

## About the Handbook

1. This Handbook provides students and parents/guardians with the necessary information regarding school policies and procedures.
2. The word ‘Parents’ in this Handbook refers to parents or guardians as registered in the school’s records.
3. For simplicity, the pronouns ‘he’, ‘his’ or ‘him’ are used for either gender of student unless otherwise specified.
4. There is an e-version of this Handbook on the College Homepage under the *Parent Teacher Association* section. The information provided in this Handbook is accurate one month before the new school year. Updated information will be posted on the College Homepage whenever necessary. Students and/or parents will be informed at the same time of any relevant changes.

### **To the parents**

When parents enrol their children in our college, we assume that they are pledging to work together with teachers and staff members in educating the students. Effective communication between parents and the College is an essential part of this process. You are strongly encouraged to read this Handbook carefully and are required to sign the “Home-School Booklet” to acknowledge your pledge to your children and the College. To ensure consistency, the parents’/guardians’ signatures on all school documents must be the same as that in the booklet.

During the school year, please check the “Home-School Booklet” for messages from the College concerning your child. There is space in the booklet for you to write to the mentor of your child too. You are also welcome to call the General Office for any enquiry.

### **To the students**

Students in this college are expected to be self-disciplined and show mutual respect to teachers, staff and fellow students. Guidelines and regulations exist to help students achieve this expectation. As such, students must read this Handbook carefully and adhere to all the requirements mentioned here.

Students are also required to bring the “Home- School Booklet” to school every day to facilitate communication between the College and parents.

*The cover of this Handbook is designed by Luk Chi Yin 4D (2023-24).*

## **Po Leung Spirit**

Mutual Respect, United Effort, Benevolence, Charitable, Gratefulness and Recognition,  
Dedication to Serving the Community

## **Vision**

Children are nurtured, Youngsters are educated, Adults are supported to contribute, Elderly are  
cared for, The less fortunate are lightened with hope

## **Mission**

To be the most prominent and committed charitable organisation. In the Kuk's Spirit to do  
good deeds with benevolence. Dedicated in protecting the young and the innocent, caring for  
the elderly and the underprivileged, aiding the poor and healing the sick, educating the young  
and nurturing their morality, providing recreation to the public, caring for the environment,  
passing on the cultural inheritance and bringing goodness to the community

## **Values**

Fine traditions, Accommodate the current needs, People-oriented, Care and appreciation,  
Sound governance, Pragmatism and innovative, Integrity, Vigilance, Optimal use of resources,  
Cost-effectiveness, Professional team, Service with heart

## **School Vision & Mission**

Po Leung Kuk aims at a quality education for all, advocates an all-round education embracing the academic, moral, physical, social and aesthetic aspects 「德、智、體、群、美」, and takes pride in nurturing flourishing and faithful boys and girls for the community.

## **School Motto**

“Love, respect, diligence, integrity”

We aim to foster students’ all-round development. Hence besides instilling students with book knowledge, training them skills for work and helping them develop a healthy physique, we also aim to inculcate students with the correct social behaviour and moral values through school programmes and day-to-day school-life.

## **School Goals**

Po Leung Kuk Vicwood K.T. Chong Sixth Form College aspires to be a leading aided senior secondary college in Hong Kong, providing quality senior form education. It seeks to actualize its vision by:

- providing a strong academic focus, enabling students to pursue further studies in tertiary and post-secondary institutions,
- encouraging the development and practice of self-respect and self-discipline in a free but responsible and democratic school environment through a series of student-oriented practices,
- providing a learning environment that will foster students’ seriousness towards studies, independence, critical thinking, power of analysis and effective communication in both languages.

# Po Leung Kuk School Song

Moderato (♩ = 120 )

1

*mf*

Boys and girls of Po Leung Col-lege, To be hon-est and

a - mi - a - ble, Brill - li - ant and faith - ful, di - li - gent and hum - ble, These are the vir - tues we long for.

9

Youths of cou - rage, Youths of dar - ing, Full of per - se - ve - rance and will,

13

Spi - rits are al - ways in pro - gress, Hearts to con - quer e - very ill.

17

Well - known schools are plen - ti - ful, With thou - sands of he - roes com - ing forth,

21

And they flou - rish high and faith - ful, Po Leung Col - lege *rit.* some - thing more.

