-examination activities (9-10/7) S1 registration 2026 (13/7) Last day of school year (14/7- 31/8) Summer vacation (14/7) Pre-S1 Attainment Test (15/7) Release of HKDSE results 2026 (tentative)
			*	*		•	•		
		5	6	7	8	9	10	11	
			•	•	•	•	•		
		12	13	14	15	16	17	18	
			•						
		19	20	21	22	23	24	25	
									
		26	27	28	29	30	31	1	
									
Aug		2	3	4	5	6	7	8	(10/8) Beginning of term for S6 (25/8) First staff meeting in 2024/2025 (26/8) Staff Development Day (No school for students)
									
		9	10	11	12	13	14	15	
									
		16	17	18	19	20	21	22	
									
	23/30	24/31	25	26	27	28	29		
				#					
★ General Holiday 🌀 Statutory Holiday • Non-teaching School Days * Special timetable effective School Holiday # Staff Development Day (No school for students) ^ No school for students in PM									

Timetable

	<i>Cycle day</i>						
	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>	<i>Day 5</i>	<i>Day 6</i>	<i>Day 7</i>
08:10 – 08:15	Roll call						
08:15 – 08:35	Assembly / Class period	Morning assembly	Reading session	Morning assembly	Reading session	Morning assembly	Class period
08:35 – 09:20							
09:20 – 10:05							
10:05 – 10:20	Recess						
10:20 – 11:05							
11:05 – 11:50							
11:50 – 12:35							
12:35 – 13:45	Lunch						
13:45 – 13:55	Roll call						
13:55 – 14:40							
14:40 – 15:25							
15:25 – 15:28	Classroom cleaning						
15:28	Dismissal						

Special timetable

Time	Session
08:10 – 08:20	Roll call
08:20 – 08:55	1 st lesson
08:55 – 09:30	2 nd lesson
09:30 – 09:45	Recess
09:45 – 10:20	3 rd lesson
10:20 – 10:55	4 th lesson
10:55 – 11:30	5 th lesson
11:30 – 11:45	Recess
11:45 – 12:20	6 th lesson
12:20 – 12:55	7 th lesson
12:55 – 14:05	Lunch
14:05 – 14:10	Roll call
14:10 – 15:25	Mentoring Scheme / Other Learning Activities
15:25	Dismissal

Timetables of the first 3 school days

1 Sep 2025 (Mon)	
08:45 – 08:55	Roll call (Classrooms)
08:55 – 09:25	Fire / Evacuation drill & National Flag Raising Ceremony
09:25 – 10:25	Assembly (Hall)
10:25 – 10:40	Recess
10:40 – 12:30	Class period (Classrooms)
12:30	Dismissal

2 Sep 2025 (Tue, Day 1)		
08:10 – 08:20	Roll call	
08:20 – 09:30	S1 – 3: Class period (Classrooms)	S4 – 6: Assembly (Hall)
09:30 – 09:45	Recess	
09:45 – 10:55	S1 – 3: Assembly (Hall)	S4 – 6: Class period (Classrooms)
10:55 – 11:10	Recess	
11:10 – 11:45	5 th lesson	
11:45 – 12:20	6 th lesson	
12:20 – 12:55	7 th lesson	
12:55 – 12:58	Cleaning time	
12:58	Dismissal	

3 Sep 2025 (Wed, Day 2)	
08:10 – 12:55	1 st – 7 th lessons Special Timetable effective, please refer to p.8)
12:55 – 12:58	Cleaning time
12:58	Dismissal

School mission

In the spirit of Christ, we are committed to providing holistic Christian education, which fosters the ethical, intellectual, physical, social, aesthetic and spiritual development of our students. Through a harmonious and disciplined campus life, students are encouraged to take the initiative in learning, explore creative solutions and develop individual potential. Nurtured as lifelong learners, students are able to adapt to change and develop self-confidence for contributing positively to the well-being of our community and mother country.

School badge



Our school badge consists of a shield with the holy cross, the initials of our school name, WSC, and a sheaf of wheat tied with a ribbon. The shield represents our mission to nurture our next generation to be competent leaders for tomorrow. The holy cross symbolizes God's shining light and His eternal love. The wheat implies the thriving students in Wong Shiu Chi who show vitality and perseverance. The ribbon signifies the great harvest after hard work, as shown in our students' accomplishments in various endeavors, especially in their academic performances. With divine providence, our students will fulfill our school motto and realize their potential in the glory of God.

School song

王肇枝中學校歌



School regulations

Aims

1. To promote self-discipline
2. To establish a good learning environment
3. To develop good characters

General rules

1. Students are expected to be prudent and responsible for their own behaviours and to facilitate the establishment of a positive school ethos with all school staff and fellow schoolmates.
2. Students are expected to be respectful towards their teachers, kind towards their schoolmates and industrious towards their studies.
3. Students are required to be punctual. They must not be absent from school nor leave the school premises between 8:10 a.m. and 3:28 p.m. without the permission of the school authorities. Students must leave the school premises before 4:45p.m. unless under the supervision of a teacher.
4. Students are required to enter the classrooms once the school bell rings and wait for subject teachers quietly in their seats.
5. During and between all lessons, students are not allowed to leave their seats or wander around the campus without permission.
6. Students are required to queue quietly while proceeding to other classrooms and special rooms for lessons.
7. Students are required to bring their student ID cards, student handbooks, homework, textbooks and stationery every school day. They must take them away when they leave the school premises, except those stored in lockers.
8. Students are not allowed to enter the following places at any time without permission:
 - a. School Office
 - b. Staff Rooms
 - c. Special Rooms
 - d. School Hall and alleys beside Phases Two, Four and Five of the school premises
 - e. Rooftop
 - f. Hillside
9. Students should not shout or chase in the School at all times.
10. Eating and drinking are allowed in the canteen area and other designated areas, but not allowed in classrooms except lunch time.
11. Money loans are forbidden. They must not bring valuables to school to avoid losses thefts.
12. Students are required to wear school uniforms and present themselves neatly and well groomed in school.
13. Students are expected to use the school property properly and keep the school premises clean and tidy. They should not dirty or damage the school facilities such as walls, desks, chairs, etc.
14. Students are forbidden to bring books and items that are not related to school activities to school.
15. Students are strongly advised not to bring mobile phones to school. For details, refer to '**Rules concerning mobile phones**'.
16. Students are required to be well-behaved and disciplined outside school. They should not be involved in any acts which are harmful to the school's reputation, for example, entering any inappropriate places including game arcades, cyber cafés, snooker rooms, etc. They should not commit any misbehaviours related to the improper use of the Internet, for example, participating in cyber

bullying—which causes humiliation or disgraces to others, making malicious statements on the Internet, uploading indecent photos or video clips, etc.

Reward and Penalty system

1. Conduct Assessment Scheme

- The Conduct Assessment Scheme is implemented to nurture students' self-discipline, responsibility, good conduct, and also the spirit to serve. Students are commended or penalized according to their performance.
- The base conduct mark for all students is 80.
- Conduct marks are added or deducted based on a student's behaviours. The total conduct marks are calculated at the end of each school term.
- A blemish record will be issued for every deduction of 15 marks and parents of the students concerned will be notified.
- Conduct grades are classified into A+, A, B+, B, B-, C+, C, C-, D and E.

>100	A+/A	96-100	B+
86-95	B	76-85	B-
66-75	C+	56-65	C
46-55	C-	<46	D or E
- A+, A, B+, C-, D or E conduct grades are adjustable in Conduct Meetings.
- Students attaining an A conduct grade should carry a deduction of less than 2 conduct marks for the whole term and they should fulfill the basic requirements of conduct marks in 'good learning attitude' and 'services'. (S1 to S2, S6 : 10 marks and 3 marks respectively ; S3 : 12 and 5 marks respectively, S4 to S5 : 12 and 8 marks respectively)
- Students attaining an A+ conduct grade must meet the criteria for an A Conduct grade and have conduct marks within the top 10 % of their form.
- All awards and penalty records (merits, credits, major credits, blemish records, demerits and major demerits) will be printed on report cards at the end of the school year.
- Conduct marks are awarded or deducted according to the criteria stipulated as follows:

Commendation	Penalty
<u>Good learning attitude and proper behaviours</u> - No late homework submission records for a month (award of 1 mark) and for a term (award of 5 marks) - No lateness records for a month (award of 1 mark) - Good classroom cleanliness for a month (award of 1 mark) - No penalty records for a term (award of 5 marks) - Good learning attitude (for a term, award of maximum 5 marks for each subject)	<u>Written warnings</u> (deduction of 1 to 2 marks) - late submission of homework 2 times - late submission of reply slips 3 times - not bringing the required materials for class 3 times - not bringing P.E. uniform to class 2 times - Forgetting to bring student handbook*/ student identity card* - Problems with uniform and appearance*

• Courtesy (award of maximum 5 marks for a term) • Righteous behaviour	• Going to lessons late • Going to morning assembly late*/ 2 marks • Entering the classroom of other classes • Jumping the queue at tuck shop • Eating at unauthorized places • Improper behaviour or attitude (in class) • Uncooperative attitude to school prefects • Bringing unauthorized items to school • Dishonest, irresponsible behaviour like copying homework, borrowing textbooks from schoolmates • Absenteeism from detention by teachers • Absenteeism from homework make-up class (first time) (2 marks) • Incomplete applications for : sick leave/ lateness/ an excuse from homework make-up class (2 marks)
<u>Services</u> (addition of 1 – 10 marks) ; teachers can nominate students with merits, credits or major merits • Good at class services like monitors, subject helpers • Good at services for clubs / houses e.g. committee members • Good services in service teams e.g. School Prefects, Angels, Student Helpers, Librarians, Green Prefects, Life Building Scheme Prefects, etc. • Volunteer services for school • Representing school in community services	* items – ‘0’ mark can be deducted on discretion; 3 records of ‘0’ will have 1 mark deducted.
<u>Awards</u> (addition of 1 – 10 marks); teachers can nominate students with merits, credits or major merits • Inter-class prizes • Prizes in competitions representing school (inter-school, territorial, regional, international competitions) e.g. Hong Kong Speech Festival, Hong Kong Music Festival, etc. • Badges or Awards : AYP Awards, Scout awards, CYC Badges, Red Cross awards, ERS awards	<u>Lateness</u> (deduction of 3 to 5 marks) The marks deducted are determined by the time of lateness. These are recorded as ‘unexcused lateness’ on student report cards. AM / PM - Late within 5 minutes : 3 marks - Late for 6 minutes to time within one lesson : 5 marks
	<u>Blemish records to Major Demerits</u> (deduction of 3 to 20 marks) • Mobile phones found not to be

	kept in classroom safe or mobile phone lockers • Unauthorized use of mobile phones or mobile phones found to be turned on • Other major discipline problems like dishonesty, disrespect to teachers, foul language, damage of public property, bullying, truancy, cheating, violent behaviour, theft, absenteeism from homework make-up class, frequent violation of school regulations (e.g. frequent lateness, problems with uniform and appearance) etc.
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- 2. Reward system:** Students with outstanding performance in studies, services and conduct will be commended. Prizes and awards related are shown as follows:
- Award for Outstanding Academic Performance:** The prize is awarded to students ranking the First, Second or Third in Form or First in Subjects in Annual Assessment.
 - Head Prefect Prize:** The prize is awarded to Head Prefects for their outstanding performance in services.
 - Prize for the Chairperson of the Students' Association:** The prize is awarded to the Chairperson and the Vice-Chairperson of the Students' Association for their outstanding performance in services.
 - Chairman of Student Council Prize**
 - All-Round Performance Prize:** Awarded to those with good and balanced performance in studies, extracurricular activities, conduct and service.
 - Service Prize:** The prize is awarded to prefects, student helpers, librarians and committee members of clubs and houses with outstanding performance in services.
 - Conduct Prize:** The prize is awarded to students with an A conduct grade which has been approved in Conduct Meetings.
 - Award for Academic Progress**
 - Award for Progress in Conduct**
 - Merit, Credit and Major Credit:** Students with outstanding performance will be awarded Merits, Credits and Major Credits in the following circumstances:
 - Winning prizes in competitions as school representatives
 - Showing outstanding performance in school services or community services
 - Showing righteous behaviours
 - Conduct marks will be awarded to students in the following circumstances:**
 - Winning prizes in competitions as school representatives
 - Showing outstanding performance in school services and community services
 - Showing good learning attitude for a term
 - Having no penalty records for a term
 - Having no lateness records for a month
 - Having no late homework submission records for a month and extra conduct marks will be awarded for having no late homework submission records for a term
 - Showing good classroom cleanliness for a month (conduct marks to whole class)

- Showing courtesy for a term
- Showing righteous behaviours

3. Penalty system: Students who break the school rules will be penalised in any of the following ways, based on the severity of the misbehaviours:

- Receiving a written warning, a blemish record, a demerit and a major demerit, being suspended from class or from the school, being expelled from the school (Students with three major demerits will be expelled)
- Conduct marks will be deducted for breach of school rules based on the severity of the misbehaviours.
- For special or serious cases, the school reserves the right to suspend or expel students immediately without any notice in advance.
- If a student is absent frequently, the school authorities may debar him from taking school examinations and from being promoted to a higher form.