## Table of Contents

Section	Title	Page
<b>1.</b>	<b>General Information</b>	
1.01	School Contact	P.1
1.02	School Calendar 2024-2025	P.1
1.03	Staff	P.3
1.04	Opening Hours	P.5
1.05	Emergency Procedures for Class Suspension	P.6
1.06	Adverse Weather Arrangement	P.6
1.07	The Call-recording System	P.7
<b>2.</b>	<b>Academic Information</b>	
2.01	Academic Assessment	P.8
2.02	Promotion and Graduation Requirements	P.8
2.03	Dropping of Subjects	P.8
2.04	Application for Academic Documents	P.9
<b>3.</b>	<b>Other Learning Experiences (OLE)</b>	
3.01	Arrangement of the Mentor Period on Fridays	P.12
3.02	Requirements on Service	P.12
3.03	Student Union	P.13
3.04	Extra-Curricular Activities	P.14
3.05	Student Learning Profile (SLP)	P.15
<b>4.</b>	<b>Student Behaviours and Discipline Procedures</b>	
4.01	General Code of Conduct	P.17
4.02	Harassment Policy	P.18
4.03	Class Regulations	P.18
4.04	Aim & Grading of Conduct System	P.19
4.05	Components of Conduct Grade & Assessing Methods	P.19
4.06	Attendance & Punctuality	P.23
4.07	Uniform & Attire Requirements	P.26
<b>5.</b>	<b>Guidelines and Procedures on using the School Premises</b>	
5.01	On the Campus	P.29
5.02	About the General Office	P.30
5.03	About the Staff Rooms	P.30
5.04	About the Laboratories	P.30
5.05	Prohibited Areas for Students	P.31
5.06	Using the Computer Rooms	P.31
5.07	Using the Medical Room	P.31
5.08	Using the School Playground	P.32
5.09	Using the Library	P.32
5.10	Using the Canteen and Vending Machines	P.34
5.11	Using the Roof-top Playground	P.34
5.12	Booking Rooms, Hall and Playground	P.35
5.13	Using the Student Activity Centre	P.35
5.14	Staying on Campus after School Hours	P.36
5.15	Reporting Damage and Lost / Found Items	P.36

6.	Other School Support	
6.01	Grants and Scholarships	P.37
6.02	Locker Arrangement	P.39
6.03	Borrowing Uniform from the School	P.40
7.	Home-School Connection	
7.01	Parent-Teacher Association	P.41
7.02	Notices to Parents	P.41
7.03	Sunshine Calls	P.41
7.04	Student Report	P.42
7.05	Note on Raising Concerns	P.42
7.06	Preventing Communicable Diseases in School	P.43
8.	Miscellaneous Information	
8.01	Location of Special Rooms	P.44
8.02	Floor Plan of Campus and Emergency Evacuation Procedures	P.45
8.03	Sample Letters for Sick / Casual Leave Application	P.48

## Section 1 General Information

### **1.01 School Contact**

Address: 12, Willow Street, Tai Kok Tsui, Kowloon.  
 Telephone: 2392 4162 / 2390 5010  
 Fax: 2396 2926  
 URL: <http://sfc-plk.edu.hk>  
 E-mail: [info@sfc-plk.edu.hk](mailto:info@sfc-plk.edu.hk)

### **1.02 School Calendar 2024-2025**

SEPTEMBER							
S	M	T	W	T	F	S	Holiday & Event
1	2	3(2)	4(3)	5(4)	6(5)	7	02/09/2024 School Opening
8	9(6)	10(7)	11(8)	12(9)	13(10)	14	
15	16(1)	17(2)	18	19(4)	20(5)	21	18/09/2024 The day following Mid-Autumn Festival
22	23(6)	24(7)	25(8)	26(9)	27(10)	28	26/09/2024 Staff Meeting
29	30						30/09/2024 Mentor Day
OCTOBER							
S	M	T	W	T	F	S	Holiday & Event
		1	2(1)	3(3)	4	5	01/10/2024 National Day 04/10/2024 Athletics Meet (Heat)
6	7	8	9(7)	10(8)	11	12	07/10/2024 Athletics Meet (Final) 08/10/2024 Holiday after Athletics Meet 11/10/2024 Chung Yeung Festival 12/10/2024 F4 Parents' Orientation Day and PTA AGM 12/10/2024 PLK Joint School Swimming Gala
13	14(1)	15(2)	16(3)	17(4)	18(5)	19	
20	21(6)	22(7)	23(8)	24	25(10)	26	24/10/2024 Staff Development Day
27	28(1)	29(2)	30(3)	31(4)			
NOVEMBER							
S	M	T	W	T	F	S	Holiday & Event
					1(5)	2	
3	4(6)	5(7)	6(8)	7(9)	8(10)	9	
10	11(1)	12(2)	13(3)	14(4)	15(5)	16	11/11/2024-16/11/2024 F.4 & F.5 Uniform Test
17	18(6)	19(7)	20(8)	21(9)	22(10)	23	20/11/2024-27/11/2024 F.6 Uniform Test
24	25(1)	26(2)	27(3)	28(4)	29(5)	30	
DECEMBER							
S	M	T	W	T	F	S	Holiday & Event
1	2(6)	3(7)	4(8)	5(9)	6(10)	7	
8	9(1)	10(2)	11(3)	12(4)	13(5)	14	10/12/2024 Photo-taking(A.M.)
15	16(6)	17(7)	18(8)	19(9)	20	21	20/12/2024 Christmas Celebration
22	23	24	25	26	27	28	23/12/2024-01/01/2025 Christmas & New Year Holiday
29	30	31					
JANUARY							
S	M	T	W	T	F	S	Holiday & Event
			1	2(4)	3(5)	4	03/01/2025 Staff Meeting
5	6(6)	7(7)	8(8)	9(9)	10(10)	11	07/01/2025-23/01/2025 F.4 & F.5 1st Term Examination 10/01/2025 Form Level Meeting
12	13(1)	14(2)	15(3)	16(4)	17	18	17/01/2025-23/01/2025 F.6 Mock Examination
19	20	21	22	23	24	25	24/01/2025 Well-Being Day
26	27	28	29	30	31		27/01/2025-06/02/2025 Lunar New Year

FEBRUARY							
S	M	T	W	T	F	S	Holiday & Event
						1	
2	3	4	5	6	7(5)	8	07/02/2025-18/02/2025 F.6 Mock Examination
9	10(6)	11(7)	12(8)	13(9)	14(10)	15	
16	17(1)	18(2)	19(3)	20(4)	21(5)	22	19/02/2025-21/02/2025 F.6 Going over Exam Paper 21/02/2025 PLK Joint School Sports Day
23	24	25(7)	26(8)	27(9)	28(10)		23/02/2025 Parents' Day 24/02/2025 Holiday after Parents' Day 25/02/2025 F.6 Leave
MARCH							
S	M	T	W	T	F	S	Holiday & Event
						1	
2	3(1)	4(2)	5(3)	6(4)	7(5)	8	
9	10(6)	11(7)	12(8)	13(9)	14(10)	15	13/03/2025 Staff Meeting 15/03/2025 Joint School PTA Activity Day
16	17	18	19	20	21	22	17/03/2025-22/03/2025 F.4 & F.5 Uniform Test
23	24(1)	25(2)	26(3)	27(4)	28(5)	29	
30	31(6)						
APRIL							
S	M	T	W	T	F	S	Holiday & Event
		1(7)	2(8)	3(9)	4	5	04/04/2025 Ching Ming Festival
6	7(1)	8(2)	9(3)	10(4)	11(5)	12	
13	14(6)	15	16	17	18	19	15/04/2025 Staff Development Day 16/04/2025-26/04/2025 Easter Holiday
20	21	22	23	24	25	26	
27	28(6)	29(7)	30(8)				
MAY							
S	M	T	W	T	F	S	Holiday & Event
				1	2(10)	3	01/05/2025 Labour Day
4	5	6(2)	7(3)	8(4)	9(5)	10	05/05/2025 The Birthday of The Buddha 09/05/2025 Staff Meeting
11	12(6)	13(7)	14(8)	15(9)	16(10)	17	12/05/2025 Form Level Meeting
18	19(1)	20(2)	21(3)	22(4)	23	24	23/05/2025 Speech Day
25	26(6)	27(7)	28(8)	29(9)	30(10)	31	31/05/2025 Tuen Ng Festival
JUNE							
S	M	T	W	T	F	S	Holiday & Event
1	2(1)	3(4)	4	5	6	7	03/06/2025-20/06/2025 F4 2nd Term Examination 04/06/2025-20/06/2025 F.5 2nd Term Examination
8	9	10	11	12	13	14	13/06/2025 Joint School Staff Development Day(P.M.)
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	23/06/2025 Marking Holiday 24/06/2025-26/06/2025 Going over Exam Paper 27/06/2025-14/07/2025 Post-exam Activity Days
29	30						
JULY							
S	M	T	W	T	F	S	Holiday & Event
		1	2	3	4	5	01/07/2025 HKSAR Establishment Day 03/07/2025-04/07/2025 S4 Streaming Test
6	7	8	9	10	11	12	07/07/2025 Promotion Meeting 10/07/2025 Staff Meeting
13	14	15	16	17	18	19	15/07/2025 Closing Ceremony 16/07/2025-30/08/2025 Summer Holiday 16/07/2025 Release of DSE Results
20	21	22	23	24	25	26	
27	28	29	30	31			
AUGUST							
S	M	T	W	T	F	S	Holiday & Event
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	14/08/2025 Welcome Day
17	18	19	20	21	22	23	18/08/2025-21/08/2025 F4 Bridging Program 22/08/2025 Staff Meeting
24	25	26	27	28	29	30	
31							



## **1.03 Staff**

### 1.03.1 Heads and Panel Coordinators

Principal: Mr Yau Man Kwong

Vice-Principal: Ms Chan Y.W. and Ms Lui H.T.