4. Removal of misbehavior records

- Rehabilitation programme (New Life Scheme): Students are given the opportunity to be rehabilitated so as to guide them towards proper behaviours.
- Students eligible for application: This programme is applicable to students who have been penalised with blemish records, demerits or major demerits.
- Application procedures: Students are required to apply for the New Life Scheme within seven school days after receiving a penalty notice. All applications must be approved by the Discipline Committee.
- Programme details: Following the approval of an application, teachers, parents and the students concerned will set improvement goals to be achieved within a specified observation period. If the students concerned are able to perform satisfactorily and accordingly within the specified observation period, penalty records will be removed based on the decision of the Discipline Committee after the completion of the scheme. The decision of whether the penalty records will remain or be removed is final. Only one penalty record can be removed for each application.
- Removal of the blemish record that is resultant from deduction of 15 conduct marks: If students can meet School's requirement on their behaviours over an agreed period, the captioned blemish record can be removed.
- Removal of late homework record: Any students who have no late homework record for a month (except in December or May) may apply to Discipline Committee for a removal of their late homework records of previous month.

School attire and appearance rules

1. School uniforms (refer to the samples posted on the website of this school)

- Boys
 - Winter uniforms:
 - A long-sleeved white shirt with school badge, straight-cut grey trousers with no turn-ups and a school tie.
 - A 3cm thick black leather belt with a simple and plain buckle
 - White socks (no ankle socks) and a pair of simple and plain black leather shoes with no ornaments
 - Students may wear school sweaters or school vest
 - Students may wear simple and plain black rectangular-shaped scarves whenever necessary.

- ii. Summer uniforms:
 - A short-sleeved white shirt with school badge, straight-cut grey trousers with no turn-ups
 - A 3cm thick black leather belt with a simple and plain buckle
 - White socks (no ankle socks), simple and plain black leather shoes with no ornaments
 - Students may wear school sweater or school vest in air-conditioned areas.
- b. Girls
 - i. Winter uniforms:
 - A grey school dress with four box pleats (dress length must cover the whole knees), a shirt with long sleeves and a white collar, a school tie and a blue school coat with a school badge sewn on it
 - A belt made of the same material as that of the dress has to be fastened on the waist. Grey socks, simple and plain black leather shoes with heels less than 1 inch and no ornaments
 - Students may wear school sweater or school vest
 - Students may wear simple and plain black rectangular-shaped scarves whenever necessary..
 - ii. Summer uniforms:
 - A pale blue school dress with eight box pleats and a school badge sewn on the left pocket (dress length must cover the whole knees)
 - A plain cloth belt of the same colour as that of the dress has to be fastened on the waist.
 - White socks, simple and plain black school leather shoes with heels less than 1 inch and no ornaments
 - Students may wear school sweater or school vest in air-conditioned areas.
- c. All students must wear white vests as undershirts. The shirt length must cover the waist. Girls can wear short white pants or underdresses.
- d. P.E. uniform:
 - P.E. uniform can only be worn during P.E. lessons, Athletic Meets, practice days of the School Team, or days with special extra-curricular activities
 - No ankle socks are allowed. The colour of the socks must comply with the requirements stated in that season.
 - P.E. jacket/ School Team jacket can only be worn with school track pants.
- e. In case of a cold weather warning issued by Hong Kong Observatory,
 - student should wear school coat,
 - they are not allowed to wear or bring to school other coats or jackets,
 - they may wear down coat of plain black (without hat) under their school coat, as long as the down coat is not exposed,
 - they may wear base layers of plain black or white colour,
 - they may wear woolen gloves of plain black,
 - girls may wear skin-colour stockings (covered by long grey socks) or wool/cotton tights of plain grey colour,
 - girls may also wear winter sport uniforms instead of winter uniforms.
 - When temperature of Tai Po falls at 7°C or below at 6:00 am, they may wear down coat of plain black, dark blue or grey colour on top of their school uniform.

2. Hairstyle

- a. Boys
 - i. Neat and not fanciful hairstyle (no perming, extension of hair and styling products)
 - ii. Hair should not cover the ears and touch the collar. Fringe when extended should not touch the eyebrows.

- b. Girls
 - i. Neat and not fanciful hairstyle (no perming, extension of hair and styling products)
 - ii. Long hair covering the shoulder should be tied up.
 - iii. Fringe should not cover the eyebrows. Fringe longer than the eyebrows should be neatly pinned up.
 - iv. Only simple and plain black, dark blue hair pins and bands are allowed.

3. Accessories

- i. Students may attach up to two decorative accessories to their schoolbags, but these must not contain inappropriate content or be overly unconventional.
 - ii. Except with special approval from the school, students are not allowed to wear any accessories on their person.
 - iii. Ear piercing is not allowed for boys.
 - iv. For girls, one pair of identical studded earrings is allowed to be worn only on the earlobes and these should be simple with a diameter of less than 3mm. Only one ear piercing is allowed on each ear and it should be pierced on the earlobe. No ear pins are allowed.
4. Students are required to abide by the rules regarding the school attire and appearance when attending supplementary lessons or other extracurricular activities on Saturdays or during school holidays.
5. Students are required to wear neat P.E. uniforms when having ball games in the School sports ground or gymnasium.

Rules concerning mobile phones

- 1. Students are strongly advised not to bring mobile phones to school. A wired phone is provided outside the School Office for students to contact their parents if necessary. In case of emergency, the school will contact the parents through teachers or office clerks.
- 2. Students may bring their mobile phones to school, but they must abide to the following rules:
 - All students will be allocated a mobile phone locker. Students should bring a lock and keep the key safe.
 - Students should lock their phone in the phone locker before the school starts every morning (the school starts at 07:15) and collect their phone after school (before 16:55). Students who would like to collect their phones after 16:55 will not be entertained. In case of late arrival to school, students should submit their phone to the school office instead.
 - Students should not ask another person to open, lock their locker and collect their phone.
 - Students should switch off their phone before placing it into the locker to avoid any risk of fire caused by overheating.
 - Students are not allowed to collect their phone during lunchtime. If they need to contact their parents during lunchtime, they could use the wired phone outside the school office.
 - Students should lock their phone in their allocated locker every morning. If they are found to carry a mobile phone at school, they will be penalized with a blemish record which cannot be removed under the New Life Scheme. If students are found to have their phone switched on or using mobile phone

at school, heavier penalties such as demerits will be issued (such penalties cannot be removed under the New Life Scheme).

- If students violate any one of the above rules, they will be penalized according to school regulations and their mobile phones will be forfeited temporarily (together with the SIM card inside). The forfeited mobile phones will be kept in School Office until the following Friday when parents may collect them.
 - Our school will not bear any responsibility for any loss or damage of students' mobile phones during storage period.
 - Repeated violations of the above regulations will be subject to penalties such as demerits or major demerits (these penalty records cannot be removed under the New Life Scheme).
3. Students may bring their smart watches to school, but they must lock their smart watches in the phone locker before the school starts every morning and collect their phone after school. Students who would like to collect their devices after 16:55 will not be entertained. Wearing smart watches will be regarded as bringing unauthorized items to school.

Rules regarding being absent from school

1. Letters should be submitted to state the reason for leave. Otherwise the absence will be considered as truancy.
2. If a student is absent from school because of sickness, any parent of the student concerned must contact the school before the start of the lesson (Telephone: 26561270). Upon returning to school, the student concerned is expected to present a parent letter stating the reason and a Medical Certificate.
3. If a student is absent from school because of personal affairs, a parent letter is required to be presented in advance and is only authorized with the permission of the school authorities.
4. Students are expected to pay attention to the weather and traffic conditions every morning. If the situation is not appropriate for school, parents should contact the school to request for leave and present a letter stating the reason upon returning to school. Should the Education Bureau announce the suspension of whole-day schools, students are not required to attend school or to present letters upon returning to school.

Rules regarding being late for school and leaving early

1. Students who arrive late for school should present their student ID cards to prefects or security guards and fill in the late record book and "Late Record Slip". When entering the classroom, they should present the "Late Record Slip" to the subject teacher. Students who are late for school without valid reasons will be referred to the Discipline Committee for penalty.
2. Students who are late for more than one lesson without legitimate reason will be considered as truancy.
3. Lateness for legitimate reason which is supported by document (e.g. medical certificate) will be considered as "excused lateness". Lateness for illegitimate reason will be considered as "unexcused lateness" and the students will be punished according to the duration of lateness.
4. If their children will arrive school late, parents should inform the School by phone before roll call (8:10 a.m. during Winter Time, 8:00 a.m. during Summer

Time). Students should submit supporting documents (e.g. medical certificate, parent letter) to the School on the day when they resume school.

5. Students are required to fill in “Early-leaving slip” at the School Office, obtain the approval of the Assistant Principals or the Executive Officer at the School Office and then present it to the security guard on duty when leaving school.
6. If a student needs to leave the school early because of personal affairs, a parent letter and relevant supporting documents should be submitted in advance for approval.
7. If a student needs to leave the school early because of sickness or injuries, a parent of the student concerned will be contacted while the student concerned will be taken care of by a teacher or supporting staff member. If a student needs to leave the school immediately for a special event, he/she needs to request authorization from the School Office. Students who request the above early leave should present a parent letter stating the reason upon returning to school.

Rules regarding quitting school:

For students who wish to quit the school before graduation, parents of the students concerned must present an application letter for quitting the school two weeks prior to doing so.

Banned items

1. The school reserves the right to confiscate any books and items not related to school activities.
2. The school will notify parents to collect the confiscated books and items within a specified period. The school is not responsible for any losses during this period.

Test and examination rules (Include S3 Territory System Assessment TSA)

1. A preliminary school bell rings seven minutes before the start of an examination (ten minutes before the first session). Once the bell rings, students are expected to bring all the necessary stationery to the examination centre. All books and miscellaneous items should be put in the school bags. The school bags should be kept closed and be put under the chairs. Students are not allowed to borrow any stationery from teachers or students.
2. Students should go to the assigned examination centre and find their assigned seats.
3. If students enter the examination centre after the starting bell rings, they are considered to be late for the examination.
4. Students should listen to the instructions given by invigilators before the start of the examination and fill in all the required details, including the subject of the examination, class and class number, on all examination documents. Student names are not required.
5. Students must not begin answering or reading the questions before the start of the examination.
6. Students should check the number of pages before the start of the examination. In the case of wrong exam papers, missing pages or blurred printing, students should raise their hands and ask invigilators for help.

7. During the examination:
 - a. students must keep quiet and try their best to answer all questions;
 - b. students are not allowed to talk, shout, look around, hand-signal to other students or borrow stationery from others.
 - c. cheating is strictly forbidden, including copying answers from others, reading non exam related materials during the examination and passing answers to others.
 - d. Students are not allowed to help others to cheat
 - e. Students are not allowed to get any items from the schoolbag (including stationery) without the permission of any invigilator
 - f. All mobile phones and electronic devices* must be completely turned off (including alarms and scheduled auto-restart functions) before entering the school premises. These devices must be placed under students' chairs in clear view of the invigilators. Students are fully responsible for ensuring that their devices remain silent throughout the examination, even when powered off. If any device emits sound, vibrates, or the screen lights up during the exam, disciplinary action and a mark penalty will be applied.
 - g. Possession of unauthorized items such as books, dictionaries, revision notes (in any form), previous exam papers, or electronic devices* on students' desks, in desk drawers, on their person, or in their clothing after question papers have been distributed is strictly prohibited. Any violation of this rule may result in disciplinary action, mark penalties, or disqualification from the entire examination.
 - h. Students are not allowed to take away any answer books or answer sheets after the end of the examination.
 - i. Students should stop writing once invigilators make the 'time is up' announcement
8. Students are not allowed to leave the exam centre until the end of the examination. They should stop writing once invigilators make the "time is up" announcement. They should also remain quiet in their seats and wait for invigilators to collect answer sheets. Students must not leave the examination centre until they are told by invigilators to do so.
9. Students should take the examinations of the subject they study according to the examination timetable. They need not go to school if they have no examination or term test on that day.
10. Should the Education Bureau announce the suspension of whole day schools (in case of typhoons or bad weather conditions), the examinations arranged on that day will be postponed and the arrangement for the other examinations will remain unchanged.
11. Students should not make noise in campus during examination period. No ball games or sport activities are allowed without the permission of PE teachers.
12. If a student is absent from the examination because of sickness, any parent of the student concerned should contact the School Office to request for sick leave. Upon returning to school, the student concerned should present a letter stating the reason and a Medical Certificate. Otherwise the absence will be considered as truancy.
13. No make-up examinations will be arranged for absences from term tests and examinations.
14. If appropriate, excused absences will be specified in the conduct remarks. A sample conduct remark could be "His/Her score of English Language in the Annual Examination was affected because of his/her absence from the examination due to sickness."

15. The effects of absences from term tests and examinations are as follows:

Assessment mode	Status in the Exam Marks column	PIF rank given	Calculation of overall average marks
Summative assessments only	ABS	No	0
Summative assessments and formative assessments	Marks from formative assessments	Yes	Marks from formative assessments

16. Any student who has been absent from school for a long period of time may not be entitled to take examinations and/or will be requested to repeat in the next school year. Any student who has been absent from the lessons of a particular subject for a long period of time may not be allowed to take examinations of the subject concerned. No marks will be given to the student concerned.
17. Students who fail to follow the above rules will be punished according to the nature of offence, with possible reference to the regulations of Hong Kong Diploma of Secondary Education Examination (HKDSE).
18. By principle, students are required to repeat if they fail to get a passing total average mark in the annual assessment. However, owing to limited places, students may be allowed to be promoted to a higher form at the discretion of the school authorities. The school reserves the right to expel students if they have repeated the same form for more than once, or repeated in different forms twice.
19. Rules 1-18 in this section are also applicable to term tests.
20. The school authorities may alter the above-mentioned rules if necessary and further notice will be given.

* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.

School library rules

1. In the school library:
 - a. Students are not allowed to carry schoolbags into the library. All kinds of bags should be placed on the bag racks and students are expected to take care of their belongings.
 - b. Always remain silent. Talking loudly, eating and playing are not allowed.
 - c. All facilities should be carefully utilized and should not be dirtied or damaged.
 - d. Do not destroy or dirty any materials in the library. If a library material is lost or damaged, the reader concerned is required to purchase it.
 - e. The loan procedure should be implemented at the school library registration counter.
 - f. All read books should either be left in a book trolley or returned to their original place on the bookshelves.
 - g. If students fail to comply with the expected order and discipline, all related matters of violating the school rules shall be handed over to the school's Discipline Committee for follow-up.
2. Loan of library materials:
 - a. A valid student ID card should be used for borrowing books.
 - b. The normal loan period is two weeks. (In case of discrepancies, refer to the date

specified in the borrowed library materials.)

- c. A student can borrow a maximum of six library materials (Books, VCDs and DVDs included).
- d. No maximum borrowing limit for e-books.
- e. A fine of fifty cents per school day will be imposed on each overdue library material.
- f. Before leaving the school library, students are required to ensure that the borrowed library materials are complete and undamaged.
- g. If any borrowed library material is lost or damaged, an immediate report should be made to the school library and the borrower concerned is expected to replace the library material lost or damaged by purchasing it. If the borrower concerned requests that the school library replace it, the borrower concerned has to purchase it and pay a surcharge 20% of its value. If the lost or damaged library material is one of a set or series, the borrower concerned has to replace the whole set or series.
3. Rules regarding the use of Electronic Reader in the school library:
 - a. Students are not allowed to browse forums, game websites, message boards or online diaries or any web pages which are not related to school activities.
 - b. Students are not allowed to watch online videos, comics and so on.
 - c. Students are not allowed to change the wallpaper, screen saver and homepage of the Web browser.

Rules regarding floating classes

1. Students must queue up in a single line and remain silent when proceeding to classrooms.
2. Students are not allowed to enter classrooms prior to the presence of a teacher in the room.
3. In order to avoid disturbance to others, students are not allowed to return to their own classrooms to get things during the lesson.
4. Students are not allowed to take or move others' personal belongings.

Rules regarding laboratories and special rooms

1. Students must queue up in a single line and remain silent when proceeding to laboratories and special rooms.
2. Students must not enter or leave laboratories and special rooms unless they are authorized by teachers.
3. Students must take the seats assigned by teachers. They must obey teachers' instruction to prevent any accidents from happening.
4. Students are not allowed to eat, chase, or play in the laboratory.
5. Students are not allowed to do any experiments, touch and move any instruments, tools, chemicals or facilities without teachers' permission.
6. Avoid contact of eyes, nose, and mouth with hands when using chemicals, and wash your hands after completing the experiment.
7. Students should report to teachers immediately in case of any accidents, or damages of instruments.
8. Students are not allowed to enter the Laboratory Technician Preparation Rooms without permission.
9. Students should return all the instruments to their original places after experiments.
10. All instruments must be used with care. The school authorities have the right to claim compensations from students who cause damages.

Rules regarding extra-curricular activities

1. Types of extra-curricular activities: House activities (inter-house competitions, athletic meet), club activities, class association activities, inter-school competitions and school-wide events (Picnic Day, English Week, Chinese Reading Week and Christmas Celebration).
2. General regulations regarding participation of extra-curricular activities:
 - a. Students must consider their interest and abilities before participating in any extracurricular activities.
 - b. Parent's permission may be requested for some extra-curricular activities. To allow their children to take part in activities, parents must sign the written or electronic notice issued by the School.
 - c. When participating in extra-curricular activities, students are required to abide by school rules and follow the supervising teacher's instructions.
 - d. Students are expected to show positive attitude when participating in extra-curricular activities, including abiding by rules, being punctual, being responsible and taking care of the school property.
 - e. Students are required to wear full uniforms or sports attire unless permission is granted by the school authorities.
 - f. School may request students who are absent from extra-curricular activities to present parent's letters for explanation. Otherwise, the absence may be considered as truancy. Students who are absent from extra-curricular activities due to sickness are required to inform the school or teachers-in-charge. Upon returning to school, the students concerned are required to present letters with a parent's signature stating the reason and a medical certificate.
 - g. Students who are absent from extra-curricular activities because of special events (detention, supplementary lessons, etc.) are required to inform teachers-in-charge in advance for further arrangements.
3. Merit and Service Prize: These rewards are given to students who have enthusiastically participated in and organized extra-curricular activities and have shown excellent performance. Nominations should be made by teachers-in-charge and approved by the Discipline Committee or the Extra-curricular Activities Committee.

The school reserve the rights to amend and interpret the school regulations accordingly.

王肇枝中學校規

目標

- (一) 倡導學生自律精神
- (二) 建立良好學習環境
- (三) 培養學生優良品格

通則

- (一) 學生應謹慎自守，對個人行為負責，並與全體員生致力建立良好校風。
- (二) 學生必須尊敬師長、愛護同學、勤修學業。
- (三) 須準時回校上課，不得無故缺席、遲到或早退。除有老師帶領外，學生必須於下午四時四十五分前離校。
- (四) 上課鐘響後，學生必須立即進入課室，靜候教師授課。
- (五) 上課及轉堂時，學生一概不得擅離座位；或於課室外流連。
- (六) 凡前往其他課室上課者，必須列隊並保持肅靜。
- (七) 每日均須帶備學生證、學生手冊、應繳交之功課及所需之課本文具回校。個人物品須於放學後全部帶走，存放於儲物櫃者除外。
- (八) 任何時間，未得校方准許，學生不得擅自進入下列地方：
 - a. 校務處
 - b. 禮堂
 - c. 第二、四、五期校舍側之小巷
 - d. 教員室
 - e. 天台
 - f. 特別室
 - g. 山邊斜坡
- (九) 學生不應在校內喧嘩、追逐或嬉戲。
- (十) 除午膳之指定時間外，嚴禁在課室內飲食。如有需要，可在有蓋運動場及其他指定地點飲食。
- (十一) 不得私自借貸或收受金錢，亦切勿攜帶貴重財物回校，避免遺失或被竊。
- (十二) 須穿著整齊校服上課，經常保持個人儀表端莊，服飾整潔。
- (十三) 學生應愛護公物，保持校舍清潔，不應弄污或破壞公物如牆壁、桌椅等校內設施。
- (十四) 切勿攜帶與課程無關之書刊物品回校。
- (十五) 本校不鼓勵學生攜帶手提電話回校（詳情參閱「手提電話規則」）。
- (十六) 任何場合，均須遵守秩序，檢點行為，表現良好教養，不應做出有損校譽之行為。例如：進入品流複雜之場所（如電子遊戲機中心、網吧和桌球室等）；或不適當使用互聯網（如網上欺凌、誹謗或中傷他人、上載不恰當的相片或短片等）。

獎懲制度

(一) 操行評核制度

1. 操行評核制度旨在培養學生自律、盡責，良好品德和服務精神。學生會因應個人行為表現被表揚或懲罰。
2. 每名學生於學期開始時獲發基本操行分80分。
3. 校方將根據學生之行為表現增加或扣減其操行分，每學期結算一次。
4. 凡扣滿 15 分之學生會被記缺點及知會家長。
5. 操行等級共 10 個，分別為 A+, A, B+, B, B-, C+, C, C-, D 及 E，而與各等級相對應之分數如下：

> 100	A+/A	66-75	C+
96-100	B+	56-65	C
86-95	B	46-55	C-
76-85	B-	<46	D 或 E

6. 操行等級 A+, A, B+, C-, D 及 E 須經操行會議商討通過。
7. 操行等級 A 的學生須：於該學期被扣少於 2 分；並於「學習態度良好」和「服務學校」兩項分數達校方最低要求。(中一至中二、中六：分別為 10 分及 3 分；中三：分別為 12 分及 5 分；中四至中五：分別為 12 分及 8 分)。
8. 操行等級 A+ 的條件：除須符合等級 A 的條件外，其操行分數排序在全級學生首百分之十以內。
9. 所有操行紀錄（優點、小功、大功、缺點、小過、大過）均會於全學年終結時顯示於成績表上。
10. 操行分的增減會參照以下準則執行：