#### English Department

Ms Ho K.Y. (Department Head, Panel Coordinator)

#### Chinese Department

Ms Chan Y.W. (Department Head, Panel Coordinator)

#### Mathematics Department

Mr Siu W.C. (Department Head, Panel Coordinator)

#### Citizenship and Social Development / Liberal Studies Department

Mr Chan S.Y. (Department Head, Panel Coordinator)

#### Science Department

##### Physics Panel

Mr Lee Y.M. (Department Head, Panel Coordinator)

##### Chemistry Panel

Ms Kwok W.F. (Panel Coordinator)

##### Biology Panel

Mr Chan K.C. (Panel Coordinator)

#### Humanities Department

##### Economics Panel

Mr Chiu K.C. (Department Head, Panel Coordinator)

##### Chinese History Panel

Ms Wong H.Y. (Panel Coordinator)

##### Geography Panel

Mr Chan K.M. (Panel Coordinator)

##### Tourism and Hospitality Studies Panel

Ms Tam W. H. (Panel Coordinator)

## Business and Technology Department

### Business, Accounting and Financial Studies Panel

Ms Chan Y.W. (VP) (Department Head, Panel Coordinator)

### Computer Panel

Mr Leung T.K. (Panel Coordinator)

### Health Management and Social Care Panel

Mr Shek W.K. (Panel Coordinator)

## Physical Education Department

Mr Ngai C.Y. (Department Head, Panel Coordinator)

## Integrated Arts Department

Mr Hui K.M. (Department Head, Panel Coordinator)

### 1.03.2 Staff for Consultation on Specific Areas

<u>Area</u>	<u>Teaching Staff</u>
Academic Matters	Ms Chan Y.W. (VP) & Ms Lui H.T. (VP)
Application for Grants and Scholarships	Mr Chan S.Y.
Application for Student Subsidy Schemes	Mr Kwok K.L.
Careers and Life Planning Guidance	Mr Chan S.Y.
Extra-curricular Activities	Mr Ngai C.Y.
Learning Support	Ms Chau L.C.
Library Matters	Ms Wen R.
National Education	Ms Chan Y.W.
Other Learning Experiences	Mr Chan S.Y.
Parent Teacher Association	Ms Chan W.M.
Physical Education	Mr Ngai C.Y.
Student Discipline	Ms Wong T.C.
Student Guidance	Ms Chan W.M.
SEN Support	Ms Chan H.F.

### 1.03.3 Mentors and Class Co-ordinators

Ever since the establishment of the school in 1991, the mentor system has been adopted. Each teacher is a mentor of around 15 students. The mentors carry out the same administrative duties as the class teachers in other schools. However, a small student-teacher ratio allows the provision of better support to students in all aspects.

One of the mentors of the same class of students will become the class coordinator who will handle matters that are settled on a class basis.

## **1.04 Opening Hours**

### 1.04.1 Official Opening Hours

	School Days (Mon – Fri)	School Holidays		Public Holidays
		Mon – Fri	Sat	
General Office	7:45 a.m. – 6:00 p.m.	9:00 a.m. - 5:00 p.m.	9:00 a.m. - 1:00 p.m.	Closed
Library	8:30 a.m. – 5:30 p.m.	9:00 a.m. – 5:00 p.m.	Closed	
Room 22 (for self-study)	4:00 p.m. – 5:30 p.m.	Closed	Closed	

### 1.04.2 Stationing Day and Time of School Social Workers

Monday to Thursday of school days from 9:00 a.m. to 5:00 p.m.

### **1.05 Emergency Procedures for Class Suspension**

The Education Bureau or other government departments may request class suspension or even school closure for a period of time because of different reasons. Under such circumstances, the College will release the latest school notices on the school homepage while learning materials and exercises will be given to students through different e-channels including the eClass platform.

### **1.06 Adverse Weather Arrangement**

If adverse weather conditions occur, the College may make special arrangements accordingly. Under normal circumstances, the College will follow the recommendations set down by the Education Bureau and announced through various media. Otherwise, the following practices will be adhered to.

#### **(a) Tropical Cyclones**

Weather condition	Action to be taken
When Tropical Cyclone Warning Signal No. 1 is issued	<ul style="list-style-type: none"><li>The school will operate as usual unless advised otherwise.</li></ul>
When Tropical Cyclone Warning Signal No. 3 is issued*	<ul style="list-style-type: none"><li>The school will operate as usual unless advised otherwise.</li></ul>
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued*	<ul style="list-style-type: none"><li>Classes are to be suspended.</li></ul>
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	<ul style="list-style-type: none"><li>Unless previous announcement has been made to the effect that classes will be suspended for the entire day, the school will resume if Tropical Cyclone Warning Signal 3 has been issued before 5:30 a.m.</li></ul>
When Tropical Cyclone Warning Signal No. 3 is replaced by Signal No. 1 or when all tropical cyclone signals are cancelled	<ul style="list-style-type: none"><li>The school will resume with the next session unless previous announcement has been made to the effect that classes will be suspended for the entire day.</li></ul>

\* If students have already set out for school when the Pre-No. 8 / No. 8 signal is issued, the College premises will be open and arrange staff to look after the students who have arrived at school, until proper arrangements are made for arriving students to return home at an appropriate time under safe conditions.

(b) Heavy Persistent Rain

Rainstorm Warning Signal	Action to be taken
When Amber Rainstorm Warning Signal is issued	<ul style="list-style-type: none"><li>The school is to operate as usual unless advised otherwise.</li></ul>
When Red or Black Rainstorm Warning Signal is issued	
(i) Before 8:15 a.m. / when Class Suspension is announced by Education Bureau	<ul style="list-style-type: none"><li>The school is to be suspended all day.</li><li>Students who have not left for school should stay home.</li><li>If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions.</li><li>Students who have already arrived at school should remain in school until it is safe for them to return home.</li><li>When the Red Rainstorm Warning Signal is hoisted, the school will implement contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.</li><li>Parents do not need to pick up their children from school immediately.</li></ul>
(ii) From 8:15 a.m. onwards	<ul style="list-style-type: none"><li>The school will continue the lessons until the end of normal school hours and ensure that conditions are safe before allowing students to return home.</li></ul>

**1.07 The Call-recording System**

Two recording systems are installed in our school's telephony system, namely the 'voicemail system', activated during out-of-office hours; and the 'Whole-Day Instant Record' system, available 24-7. These systems are installed to ensure the school's quality of service and the efficiency in answering parents' and students' enquiries.

## Section 2 Academic Information

### 2.01 Academic Assessment

There are two examinations in each year for S4 and S5, and one examination for S6. The weightings of the daily assessment, uniform tests and the end-of-term examination in the year total are as follows:

S4 or S5								S6		
1 <sup>st</sup> Term				2 <sup>nd</sup> Term						
Daily	UT	Exam	Weighting in the year total	Daily	UT	Exam	Weighting in the year total	Daily	UT	Mock Exam
20%	20%	60%	40%	20%	20%	60%	60%	20%	20%	60%

All academic subjects, including core and elective subjects, have equal weighting in the calculation of the yearly grand average mark.

### 2.02 Promotion and Graduation Requirements

To be promoted, an S4 and an S5 student should meet the College's requirement in the following aspects:

- (a) academic results,
- (b) conduct grade, and
- (c) an attendance rate of not less than 85% each academic year.

To be considered graduates of the College, an S6 student should meet the College's requirement in the following aspects:

- (a) academic results,
- (b) conduct grade,
- (c) an attendance rate of not less than 85% each academic year, and
- (d) fulfilling the requirement on services laid down by the OLE Committee (please see Section 3.02).

### 2.03 Dropping of Subjects

Students may apply to the Academic Committee to drop an elective subject during the periods of time stipulated. Normally this would be after the second term S4 and S5 examinations.

## **2.04 Application for Academic Documents**

To help our students and graduates pursue further studies or apply for jobs, the College issues official documents to substantiate their study period, general abilities, academic performance and the like. These documents include testimonials, transcripts, letters of attendance, predicted grade reports, replacement of graduation certificates and certification of medium of instruction. Students should note the following before they submit their applications.

1. Students can apply for the above documents by completing and submitting an application form obtainable at the General Office.
2. Applicants must allow at least 7 working days (excluding Saturday, Sunday and public holidays) from the date of application for the College to prepare the document requested. If a document is needed in a long vacation, including Christmas, Lunar New Year, Easter and summer holidays, the applicant needs to submit the application at least 7 working days before the holiday. The College reserves the right to reject processing the application in long vacations.
3. It is the responsibility of the applicants to make sure that they apply for the correct type of document.
4. Applicants are required to ensure that their request for documents is submitted to the College well in advance of the deadlines set by educational institutions or companies to whom they are submitting their documents.
5. All fees paid are non-refundable and must be settled upon the request submission.

### **2.04.1 Testimonials**

A testimonial is an official document which states the applicant's study period, general abilities, academic abilities, scholarships and awards. Unlike a transcript, it does not provide the details of individual subjects studied.

1. Students who have completed at least one full year of study will be issued testimonials. Those who withdraw from the College before the end of the first year of study can apply for a letter of attendance [Type A] instead.
2. Testimonials are automatically prepared and issued to all graduates every year. Graduates can collect their testimonials on the day the Hong Kong Diploma of Secondary Education (HKDSE) results are released. If a graduate cannot come back to school on that day, he/she will have to collect the document from the General Office before the end of the summer holiday that follows. In the case of a student who withdraws from school after completing one year of study, he/she will be automatically issued a testimonial as well.
3. Testimonials are issued free-of-charge. However, if a duplicate is required in the case of loss of the document, the applicant is required to pay a fee of \$25.