獎 勵	懲 罰
良好學習表現或良好行為 ● 每月沒有遲到紀錄者(加 1 分) ● 每月沒有欠交功課者可獲加 1 分，另半學年內沒有欠交功課紀錄者可獲再加 5 分 ● 每月能保持課室清潔該班全體學生獲加 1 分 ● 半學年沒有違規紀錄 (加 5 分) ● 學習態度良好 (每半學年：每科最多可獲加五分) ● 有禮貌 (每半學年：最多可獲加五分) ● 公義行為 服務 (加 1 - 10 分) 老師可提名學生優點、小功及大功	書面警告 (減 1-2 分) ● 欠功課 2 次 ● 欠帶回條 3 次 ● 欠帶上課用品 3 次 ● 欠帶體育服裝 2 次 ● 欠帶學生手冊* ● 未能出示學生證* ● 校服儀容不合規格* ● 遲入課室上課 ● 進入別班課室 ● 早會遲到*/ 2 分 ● 早會違規* ● 在小賣部插隊/搭單 ● 在非指定範圍飲食 ● 態度 / 行為欠佳

• 班中服務表現出色，例如班長，科長等 • 學會服務表現出色，例如學會幹事，社幹事 • 服務隊伍，例如領袖生 (School Prefect)，天使(Angels)，學生輔導員 (Student Helper)，圖書館管理員，English Prefect，(綠色領袖生) Green Prefect，Life Building Scheme Prefect, etc. • 服務學校義工 • 代表學校服務社區表現出色	• 妨礙領袖生執行校規 • 攜帶違禁品 • 違反課室秩序、上課態度欠佳 • 不誠實、不負責任行為，如抄襲功課 • 缺席老師留堂、違規借閱同學課本 • 缺席課後功課輔導班(首次) (2 分) • 不依程序說明遲到/請假原因(2 分) 『*項』可選擇減 0 分，滿 3 次 0 分將被減 1 分
獎項 (加 1 - 10 分) 老師可提名學生優點、小功及大功 • 班際比賽獲獎 • 代表學校參加校外比賽獲獎或表現出色：校際、區際、全港性、國際性比賽獎項，例如：校際朗誦節、音樂節獎項 • 考獲獎章：例如 AYP 章，童軍章，CYC 章，紅十字會青少年團章，廣泛閱讀計劃獎章	遲到 (減 3 - 5 分) • 按遲到時間長短扣減操行分，被列作「不合理原因遲到」，並顯示於成績表上 上/下午 - 遲到五分鐘以內：減三分 上/下午 - 遲到六分鐘至一教節內：減五分
	缺點至大過 (減 3 - 20 分) • 不依校規存放手提電話 • 違規開啟或使用手提電話 • 再次缺席課後功課輔導班 • 其他嚴重違規如對老師無禮、不誠實行為、說粗言穢語、破壞公物、欺凌行為、曠課、作弊、暴力行為、偷竊、多次違反校規(如經常遲到、儀容不整)等

(二) 獎勵制度: 學生在學業、服務、操行等方面有出色表現者，可獲獎勵，評選標準如後：

1. 學業成績優異獎: 凡學生於全年評核考獲全級第一、二或三名者，或於其中一科目考獲全級成績最高分數者，皆可獲獎。

2. 總領袖生獎: 每一學年之男、女總領袖生在服務方面表現出色者, 可獲該獎。
3. 學生會主席獎: 每一學年之學生會正、副主席, 在服務方面有出色表現者, 可獲該獎。
4. 學生議會主席獎
5. 全能學生獎: 凡學生在學業、活動、服務及操行有優異及平衡發展者, 可獲該獎。
6. 服務獎: 凡領袖生、學生輔導員、學生圖書館助理員或學會幹事, 在服務方面表現優異者, 可獲該獎。
7. 操行獎: 凡學生操行表現優異, 在操行會議中通過者, 可獲該獎。
8. 操行有明顯進步獎
9. 學業有明顯進步獎
10. 優點, 小功, 大功: 凡學生在以下情況有出色表現者, 可記優點、小功或大功, 予以褒揚:
 - a. 代表學校參加校外比賽獲獎
 - b. 服務學校及代表學校服務社區有出色表現
 - c. 公義行為
11. 校方亦可按以下情況增加學生之操行分:
 - a. 代表學校參加校外比賽獲獎
 - b. 服務學校或代表學校服務社區有出色表現
 - c. 學習態度良好
 - d. 遵守校規 (於半學年內沒有違規紀錄者)
 - e. 準時上課 (每月沒有遲到紀錄者)
 - f. 準時交功課 (每月沒有欠交功課者可獲加分, 另半學年內沒有欠交功課紀錄者可獲再加分)
 - g. 課室清潔 (每月能保持課室清潔, 該班全體學生獲加分)
 - h. 有禮貌 (於半學年內表現良好者)
 - i. 公義行為

(三) 懲罰制度

1. 凡學生觸犯校規, 校方可斟酌情況, 施行適當之懲罰, 此包括: 書面警告(扣減1至2分操行分)、記缺點、小過、大過、停課、停學, 及開除學籍。三個大過可飭令退學。
2. 凡情況特殊或屬極嚴重違規者, 校方有權著令學生即時停課、停學或予開除學籍處分。
3. 如曠課情況嚴重, 學校可禁止有關學生參與校內考試及不予升班。

(四) 違規紀錄註銷制度

1. 「自新計劃」: 給予違規學生改過自新的機會, 並引導他們培養好學生應有之行為。
 - a. 適用範圍: 此計劃適用於被記缺點、小過或大過之學生。

- b. 申請程序: 學生須主動申請參與自新計劃。學生必須在獲通知處分紀錄後七個上課天內向訓導委員會提出申請。任何參與自新計劃之申請, 均須首先經訓導委員會審批。
- c. 計劃內容: 提出申請後, 教師、家長將與該生釐訂在指定觀察期內的改善目標及施行步驟。若學生在指定觀察期內表現滿意, 經訓導委員會議決, 該違規紀錄可獲註銷。觀察期滿後, 該違規紀錄註銷與否, 將因應學生之表現而定奪, 不得異議。每次觀察期只能註銷一次違規紀錄。
- 2. 因扣滿15分操行分之「缺點註銷計劃」: 校方給予機會, 若學生於指定日期內行為達至要求, 可獲註銷有關缺點。
- 3. 「欠交功課紀錄註銷計劃」: 學生如連續一個月準時繳交功課, 可向訓導委員會申請註銷上月的欠交功課紀錄。此計劃不適用於12月及5月的欠交功課紀錄。

校服、儀容規則

(一) 校服 (式樣以本校網頁所載為準)

- 1. 男生冬季:
 - a. 長袖白恤衫及灰色直腳無褶絨西褲, 結上本校領帶。恤衫須縫上校徽。
 - b. 黑色皮帶, 闊三厘米, 皮帶扣之款式應簡單樸素。
 - c. 純白短襪 (禁止穿著船襪)、純黑色學生款皮鞋, 鞋款須簡單樸實, 鞋上不可設有任何裝飾。
 - d. 可穿著校方指定之深藍色毛衣。
 - e. 可佩戴純黑長方形頸巾。
- 2. 男生夏季:
 - a. 短袖白恤衫 (袋口縫上校徽) 及灰色直腳無褶長西褲。
 - b. 黑色皮帶, 闊三厘米, 皮帶扣之款式應簡單樸素。
 - c. 純白短襪 (禁止穿著船襪)、純黑色學生款皮鞋, 鞋款須簡單樸實, 鞋上不可設有任何裝飾。
 - d. 可穿著校方指定之深藍色毛衣。
- 3. 女生冬季:
 - a. 灰色蓋膝全身絨背心裙, 工字摺 (共四個摺), 同料原色腰帶 (任何時間均須將腰帶扣緊), 上身左邊縫上校徽。長袖白恤衫, 結上本校領帶。
 - b. 灰色長襪、黑色學生款皮鞋, 鞋跟少於 1 吋高, 鞋款須簡單樸實, 鞋上不可設有任何裝飾。
 - c. 可穿著校方指定之深藍色毛衣。
 - d. 可佩戴純黑長方形頸巾。
- 4. 女生夏季:
 - a. 藍色蓋膝全身裙, 工字摺 (共八個摺), 上身左邊縫上校徽。
 - b. 同料原色腰帶 (任何時間均須將腰帶扣緊)。
 - c. 純白短襪 (禁止穿著船襪)、純黑色學生款皮鞋, 鞋跟少於 1 吋高, 鞋款須簡單樸實, 鞋上不可設有任何裝飾。
 - d. 可穿著校方指定之深藍色毛衣。

5. 所有學生必須穿著純白色內衣；女生的內衣必須及腰，並穿上底裙或白色防走光短褲。
6. 體育服裝：
 - a. 在體育課、陸運會、校隊練習日及指定之課外活動日，學生須穿著校方指定之體育服裝。
 - b. 禁止穿著船襪。襪的顏色須依照夏、冬季校服規定。
 - c. 體育服裝/校隊服裝的外套不可混合西褲或校裙穿著。
7. 在天文台發出「寒冷天氣警告」下，同學應特別注意保暖及遵從以下規定：
 - a. 宜穿著校褸。
 - b. 同學不得攜帶或穿著校褸以外之其他外套、大衣回校。
 - c. 如有需要，可於校褸內加穿沒有帽子的純黑羽絨外套，但不得外露。
 - d. 可穿著純黑或白色的保暖內衣。
 - e. 可佩戴純黑手襪。
 - f. 女生可穿著近膚色絲襪，外加灰色長襪，或穿著純灰色襪褲。
 - g. 女生可穿全套冬季運動服，長褲內可加穿純黑襪褲。
 - h. 如大埔早上六時的氣溫在攝氏七度或以下，學生可以在校服以外加穿純黑、深藍或灰色的羽絨外套。

(二) 髮型

1. 男生：
 - a. 髮型務須端正，不准燙髮，駁髮及塗上任何美髮用品。
 - b. 頭髮不可遮蓋耳朵及眼眉，髮尾不可長及衣領。
2. 女生：
 - a. 髮型務須端正，不准燙髮，駁髮及塗上任何美髮用品。
 - b. 頭髮長及肩者，必須束髮。頭髮不可遮蓋眼眉。前額頭髮過眉必須用髮夾夾起。
 - c. 髮夾及髮圈須為純黑色或深藍色，款式以樸實不誇張為原則。

(三) 佩戴飾物規則

1. 學生書包可配置掛飾，但不得超過兩件，書包掛飾不得涉及不良內容或標奇立異。
2. 除校方特別批准外，學生不得在身上佩戴任何飾物。
3. 男生不可穿耳。
4. 女生如佩戴耳環，只可佩戴在耳珠位置，以一對為限。耳環款式須簡單樸素，左右耳同款，直徑小於3毫米。女生只可於每邊耳朵各穿一個耳洞(只限耳珠位置)，並不得佩戴耳針。

- 註：
1. 學生於週六或假期回校補課或作其他課外活動，均須遵守校服儀容規則。
 2. 任何時間，凡在鄧若璠運動場或室內體育館進行球類活動者，必須穿著整齊體育服裝。