#### 2.04.2 Transcripts

A printed report for each student will be issued after an internal examination. Students are not required to apply for the document. Since no duplicate copy of the report will be issued, students should keep the document properly. If the report is damaged or lost, students can apply for a transcript, which is a student's full academic record in the College. The examination results, form positions, conduct and the like are listed in a transcript.

1. Students who have completed at least one full year of studies are eligible to apply for transcripts.
2. The first copy of a transcript to be sent to an institution is free of charge while there is a fee of \$25 for every extra copy to be mailed to the same institution.
3. Under normal circumstances, the College will dispatch the document directly to the organization concerned on behalf of the applicant. Students need to submit the address of the institution and the cost of postage to the General Office. In special cases, the transcript will be given to the applicant, who can then send it with other documents required for the application.
4. The College accepts no responsibility for any loss or damage of the document during postal delivery.

#### 2.04.3 Letters of Attendance

A letter of attendance is usually used to attest a student's status at the College. It states the applicant's class, attendance and the like. There are two types of letter:

- Type A: Students who have left school before graduation
- Type B: Students who are still pursuing their studies at the College

#### 2.04.4 Predicted Grade Reports

A predicted grade report is an official letter of a student's or graduate's academic performance in S6 before the release of the HKDSE results for purposes such as applications for further studies, jobs, scholarship or claims for subsidies from sponsors, etc.

1. The examination results of all core subjects and electives are listed in the document.
2. Only S6 students are eligible to apply for the report, which is issued only before the release of the HKDSE results.
3. Under normal circumstances, the College will dispatch the document directly to the organization concerned on behalf of the applicant. Students need to submit the address of the institution and the cost of postage to the General Office. In special cases, the report will be given to the applicant, who can then send it with other documents required for the application.
4. The College accepts no responsibility for any loss or damage of the document during postal delivery.



#### 2.04.5 Replacement of Graduation Certificates

The graduation certificate of the College is a unique document. There is no need for students to apply for it. It will be distributed to graduates after the Speech Day. No duplicate copy will be issued. Hence, graduates are advised to keep it in a safe place. However, a graduate may apply for a replacement certificate in case of loss or damage of an original certificate. Application for replacement due to change of name after graduation will not be accepted.

1. A replacement certificate shall in general follow the current format of the graduation certificate, with an additional statement “This certificate is reissued on (DD/MM/YYYY)”, and the replacement shall also bear the signatures of the current personnel of the College.
2. Replacement certificates are to be issued in the Speech Day. Application deadline for replacement certificates is the first working day of March of the same year.
3. To apply for a replacement certificate, a graduate shall submit a completed application form, present his/her HKID card and submit the replacement fee of \$25.

#### 2.04.6 Certification of Medium of Instruction

The letter is an official document which certifies the medium of instruction of the College.

### Section 3 Other Learning Experiences (OLE)

Under the New Senior Secondary Curriculum implemented in Hong Kong from September 2009, OLE is one of the three components that complement the core and elective subjects for the whole-person development of students. The school-based curriculum in the non-academic aspects includes a range of OLE opportunities encouraging students to participate in the five areas, namely Values Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.

Education in aesthetic and physical development is provided in structured lessons supplemented by whole-school functions like Sports Day and the Singing Contest. Values education and career-related experiences are provided mainly in the mentor period on Day 5 and Day 10 and other out-of-classroom events arranged after school, during the post-examination time, weekends or school holidays. A wide range of extra-curricular activities will also be provided under the coordination of the Extra-Curricular Activities Committee.

The aims of the non-academic curriculum of this college include:

1. broadening students' horizons in non-academic areas for the development of a balanced life;
2. continuing the tradition of the Sixth Form College in developing self-respect and self-discipline among students;
3. offering pastoral care through the mentor system; and
4. developing generic skills for lifelong learning.

#### **3.01 Arrangement of the Mentor Period on Fridays**

The periods will be conducted on Day 5 and Day 10 afternoons for all students. They are required to stay until the end of the event on the occasion that it extends to a time later than 4:00 p.m. (normal school's end time).

#### **3.02 Requirements on Service**

“Community Service” is one of the five components of Other Learning Experiences in the NSS curriculum aiming at enhancing students' sense of social responsibility and caring for others. In the course of organising services activities, participation and reflection, students will not only gain knowledge that cannot be acquired in the classroom, but also develop the core values and attitudes such as mutual respect and social responsibility which are essential for personal development. Parents are encouraged to join students by taking part in creative services to employ their specific talents in their leisure time.