手提電話規則

- (一) 本校不鼓勵學生攜帶手提電話回校。學生如有需要聯絡家長，可使用校務處外設置的電話。如遇緊急情況，校方會透過老師或校務處書記直接聯絡家長。
- (二) 學生如需攜帶手提電話回校，須遵守下列規定：
 - 每名學生獲編排一個「手提電話儲物櫃」。學生需自備鎖扣，及妥善保管鎖匙。
 - 學生必須於每天早上上課前(學校開放時間為上午七時十五分)自行把手提電話鎖進手提電話儲物櫃內，於放學後(下午四時五十五分前)取回，逾時即不獲受理。遲到生須把電話存放於學校辦事處。
 - 學生不得由他人代為存放或取回電話。
 - 學生在存放手提電話於儲物櫃前，必須將手提電話電源關上，以免因電話過熱引發火警。
 - 學生於午飯時間不可取回手提電話。學生如有需要於午飯時間聯絡家長，可使用校務處外設置的電話。
 - 學生須每日自律地把手提電話存放於儲物櫃內。如發現學生不依校規存放手提電話，將記缺點處分(此缺點不適用於「自新計劃」)。如發現學生於校內開啟或使用手提電話，則另交訓導委員會作額外懲處，嚴重者會記過處分(此紀錄不適用於「自新計劃」)。
 - 如有違規，除按上述處分外，校方可保管其電話及電話卡，直至該周後的下一個星期五由家長領回。
 - 校方只暫時保管學生的手提電話，如於期間有任何損失，校方概不負責。
 - 學生如於學年內再次違規，嚴重者會記過處分(此紀錄不適用於「自新計劃」)。
- (三) 學生如需攜帶智能手錶回校，亦必須於每天早上上課前自行把智能手錶鎖進手提電話儲物櫃內，於放學後(下午四時五十五分前)取回，逾時即不獲受理。如學生違規配戴智能手錶，校方將當違禁品處理。

請假規則

- (一) 凡學生請假，須由學生家長書面詳述原委，否則當曠課論。
- (二) 學生若因病告假，須由家長於上課前致電通知學校(電話：26561270)，待回校上課時，補呈請假信(附醫生證明書)，以清手續。
- (三) 學生若因事告假，必須在事前由家長致函學校詳述原委，待核准後方為有效。校方不接受外遊或探親之請假申請。
- (四) 每日早上回校前，必須留意有關天氣與交通情況等報告，如情況不適宜回校，可先致電校方請假，回校後再補呈請假信。若教育局通令學校停課，則不用回校，亦無須請假。

遲到及早退的處理

- (一) 凡未能在上課前回校，均作遲到論。遲到學生須於正門首先向領袖生或當值護衛員出示學生證，填寫遲到紀錄簿；並須填寫遲到表格，交予授課教師，方可進入課室上課。
- (二) 凡遲到超過一教節而無合理解釋者，則作曠課論。
- (三) 遲到學生如能提出合理解釋並附上證明文件（如醫生證明書）則作「合理原因遲到」；理由不充份者，將列作「不合理原因遲到」，並因應遲到時間長短接受相應處分。
- (四) 如學生於上學前未能依時回校，家長須於上課前（08:10前）致電校方具明原因，並於學生回校時（或翌日）呈交證明文件（如醫生證明書、家長信），以清手續。凡未按上述程序卻遲到的學生，校方將按校規懲處及列作「不合理原因遲到」。
- (五) 凡早退者必須到校務處填妥早退表格，由副校長或校務處行政主任加簽，於離校時交予校門當值護衛員存查。
- (六) 學生因事而須早退者，必須先行呈交家長簽署之請假信及有關證明文件，以備審核。
- (七) 學生於上課時間臨時有病或意外事故需離校者，必須有教職員在旁，以電話通知家長，等候家長到校陪同離開；若臨時有特別事故需要離校者，必須親到校務處請示。上述早退者均須於回校時補交請假信。

退學規則

如學生中途退學，家長須於學生缺課兩星期內到校呈交退學信及辦理退學手續。

緝物須知

- (一) 如學生攜帶任何與課程無關之書刊物品回校，校方有權暫時沒收。
- (二) 校方將通知家長在指定日期內到校領回該子弟被沒收之書刊物品，如待領逾期，任何遺失，校方概不負責。

考試規則（包括中三級全港性系統評估 TSA）

- (一) 每節考試前七分鐘響預備鈴（第一節則為十分鐘），考生應即攜備應試文具等進入試場。所有書簿雜物應放入書包內，扣緊袋口，並擺置在座椅下。一經進入試場，無論何時均不得向場內教師或同學借文具物品。
- (二) 每次考試，考生應按照所編定之試場及座位就座。
- (三) 考生於開考鐘聲響後始進入試場者，一律列作遲到處理。
- (四) 開考前，考生應按照監考教師之指示，在答題卷上填寫各項目，此包括科目、班級及班號，但不必填寫考生姓名。
- (五) 監考老師未宣佈開考前，考生不得開始作答或翻閱試題。
- (六) 開始作答時，考生應首先檢查試題紙頁數；如發覺誤派試題或試題頁數不符，又或印刷模糊，考生應舉手示意，在得到監考教師允許後發問。

- (七) 考試進行時，下列舉例事項更須嚴格遵守：
1. 考生應絕對保持肅靜，盡力作答。
 2. 不得交頭接耳、左顧右盼、喧嘩談話，或向他人借用文具等。
 3. 不得有抄襲、夾帶、偷閱、傳遞、打手勢等作弊行為。
 4. 不得設法利便他人抄襲。
 5. 未經監考教師准許，不得從書包內拿取任何物品（包括文具）。
 6. 如考生攜帶手提電話或任何電子器材*，必須在進入校園前完全關機（包括響鬧及預設的自動重啟功能），並於開考前將該設備放置於座椅下方，讓監考老師清楚看見的位置。考生有責任確保該設備在整個考試期間保持靜音，並處於關機狀態。如設備於考試期間發出聲響、震動，或螢幕亮起，將被視為違規。違規者將面臨訓導處分、該科目扣分，或甚至被取消整個考試的成績。
 7. 在試卷派發後，若發現考生於書桌上、抽屜內、身上或衣物內藏有違規物品，例如書籍、字典、溫習筆記（不論是印刷或電子版本）、以往考試試卷，或任何電子器材*，將被視為違規。違規者將面臨訓導處分、該科目扣分，或甚至被取消整個考試的成績。
 8. 考生不得攜帶任何已書寫或未書寫之答題簿或答題紙離開試場。
 9. 考生必須於監考教師宣佈完卷時立即停筆。
- (八) 所有考生，於整段考試時間，均不准提早交卷離場。考試完結時，一經監考教師宣佈，須立即停筆，靜候教師收集答卷。待宣佈後，考生方可離開試場。
- (九) 考生於考試期間，應按照考試時間到試場應試。全日無需應考者，則該日無需回校。
- (十) 在考試期間，如教育局或本校宣佈停課（例如颱風或天氣惡劣情況等），該日所考之科目將押後另訂日期再考，其他科目則依照原定之考試時間表進行。
- (十一) 在考試期內，所有同學必須保持肅靜，未得體育老師同意，不得進行任何球類或體育活動。
- (十二) 凡因病不能參加考試之學生，均須先由家長代為請假（用電話通知校務處），於病癒回校時呈交註冊醫生簽署之證明書，否則作曠課缺考論。
- (十三) 本校並不設立補考制度。
- (十四) 如符合請病假之程序，校方會於成績表的評語欄寫上其缺席之合理原因，內容請參考英文版。
- (十五) 缺席考試對測考分數之影響請參考英文版。
- (十六) 如學生之出席率未達準則，校方可取消其考試資格及/或著該生留級。如某科之出席率未達準則，校方亦可取消其參加該科考試之資格，而該科成績作「0」分計。
- (十七) 凡觸犯上列規則，將按情輕重，予以懲處。如有需要，將參考香港考試及評核局有關中學文憑試之守則及處分方式處理。
- (十八) 全年評核總平均不及格者，原則上須留級（惟因留級之學額有限，將依成績及操行定奪，(部份學生可准予試升)，如在同一級留級一次以上者，

或不同級先後兩次留級者，校方有權著其自動退學，凡英文科不及格者，而總平均分達升級要求，均列作試升。

(十九) 以上規則一至十六條亦適用於期中測驗。

(二十) 本規則如有未盡善之處，校方可增刪修正，另行通告。

* 電子器材包括平板電腦、手提電話、多媒體播放器、電子字典、具文字顯示功能的手錶、智能手錶、無線耳機或其他穿戴式附有通訊或資料貯存功能之科技用品等

圖書館守則

(一) 使用圖書館：

1. 不准攜帶書包進入圖書館範圍內。請將書包及手提袋放於書包架上，貴重物品請自行妥善保管。
2. 請保持安靜，館內嚴禁任何高聲談話、飲食或遊戲。
3. 館內一切設備請保持完好、整潔，不可以弄污或毀壞。
4. 不得撕毀或塗污圖書館內任何資料。如有遺失或破損，讀者須照價賠償。
5. 如欲借用圖書館資料，讀者必須在借書處辦理借出手續。
6. 閱讀完的圖書請放回書車或書架的原位上。
7. 倘若同學未能遵守應有秩序和紀律，相關違反校規之事宜，一律交予學校訓導組來處理。

(二) 借還圖書：

1. 學生借書時，請出示學生證。
2. 借書期限：兩星期（以蓋印為準）。
3. 每位同學最多可同時借用六項資料（包括書、光碟）。
4. 電子圖書沒有借用上限。
5. 遲還圖書需繳交罰款，以上課日數計算，每本每天五角。
6. 讀者在離開圖書館前，必須確保所借出的資料是完整無缺。
7. 借書人如遺失或損壞資料，應立即通知圖書館職員，及自行購回該資料。若由圖書館購買遺失的資料，除支付現在的書價，另需照書價百分之二十繳交附加費。若一冊或全套資料遺失或受破壞，必需購回全套資料。

(三) 使用電子閱讀器：

1. 不得瀏覽論壇、遊戲網頁、留言板或網上日記等與學習無關的網頁。
2. 不得觀看網上短片、漫畫等。
3. 不得擅自更改電子閱讀器的桌布、螢幕保護程式及瀏覽器的首頁。

浮動班規則

1. 學生必須單行列隊前往上課地點，並保持肅靜。
2. 教師未進入課室前，學生不得擅進課室。
3. 離開課室後，不得折返課室取物，以免造成騷擾。
4. 不得擅自取用或移動他人之物品。

實驗室及特別室規則

- (一) 學生往返實驗室/特別室時必須單行列隊，並保持肅靜。
- (二) 未得教師許可，學生不得進入或離開實驗室／特別室。
- (三) 學生須依照課任老師之指示就座，遵守紀律，免生意外。
- (四) 學生不得在實驗室飲食、追逐或嬉戲。
- (五) 禁止擅作任何實驗、觸摸或移取任何儀器、工具、化學物品及設備。
- (六) 在使用化學品時避免用手觸摸眼、鼻和口部，並在完成實驗後洗手。
- (七) 遇有意外發生，或儀器、工具損壞等情形，應立即向老師報告。
- (八) 禁止擅進實驗室技術員工作室。
- (九) 實驗完畢後，立即將所有工具及儀器放回原位。
- (十) 所有工具及儀器必須小心使用；如有損毀，校方有權要求賠償。

課外活動守則

- (一) 課外活動的種類: 社際活動(社際比賽、陸運會)、學會活動、班會活動、校際比賽、全校大型活動(旅行日、英文週、中國文化週、聖誕聯歡日)。
- (二) 參與課外活動通則:
 1. 學生參與課外活動前必須考慮個別興趣及所能付出之時間，量力而為。
 2. 凡參與活動者，須得家長同意。課外活動須簽署由校方發出之家長信回條。
 3. 學生參與課外活動時應服從導師的指導。
 4. 學生參與課外活動應抱正確態度，包括守紀律、守時、負責任、愛惜公物。
 5. 除經校方批准外，學生參與課外活動必須穿著整齊校服、制服或體育服裝。
 6. 學生若因事缺席，須事前呈交家長信詳述理由，否則作曠課論。如因病缺席者，須首先以電話知會校方或負責老師，並於回校時呈交請假信及有關證明文件。
 7. 遇有特別事故(留堂、補課等)致未能出席者，須事前知會有關老師，以作安排。
- (三) 優點及服務獎
凡熱心參與及幫助推動課外活動的學生、表現優良的服務生、校外比賽獲成就的學生；經老師提名，由訓導委員會或課外活動委員會審批；可獲服務獎或優點作表揚。