To ensure students have enough exposure to community service, the College will provide students with a variety of opportunities, both inside and outside the College. The participation rate and the quality of their services will be assessed. Students with outstanding performance will be awarded the Service Award.

Students are required to satisfy the basic requirements as set out below over their 3-year course of study.

1. Internal activities:

Students should participate in at least 3 Po Leung Kuk activities. Besides, they should also render services in school by:

- either taking up functional posts for a year including such roles as prefect (e.g. Discipline Prefect and Sports Prefect), Librarian, School Ambassador, Class Monitor, Young Mentor, or
- being helpers at school functions.

2. External activities:

Students should participate in other social services co-organised by the College or recognised volunteer / charity organisations at least once.

Students are required to update their Student Learning Profile (SLP) in the computer when they have completed the relevant services. Unless the record in the SLP has been input by staff members, students will need to invite a related teacher or their mentor to verify his record by producing relevant documents or photos, if applicable.

### **3.03 Student Union**

The Student Union is a body representing the students. It exists to enhance students' self-management and self-discipline by empowering them to care for and work to improve their learning community. It also serves as a communication channel between the students and the College. All students can become involved in the democratic structure of the SU, voice their opinions and/or stand for election. The most powerful body in the SU is the Annual General Meeting, which is normally held every year towards the end of the term of service of the Executive Committee. All students can attend the AGM with equal rights to speak, debate and vote.

The Executive Committee of the Student Union comprises thirteen members who are elected by all students in an annual ballot held after the AGM. It is the 'action' committee of the SU. The Ex-Co members help organise a wide variety of extra-curricular activities for academic, recreational and community services purposes to enrich the school life of their fellow students.

### 3.04 Extra-Curricular Activities

Extra-curricular activities are offered to enrich the all-round education of the students, to enhance students' intellectual abilities and to improve their interpersonal skills and self-esteem. Students in this college are free to join the activities organised by various ECA clubs, societies and school teams. However, to ensure a balanced development between studies and activities, there is a limitation on the number of functional posts that can be taken up by each student. Students should refer to the table below as a guide to the combinations (either column A or column B).

Functional Posts	Possible combinations	
	A	B
Category I : <ul style="list-style-type: none"> <li>• Monitor / Monitress</li> <li>• Young Mentor</li> <li>• Campus TV team member</li> <li>• Helper in ad hoc programmes such as Speech Day, Sports Day, etc.</li> <li>• School Teams members (except those shown in Category III)</li> <li>• Participant in any activity or course</li> <li>• ECA Helper</li> <li>• Sports Prefect</li> </ul>	Unlimited	Unlimited
Category II : <ul style="list-style-type: none"> <li>• President, Internal and External Vice-President of the Student Union</li> </ul>	Any 1	Nil
Category III : <ul style="list-style-type: none"> <li>• School Sports Team members (e.g. Volleyball, Basketball, Football, Badminton, etc.)</li> </ul>	Any 2; 1 only for F.6 students	Any 2; 1 only for F.6 students
Category IV : <ul style="list-style-type: none"> <li>• Other ex-co of SU</li> <li>• Discipline Prefect</li> <li>• School Ambassador</li> <li>• Librarian</li> <li>• Moral and Civic Education Student Helper</li> </ul>	Any 1	Any 3

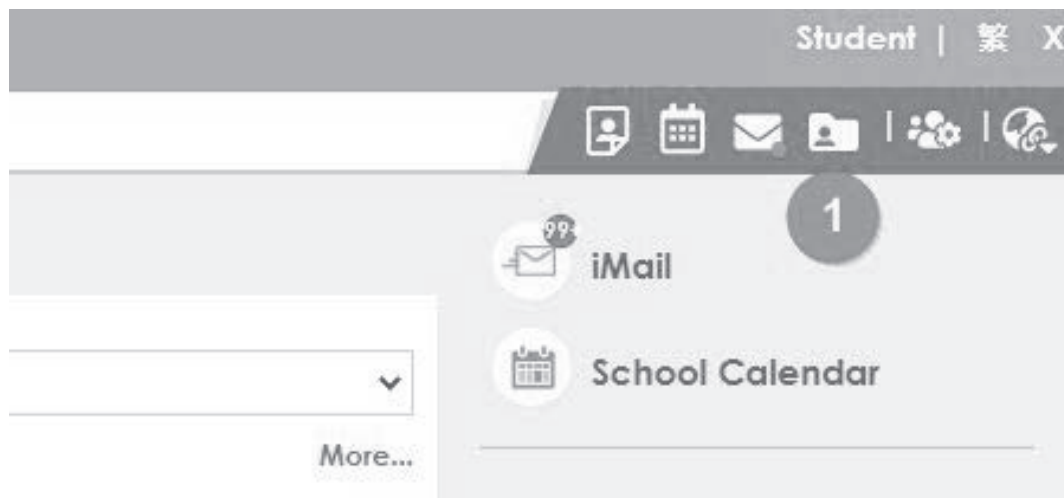
Office-bearers of the SU and ECA groups should note that the properties and resources of these groups should not be considered personal property. Any loss or damage should be reported to the corresponding teacher-in-charge immediately.