本校會按實際需要適時修改上述校規，並對其內容保留解釋的權利。

Examination and term test

1. Marks allocation

- There are two terms in each school year. For the first term, there is a First-term Test (FTT) and a Half-yearly Examination (HYE). For the second term, there is a Second-term Test (STT) and an Annual Examination (AE). S6 classes have AE and FTT only.
- Marks allocated to subjects & papers in term tests and examinations are listed below:

S1 – 2	HYE / AE	FTT / STT
English Language	Total: 250 marks	Total: 100 marks
Paper 1 General English	85 marks	100 marks
Paper 2 Writing	50 marks	-----
Paper 3 Listening	75 marks	-----
Paper 4 Speaking	40 marks	-----
中國語文	Total: 200 marks	Total: 100 marks
卷一 閱讀	80 marks	100 marks
卷二 寫作	80 marks	-----
卷三 聆聽	20 marks	-----
卷四 說話	20 marks	-----
普通話	Total: 50 marks	-----
Mathematics	Total: 200 marks	Total: 100 marks
Paper 1	130 marks	100 marks
Paper 2 (Multiple Choices)	70 marks	-----
公民、經濟與社會	S1: 100 marks S2: 50 marks	S1: 100 marks S2: -----
中國歷史	100 marks	100 marks
Integrated Science	200 marks	100 marks
History	100 marks	100 marks
Geography	100 marks	100 marks
Biblical Knowledge	50 marks	-----
Design & Technology	50 marks	-----
Home Economics	50 marks	-----
S3	HYE / AE	FTT / STT
English Language	Total: 300 marks	Total: 100 marks
Paper 1 General English	105 marks	100 marks
Paper 2 Writing	60 marks	-----
Paper 3 Listening	90 marks	-----

Paper 4 Speaking	45 marks	-----
中國語文	Total: 300 marks	Total: 100 marks
卷一 閱讀	120 marks	100 marks
卷二 寫作	120 marks	-----
卷三 聆聽	30 marks	-----
卷四 說話	30 marks	-----
普通話	Total: 50 marks	-----
Mathematics	Total: 300 marks	Total: 100 marks
Paper 1	195 marks	FTT: Paper 1 = 100 marks STT: Paper 1 + 2 = 100 marks
Paper 2 (Multiple Choices)	105 marks	
中國歷史	100 marks	100 marks
History	100 marks	100 marks
Geography	100 marks	100 marks
Economics & Society	100 marks	100 marks
IS 1 (Physics)	100 marks	100 marks
IS 2 (Chemistry)	100 marks	100 marks
IS 3 (Biology)	100 marks	100 marks
Biblical Knowledge	50 marks	-----
Design & Technology	50 marks	-----
Home Economics	50 marks	-----
S4-6*	HYE / AE	FTT / STT
English Language	Total: 250 marks	Total: 100 marks
中國語文	Total: 200 marks	Total: 100 marks
Mathematics	Total: 200 marks	Total: 100 marks
公民與社會發展	Total: 75 marks	Total: 50 marks
Elective subject one	Total: 100 marks	Total: 100 marks
Elective subject two	Total: 100 marks	Total: 100 marks
Elective subject three	Total: 100 marks	Total: 100 marks
Mathematics Extended Module 1 or 2	Total: 100 marks	Total: 100 marks
Japanese (S5 – S6)	Total: 50 marks	Total: 50 marks

* The table shows only the total marks of subjects. For the marks allocated to each subject paper, teachers will inform the students in the beginning of the school year.

- c. Students' performance in Visual Art, Physical Education, Computer Literacy, Music and Project Learning is reported as grades instead of marks.
- d. Promotion, position in form and the awarding of some scholarships are based on Annual Assessment. The compositions of students' score in Term Tests, Half-

yearly Examination, Annual Examination and Annual Assessment are listed below:

e. Proportion of examinations and tests:

Subjects	Continuous assessment (%)	Term test scores (FTT) %	Exam scores (HYE) %	Term test scores (STT) %	Exam scores (AE) %
中國語文	0	20	80	20	80
English Language	S1-2: 14 S3:11.7 S4-5: 16	S1-2: 16 S3:16.7 S4-5: 10	S1-2: 70 S3: 71.6 S4-5: 74	S1-2: 16 S3: 16.7 S4-5: 10	S1-2: 70 S3: 71.6 S4-5: 74
Maths	0	20	80	20	80
M1 & M2	10	20	70	20	70
公民與社會發展	S4-5: 10	20	S4-5: 70	20	S4-5: 70
普通話	HYE: 0 AE: 20		HYE:100 AE: 80		HYE:100 AE: 80
中國文學	0	20	80	20	80
Physics	S3: 5 S4-5: 0	20	S3: 75 S4-5: 80	20	S3: 75 S4-6: 80
Chemistry	0	20	80	20	80
Biology	10	20	70	20	70
Integrated Science	10	20	60 Practical: 10	20	60 Practical: 10
Geography	S1-3: 10 S4-5: 0	S1-3: 20 S4-5: 20	S1-3: 70 S4-5: 80	S1-3: 20 S4-5: 20	S1-3: 70 S4-6: 80
History	S1-3: 10 S4-5: 0	S1-3: 20 S4-5: 20	S1-3: 70 S4-5: 80	S1-3: 20 S4-5: 20	S1-3: 70 S4-5: 80
公民、經濟與社會	S1-2: 0	S1: 20	S1: 80 S2: 100	S1: 20	S1: 80 S2: 100
Economics	10	20	70	20	70
Economics & Society	0	20	80	20	80
中國歷史	S1-3: 20 S4-5: 0	S6: 20	S1-3: 60 S4-5: 80	S1-5: 20	S1-3: 60 S4-6: 80
Biblical Knowledge	S1-2: 30 S3: 20		S1-2: 70 S3: 80		S1-2: 70 S3: 80

Subjects	Continuous assessment (%)	Term test scores (FTT) %	Exam scores (HYE) %	Term test scores (STT) %	Exam scores (AE) %
CY/ICT	0	S4-5: 20	S1-3 : grades are given S4-5 : 80	S4-5 : 20	S1-3 : grades are given S4-6: 80
BAFS	0	20	80	20	80
D&T	30		70		70
HE	30		70		70
Japanese (S5-6)	0	20	80	20	80

Continuous assessment may include quizzes, dictations, projects, exercises and book reports. Its composition varies among subjects. Please contact relevant subject teachers for more details. Please note that the maximum proportion of continuous assessment score, which is 20%, does not apply to Home Economics, Design & Technology, and S1 – S2 Biblical Knowledge.

2. Absence from examination and term test

- Students who are absent from any examinations or term tests will not be offered any make-up examination or test, no matter what the cause of absence is.
- The mark “ABS” would replace the score in the Examination Report for those students who are absent in the examination of the subject. It will be taken as zero marks in the calculation of the average and total scores.
- Absent students’ overall position in form and position in form of the subject missed will be presented as “-----” in the Student Reports or result slips. However, for the examinations of multi-paper subjects like Chinese Language or English Language, overall position in form and position in form of the subject missed will still be shown as long as students attempt any one of the multiple papers.
- For those students who are absent from examination or term test with legitimate reasons (e.g. sickness, injury) supported by appropriate documents, discretion may be given to them during promotion and streaming.

3. Returning marked scripts to students

- Marked scripts of term tests and examinations are distributed to students during review of examination scripts. Students are expected to keep them for future revision.
- This practice applies to all forms and all students. No application from students or parents is required.
- Request for re-marking or mark amendment will not be considered once marked scripts have been distributed to students, even if marking mistakes are found in the marked scripts.
- Uncollected marked scripts will be disposed of in the next academic year.

Homework submission

1. Unless specified, all S.1 -3 students should submit their homework to subject monitors before the morning preliminary bell. Starting from the second Day 1 of the school year, homework submitted later than the morning preliminary bell will be considered as late homework. For S4 – 6 students, they should submit their homework at or before the time and date specified by subject teachers.
2. In addition to receiving a late homework record, students who submit homework late have to attend the homework make-up class after school. The name list of students who have to attend homework make-up class is posted daily on the bulletin board of Discipline Committee. All students must pay attention to the name list posted.
3. To ensure they have adequate time for submitting homework, S1 – 3 students should reach their classrooms 5 minutes before the morning preliminary bell.
4. If students are late for school and therefore cannot submit their homework punctually, they should submit their homework to subject teachers themselves within the day. The subject teachers will inform School Office to cancel the student's late homework record.
5. The homework make-up class is held from 3:45 to 5:15pm. Students who are late more than 5 minutes and have no reasonable excuses will be punished.
6. Students should explain the homework lateness to their parents during recess or lunch time. The teaching assistant who monitors the make-up class will inform the parents by writing a message in the Student Handbooks as well. Parents who have registered for the eClass App will also receive an electronic notice by mobile phone. For enquiry, please contact the School Office at 26561270.
7. Students who cannot attend the homework make-up class for home affairs (e.g. private tutorial & training) should apply for exemption at School Office. Absentees are required to attend another homework make-up class on the next school day. First absence from the homework make-up class without approval in advance will lead to deduction of 2 conduct marks, while further absence will lead to a blemish record.
8. There are no homework make-up classes for the 5 school days prior to and following school examinations and term tests.

Adverse weather (Typhoon, rainstorm & cold surge) & emergency

1. Under adverse weather conditions, parents should refer to the weather forecast and related announcements through radio or television before sending their children to school. They should also refer to the latest announcement from school through Eclass Apps and school website.
2. School will be suspended when (a) tropical cyclone warning signal 8 or above is hoisted after 5:30 a.m., (b) red or black rainstorm warning signal is hoisted between 5:30 and 8:00 a.m., or (c) school suspension is announced by Education Bureau(EDB).
3. When school is suspended, those students who have not set out for school should stay at home.
4. If students are on their way to school or have arrived at school when school is suspended, the School will keep the campus open and staffed until proper arrangements are made for students to return home when the conditions are safe.
5. When school is resumed after suspension, parents have the discretion, in considering the district weather and traffic conditions, on whether to send their children to school on the same day or not. Parents are required to inform the School by telephone if they decide to keep their children at home.
6. If school is suspended during examinations or term tests, the day when school resumes will follow the original examination or term test timetables, and examinations and term tests missed will be rearranged afterwards.
7. If students live in the low-lying areas, e.g. the Northern New Territories, parents are required to pay attention to the flooding announcements made by the Hong Kong Observatory, and to make a decision on sending their children to school or not. For students at school, they should contact their parents after school, and return home when the conditions are safe.
8. In case of adverse weather without the Education Bureau making any announcement on school suspension, parents still have the discretion, in considering the district weather and traffic conditions, on sending their children to school or not. Parents are required to inform the School Office about their arrangement.
9. If adverse weather or emergency makes the school campus potentially hazardous to students, school may be suspended and students have to go home immediately. Such decision will be announced through Eclass Apps, school webpage, radio or television.

Parent-School communication

Date	Message	Parent's signature	Teacher's signature

Date	Message	Parent's signature	Teacher's signature

Date	Message	Parent's signature	Teacher's signature

Template of letters applying for sick leave and casual leave

[Date]

Dear Mr/Ms. _____ ***[Class Teacher's last name]***,

I am writing to request ***[sick/casual]*** leave for ***[my child's class, class number and name]*** on ***[date]*** / from ***[start date]*** to ***[end date]*** due to ***[brief explanation, e.g. his/her illnesses/ medical appointment, piano exam]***. Please find attached the relevant ***[medical etc.]*** documentation to support our request.

Thank you for your understanding.

Yours sincerely,

[Parent's/Guardian's Signature]

[Parent's/Guardian's Name]

學生請假信範本

敬啟者：

小兒 / 女 〈姓名〉 現就讀中____班， 於 〈請假日期〉 至 〈請假日期〉 期間，因 〈申述請假理由〉 未能回校上課。現特修函，請給予病 / 事假 _____ 天 / 節，敬希批准。隨函附上 〈證明文件如註冊醫生證明信〉 副本以資證明。

此致

王肇枝中學

(家長 / 監護人簽署)

(家長 / 監護人姓名)

年 月 日

Planner

Weekly Plan		Knowing yourself is the beginning of all wisdom. (Aristotle)
	Day	
Mon 1		First day of school year. Timetable on p.9 effective. SEP 2025
Tue 2	1	Timetable on p.9 effective.
Wed 3	2	Timetable on p.9 effective.
Thu 4	3	
Fri 5	4	
Sat 6		
Sun 7		
Remark		

Weekly Plan		Begin with the ends in mind. (Stephen Covey)
	Day	
Mon 8	5	
		SEP
Tue 9	6	
Wed 10	7	
Thu 11	1	
Fri 12	2	
Sat 13		
Sun 14		
Remark		

Weekly Plan		It's not that I'm so smart, it's just that I stay with problems longer. (Albert Einstein)
	Day	
Mon 15	3	SEP
Tue 16	4	
Wed 17	5	
Thu 18	6	
Fri 19	7	
Sat 20		
Sun 21		
Remark		

Weekly Plan		Success usually comes to those who are too busy to be looking for it. (Henry David Thoreau)
	Day	
Mon 22	1	
		SEP
Tue 23	2	
Wed 24	3	(PM) Annual House Meeting [Special timetable effective]
Thu 25	4	
Fri 26	5	
Sat 27		
Sun 28		
Remark		

Weekly Plan		以力服人者，非心服也；以德服人者，心悅而誠服矣。(孟子)
	Day	
Mon 29	6	
Tue 30	7	
Wed 1		The National Day OCT
Thu 2	1	
Fri 3	2	(PM) General Meeting of Students' Association [Special timetable effective]
Sat 4		
Sun 5		
Remark		

Weekly Plan		Cleverness is doing the thing right, wisdom is doing the right thing. (Anonymous)
	Day	
Mon 6	3	
		OCT
Tue 7		The day following the Chinese Mid-Autumn Festival
Wed 8	4	
Thu 9	5	
Fri 10	6	S4-S5 Mentoring Scheme (LBS); S6 Special Program in PM
		No school for S1 – S3 students in PM
Sat 11		
Sun 12		
Remark		

Weekly Plan		I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel. (Maya Angelou)
	Day	
Mon 13	7	OCT
Tue 14	1	
Wed 15	2	
Thu 16	3	
Fri 17	4	
Sat 18		
Sun 19		
Remark		

Weekly Plan		Those who disregard discipline despise themselves, but the one who accepts correction gains understanding. (Proverbs 15:32)
	Day	
Mon 20	5	OCT
Tue 21	6	
Wed 22	7	
Thu 23		First Term Test
Fri 24		First Term Test
Sat 25		
Sun 26		
Remark		

Weekly Plan		We are all in the gutter, but some of us are looking at the stars. (Oscar Wilde)
	Day	
Mon 27		First Term Test OCT
Tue 28		First Term Test
Wed 29		Chung Yeung Festival
Thu 30	1	
Fri 31	2	
Sat 1		NOV
Sun 2		
Remark		

Weekly Plan		If you tell the truth, you don't have to remember anything. (Mark Twain)
	Day	
Mon 3	3	NOV
Tue 4	4	
Wed 5	5	
Thu 6		Picnic Day
Fri 7		Special holiday after Picnic Day
Sat 8		
Sun 9		
Remark		

Weekly Plan		A bird that you set free may be caught again, but a word that escapes your lips will not return. (Jewish Proverb)
	Day	
Mon 10	6	NOV
Tue 11	7	
Wed 12	1	
Thu 13	2	
Fri 14	3	S1-S3 Mentoring Scheme (LBS) No school for S4 – S6 students in PM
Sat 15		
Sun 16		
Remark		

Weekly Plan		The price of greatness is responsibility. (Winston Churchill)
	Day	
Mon 17	4	NOV
Tue 18	5	
Wed 19	6	First rehearsal of Speech Day (Afterschool)
Thu 20	7	
Fri 21	1	
Sat 22		
Sun 23		
Remark		

Weekly Plan		我只有一件事，就是忘記背後，努力面前的，向著標竿直跑，要得神在基督耶穌裡從上面召我來得的獎賞。 (腓立比書 3:13-14)
	Day	
Mon 24	2	NOV
Tue 25	3	
Wed 26	4	Dress rehearsal of Speech Day (Afterschool)
Thu 27	5	
Fri 28		Speech Day
Sat 29		
Sun 30		
Remark		

Weekly Plan		天下興亡，匹夫有責。(顧炎武)
	Day	
Mon 1	6	DEC
Tue 2	7	
Wed 3	1	
Thu 4	2	
Fri 5	3	
Sat 6		
Sun 7		
Remark		

Weekly Plan		Patience is not simply the ability to wait, it's how we behave while we're waiting. (Joyce Meyer)
	Day	
Mon 8		Day after the LegCo election DEC
Tue 9	4	
Wed 10	5	
Thu 11	6	
Fri 12	7	
Sat 13		
Sun 14		
Remark		

Weekly Plan		Be so busy improving yourself that you have no time to criticize others. (Indian Proverb)
	Day	
Mon 15	1	DEC
Tue 16	2	
Wed 17	3	
Thu 18	4	
Fri 19	5	Singing Contest. Refer to the timetable on p.8
Sat 20		
Sun 21		
Remark		

Weekly Plan		For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life. (Bible)
	Day	
Mon 22		Christmas Celebration (No school in PM)
		DEC
Tue 23		Christmas & New Year Holidays (23/12/2025 – 3/1/2026)
Wed 24		Christmas & New Year Holidays
Thu 25		Christmas & New Year Holidays
Fri 26		Christmas & New Year Holidays
Sat 27		
Sun 28		
Remark		

Weekly Plan		道吾好者是吾賊，道吾惡者是吾師。(增廣賢文)
	Day	
Mon 29		Christmas & New Year Holidays DEC
Tue 30		Christmas & New Year Holidays
Wed 31		Christmas & New Year Holidays
Thu 1		Christmas & New Year Holidays JAN 2026
Fri 2		Christmas & New Year Holidays
Sat 3		Christmas & New Year Holidays
Sun 4		
Remark		

Weekly Plan		Long-term consistency trumps short-term intensity. (Bruce Lee)
	Day	
Mon 5	6	
Tue 6	7	Interim Review Meeting (No school in PM)
Wed 7	1	S1-5 Half Yearly Examination
Thu 8	2	S1-5 Half Yearly Examination
Fri 9	3	S1-5 Half Yearly Examination
Sat 10		
Sun 11		
Remark		

Weekly Plan		If you're too open-minded; your brains will fall out. (Lawrence Ferlinghetti)
	Day	
Mon 12	4	S1 – 5 Half-yearly Examination JAN
Tue 13	5	S1 – 5 Half-yearly Examination
Wed 14		S1 – 5 Half-yearly Examination S6 Study Period (No school for S6 students)
Thu 15		S1 – 5 Half-yearly Examination S6 Study Period (No school for S6 students)
Fri 16		S1 – 5 Half-yearly Examination S6 Study Period (No school for S6 students)
Sat 17		
Sun 18		
Remark		

Weekly Plan		It is more blessed to give than to receive. (Philippians 2:4)
	Day	
Mon 19		S1-5: Review of exam scripts
		S6 Study Period (No school for S6 students)
		JAN
Tue 20		S1-5: Review of exam scripts
		S6 Study Period (No school for S6 students)
Wed 21		S1-5: Review of exam scripts
		S6 Annual Examination
Thu 22		S1-5: Review of exam scripts
		S6 Annual Examination
Fri 23		S1-5: Review of exam scripts
		S6 Annual Examination
Sat 24		
Sun 25		
Remark		

Weekly Plan		Most people do not really want others to have freedom of speech, they just want others to be given the freedom to say what they want to hear. (Anonymous)
	Day	
Mon 26	6	S6 Annual Examination
		JAN
Tue 27	7	S6 Annual Examination
Wed 28	1	S6 Annual Examination
Thu 29	2	S6 Annual Examination
Fri 30	3	S6 Annual Examination
Sat 31		
Sun 1		FEB
Remark		

Weekly Plan		有才而性緩，定屬大才；有智而氣和，斯為大智。人褊急，我受之以寬容；人險厭，我持之以坦蕩。（李叔同）
	Day	
Mon 2	4	S6 Annual Examination
		FEB
Tue 3	5	S6 Annual Examination
Wed 4	6	S6 Annual Examination
Thu 5	7	S6 Annual Examination
Fri 6	1	Marking Day for S6 AE (No school for S6 students)
Sat 7		
Sun 8		Parents' Day
Remark		

Weekly Plan		君子欲訥於言而敏於行。(孔子)
	Day	
Mon 9		Special holiday after Parent's Day FEB
Tue 10	2	
Wed 11	3	
Thu 12	4	
Fri 13	5	Last school day of S6
Sat 14		
Sun 15		
Remark		

Weekly Plan		Experience is not what happens to you; it's what you do with what happens to you. (Aldous Huxley)
	Day	
Mon 16		Lunar New Year Holidays
		FEB
Tue 17		Lunar New Year Holidays
Wed 18		Lunar New Year Holidays
Thu 19		Lunar New Year Holidays
Fri 20		Lunar New Year Holidays
Sat 21		
Sun 22		
Remark		

Weekly Plan		多行不義必自斃。(左傳)
	Day	
Mon 23		Lunar New Year Holidays FEB
Tue 24		Lunar New Year Holidays
Wed 25		Lunar New Year Holidays
Thu 26	6	
Fri 27	7	S4-S5 Mentoring Scheme (LBS) No school for S1 – S3 students in PM
Sat 28		
Sun 1		MAR
Remark		

Weekly Plan		It's a rare person who wants to hear what he doesn't want to hear. (Dick Cavett)
	Day	
Mon 2	1	MAR
Tue 3	2	
Wed 4	3	
Thu 5	4	
Fri 6		Activity Day
Sat 7		
Sun 8		
Remark		

Weekly Plan		Seek first to understand, then to be understood. (Stephen R. Covey)
	Day	
Mon 9	5	
		MAR
Tue 10	6	
Wed 11	7	
Thu 12	1	
Fri 13	2	
Sat 14		
Sun 15		
Remark		

Weekly Plan		心善淵，與善仁，言善信…（老子）
	Day	
Mon 16	3	MAR
Tue 17	4	
Wed 18		Athletic Meet
Thu 19		Athletic Meet
Fri 20		Special holiday after Athletic Meet
Sat 21		
Sun 22		
Remark		

Weekly Plan		Each of you should look not only to your own interests, but also to the interests of others. (Philippians 2:4)
	Day	
Mon 23	5	MAR
Tue 24	6	
Wed 25	7	
Thu 26	1	
Fri 27	2	Second Term Test
Sat 28		
Sun 29		
Remark		

Weekly Plan		If you want children to keep their feet on ground, put some responsibility on their shoulders. (Abigail V. Buren)
	Day	
Mon 30		Easter Holidays
Tue 31		Easter Holidays
Wed 1		Easter Holidays
		APR
Thu 2		Easter Holidays
Fri 3		Easter Holidays
Sat 4		Easter Holidays
Sun 5		Easter Holidays
Remark		

Weekly Plan		When you forgive, you in no way change the past but you sure do change the future. (Bernard Meltzer)
	Day	
Mon 6		The day following the Ching Ming Festival APR
Tue 7		Easter Holidays
Wed 8	3	
Thu 9		Second Term Test
Fri 10		Second Term Test
Sat 11		
Sun 12		
Remark		

Weekly Plan		Where there is no law, there is no freedom. (John Locke)
	Day	
Mon 13		Second Term Test APR
Tue 14		Second Term Test
Wed 15	4	
Thu 16	5	
Fri 17	6	S1-S3 Mentoring Scheme (LBS) No school for S4 – S5 students in PM
Sat 18		
Sun 19		
Remark		

Weekly Plan		Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom. (Viktor E. Frankl)
	Day	
Mon 20	7	APR
Tue 21	1	
Wed 22	2	
Thu 23	3	
Fri 24	4	
Sat 25		
Sun 26		
Remark		

Weekly Plan		I can do all things through Christ who gives me strength. (Philippians 4:13)
	Day	
Mon 27	5	APR
Tue 28	6	S3 Territory-wide System Speaking Assessment*
Wed 29	7	S3 Territory-wide System Speaking Assessment*
Thu 30	1	
Fri 1		The Labour Day
Sat 2		
Sun 3		
Remark		

Weekly Plan		Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen. (Winston S. Churchill)
	Day	
Mon 4	2	MAY
Tue 5	3	
Wed 6	4	
Thu 7	5	
Fri 8	6	
Sat 9		
Sun 10		
Remark		

Weekly Plan		Only those who dare to fail greatly can ever achieve greatly. (Robert F. Kennedy)
	Day	
Mon 11	7	MAY
Tue 12	1	
Wed 13	2	
Thu 14	3	
Fri 15	4	Annual Evaluation pre-meeting. No school in PM.
Sat 16		
Sun 17		
Remark		

Weekly Plan		Empathy is about standing in someone else's shoes, feeling with their heart, seeing with their eyes. (Daniel H. Pink)
	Day	
Mon 18	5	MAY
Tue 19	6	
Wed 20	7	
Thu 21	1	
Fri 22	2	Annual Evaluation meeting. No school in PM.
Sat 23		
Sun 24		
Remark		

Weekly Plan		I speak to everyone in the same way, whether he is the garbage man or the president of the university. (Albert Einstein)
	Day	
Mon 25		The day following the Birthday of the Buddha MAY
Tue 26	3	
Wed 27	4	
Thu 28	5	
Fri 29	6	
Sat 30		
Sun 31		
Remark		

Weekly Plan		書山有路勤為徑，學海無涯苦作舟。(韓愈)
	Day	
Mon 1	7	JUN
Tue 2	1	
Wed 3	2	
Thu 4	3	
Fri 5	4	
Sat 6		
Sun 7		
Remark		

Weekly Plan		Whoever is careless with the truth in small matters cannot be trusted with important matters. (Albert Einstein)
	Day	
Mon 8		Staff Development Day. (No school for students)
		JUN
Tue 9		S1-5 Annual Examination
Wed 10		S1-5 Annual Examination
Thu 11		S1-5 Annual Examination
Fri 12		S1-5 Annual Examination
Sat 13		
Sun 14		
Remark		

Weekly Plan		All hard work brings a profit, but mere talk leads only to poverty. (Proverbs 14:23)
	Day	
Mon 15		S1-5 Annual Examination
		JUN
Tue 16		S1-5 Annual Examination
Wed 17		S1-5 Annual Examination / S3 Territory-wide System Assessment
Thu 18		S1-5 Annual Examination / S3 Territory-wide System Assessment
Fri 19		Tuen Ng Festival
Sat 20		
Sun 21		
Remark		

Weekly Plan		孤雲出岫，去留一無所繫。朗鏡懸空，靜躁兩不相干。（洪應明）
	Day	
Mon 22		S1-5 Annual Examination
		JUN
Tue 23		S1-5 Annual Examination
Wed 24		S1-5 Annual Examination
Thu 25		S1 – 5: Review of exam scripts
Fri 26		S1 – 5: Review of exam scripts
Sat 27		
Sun 28		
Remark		

Weekly Plan		If you want to go fast, go alone. If you want to go far, go together. (African Proverb)
	Day	
Mon 29		S1 – 5: Review of exam scripts
Tue 30		S1 – 5: Review of exam scripts
Wed 1		The HKSAR Establishment Day
Thu 2		Post Examination Activities
Fri 3		Post Examination Activities
Sat 4		
Sun 5		
Remark		

Weekly Plan		You cannot do a kindness too soon because you never know how soon it will be too late. (Ralph Waldo Emerson)
	Day	
Mon 6		Post Examination Activities
Tue 7		Post Examination Activities
Wed 8		Post Examination Activities
Thu 9		Post-examination Activities
Fri 10		Post-examination Activities
Sat 11		
Sun 12		
Remark		

Weekly Plan		未覺池塘春草夢，階前梧葉已秋聲。（朱熹）
	Day	
Mon 13		Last day of school year JUL
Tue 14		Summer Vacation
Wed 15		Summer Vacation
Thu 16		Summer Vacation
Fri 17		Summer Vacation
Sat 18		Summer Vacation
Sun 19		Summer Vacation
Remark		

Weekly Plan		The best answer comes from the person who is not angry. (Arabian proverb)
	Day	
Mon 20		Summer Vacation
		JUL
Tue 21		Summer Vacation
Wed 22		Summer Vacation
Thu 23		Summer Vacation
Fri 24		Summer Vacation
Sat 25		Summer Vacation
Sun 26		Summer Vacation
Remark		

Weekly Plan		A beautiful person is someone who stays true to themselves and their spirit; someone who is self-confident and can make you smile. (Helena Christensen)
	Day	
Mon 27		Summer Vacation
		JUL
Tue 28		Summer Vacation
Wed 29		Summer Vacation
Thu 30		Summer Vacation
Fri 31		Summer Vacation
Sat 1		Summer Vacation
Sun 2		Summer Vacation
Remark		

Weekly Plan		Come to me, all you who are weary and burdened, and I will give you rest. (Matthew 11:28)
	Day	
Mon 3		Summer Vacation
		AUG
Tue 4		Summer Vacation
Wed 5		Summer Vacation
Thu 6		Summer Vacation
Fri 7		Summer Vacation
Sat 8		Summer Vacation
Sun 9		Summer Vacation
Remark		

Weekly Plan		誰言寸草心，報得三春暉。(孟郊)
	Day	
Mon 10		S1-5 Summer Vacation / Beginning of term for S6
		AUG
Tue 11		S1-5 Summer Vacation
Wed 12		S1-5 Summer Vacation
Thu 13		S1-5 Summer Vacation
Fri 14		S1-5 Summer Vacation
Sat 15		S1-5 Summer Vacation
Sun 16		S1-5 Summer Vacation
Remark		

Weekly Plan		The world is a book and those who do not travel read only one page. (St. Augustine)
	Day	
Mon 17		S1-5 Summer Vacation
		AUG
Tue 18		S1-5 Summer Vacation
Wed 19		S1-5 Summer Vacation
Thu 20		S1-5 Summer Vacation
Fri 21		S1-5 Summer Vacation
Sat 22		S1-5 Summer Vacation
Sun 23		S1-5 Summer Vacation
Remark		

Weekly Plan		Aim for the moon. If you miss, you may hit a star. (W. Clement Stone)
	Day	
Mon 24/31		S1 – 5 Summer Vacation
		AUG
Tue 25		S1 – 5 Summer Vacation
Wed 26		Staff Development Day (No school for students)
Thu 27		S1 – 5 Summer Vacation
Fri 28		S1-5 Summer Vacation
Sat 29		S1-5 Summer Vacation
Sun 30		S1-5 Summer Vacation
Remark		

Scholarships

1. Dr. Wong Tak Hing Scholarship: Awarded to the head prefects of our school.
2. Parent-Teacher Association Scholarship: Awarded to the conduct prize winners.
3. Alumni Association Scholarship: Awarded to students who come first in Physics, Biology, Chemistry or Integrated Science.
4. Mr. Chan Ho Sing Prize: Awarded to students who have excellent performance in English subject, service teams or in the Hong Kong Diploma of Secondary Education.
5. Mr. Tang Kai Ming Prize: Awarded to students who attained “5***”, “5*” and “5” in Chemistry and M1 and M2.
6. Mr. Yung Chiu Woon Prize: Awarded to students who attained “5***”, “5*” and “5” in Chinese Language, Chinese History or Chinese Literature in the Hong Kong Diploma of Secondary Education; and those who come first, second or third in each form; and those who come first in Putonghua.
7. Dr. Alan Chen Memorial Scholarship: Awarded to the chairpersons of the Student Association.
8. Mr. Chan Chuen Yau Memorial Scholarship: Awarded to the chairpersons of the Student Council.
9. Mr. Au Yiu Wang Prize: Awarded to students who come first in Chinese Language, Chinese History or Chinese Literature.
10. Madam So Fung Yuk Scholarship: Awarded to students who attained “5***”, “5*” and “5” in English Language in the Hong Kong Diploma of Secondary Education.
11. Madam Ho Tang Mui Memorial Prize: Awarded to students who attained “5***”, “5*” and “5” in Economics in Hong Kong Diploma of Secondary Education and those who come first in Economics.
12. Mr. Shum Pak Chung and Mrs Shum Fan Yuk Prize: Awarded to students who attained “5***”, “5*” and “5” in History, Geography, Information and Communication Technology or Visual Arts in Hong Kong Diploma of Secondary Education; and those who come first in History, Geography, Information and Communication Technology or Integrated Humanities; and those who have outstanding all-round performance.
13. Madam Wong Ho Lai Chun Scholarship: Awarded to students who attained “5***”, “5*” and “5” in Mathematics in Hong Kong Diploma of Secondary Education.
14. Mr. Ho Yuk Tat and Madam Ho Lo Wai Chun Scholarship: Awarded to students who attained “5***”, “5*” and “5” in Biology or Business, Account and Financial Studies in Hong Kong Diploma of Secondary Education, and those who come first in Business, Account and Financial Studies.
15. Madam Au Yeung Chan Wai Ping Scholarship: Awarded to students who attained “5***”, “5*” and “5” in Physics in Hong Kong Diploma of Secondary Education.
16. Ms. Alice Chan Scholarship: Awarded to students who have demonstrated the best progress in academics and conduct.
17. Madam Lau Mak Oi Man and Fanling Club Scholarship: Awarded to students who are outstanding in both academics and community service.
18. Evangelical Free Church of China – Po Nga Church Prize: Awarded to students who come first in Mathematics, CSD and those who have excellent performance in Biblical Knowledge or other non-academic subjects.
19. Mr. Wong Kai Yi Stephen Scholarship: Awarded to students who are admitted to the Faculty of Law of the Hong Kong University.
20. Mr. Liu Shou Cheong Memorial Scholarship: Awarded to students who got Grade A and B in Japanese in Hong Kong Diploma of Secondary Education; those who come first in Japanese; and those who have outstanding performance in the Hong Kong Diploma of Secondary Education.
21. Madam Tang Choi Wai Ling Scholarship: Granted to the matriculants admitted successfully to approved degree programmes offered by Hong Kong tertiary institutes.
22. Mr. Lee Tsz Wa Scholarship: Awarded to S6 students who studies HKDSE subject which is not offered by the school and the subject offered by Applied Learning.

Memo (First term test)

Subj	Content & format

Memo (Half-yearly examination)

Subj	Content & format

Memo (Second term test)

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Memo (Annual examination)

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Memo

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