### 3.05 Student Learning Profile (SLP)

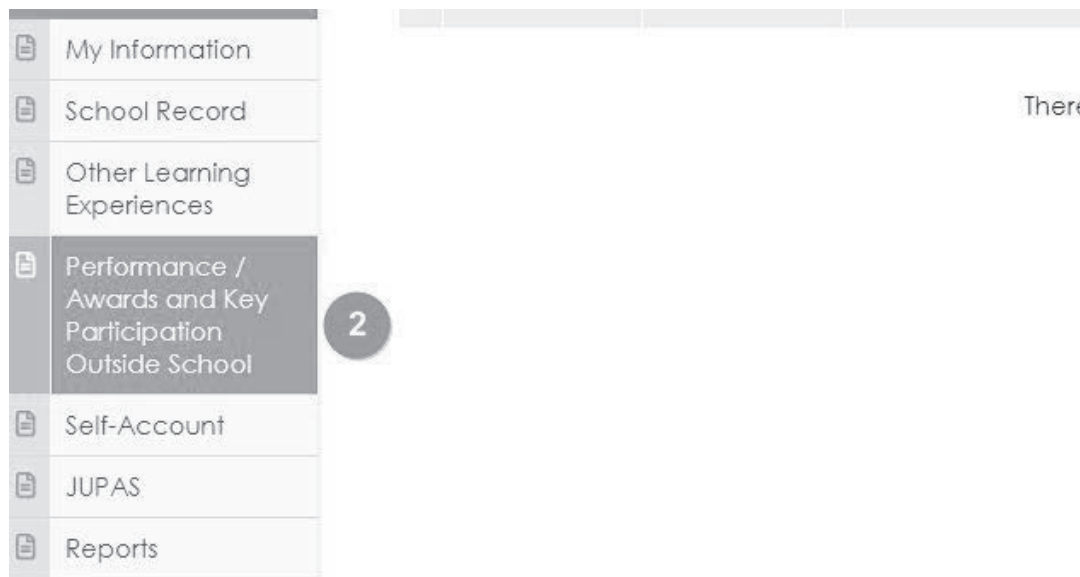
SLP is a summarized presentation of what a student achieves and participates in, regarding their whole-person development during the senior secondary years. It aims to celebrate and recognise the whole-person development of all students as well as allowing them to reflect on on-going experiences and set goals. Every student has to participate actively in building up their own electronic SLP. The teachers will provide guidance to students throughout the process.

The following displays the procedure for entering external activities/awards in eClass:

1. Click 'iPortfolio'




2. Click 'Performance /Awards and Key Participation Outside School'.



3. Click 'New' in the right panel.

---

**Performance / Awards and Key Participation Outside School**

 New **3**

▶ All Records

All School Years ▼ All Status ▼

All Categories ▼ All Subcategory ▼

#	Title	Date/Period ▼	Role of Participation	Awards / Certifications / Ac
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There is no record at the moment.

4. Fill in the information required and click the submit button to submit the result.
5. Students should ask their mentor to approve the record(s) and show him/her the evidence of their participation.

#### **4.01 General Code of Conduct**

The aims of setting the following code of conduct for students is to establish commendable college traditions by teaching students to become law-abiding citizens, cultivate a spirit of self-discipline and develop proper attitudes in learning and living behaviours. Rules are set down based on the principle that all students have the right to feel safe, to be treated with respect, and to enjoy a positive learning environment. Any student who breaches the following rules of behaviour will be subjected to disciplinary actions and/or appropriate punishment.

1. Students must abide by the laws of HKSAR. Any discrepancy with the laws arising from students' activities either inside or outside the College is strictly prohibited.
2. Students should not act in any way outside the College as to inflict damage on or bring the College into disrepute.
3. The Principal's written approval must be obtained in advance before any activity can be organised in the name of the College.
4. Vandalism is strictly forbidden. Students inflicting damage on college property are liable to pay compensation and they will be subjected to disciplinary action if there is proven to be malicious intent.
5. Foul language or gestures, bullying, verbal or physical abuse, sexual harassment, intimidation and stealing are strictly prohibited.
6. Illicit drugs, cigarettes, alcoholic drinks and unauthorised dangerous articles are strictly prohibited in the campus.
7. Attempting to forge or to alter any information on college documents and/or records is strictly forbidden.
8. Dishonest actions including cheating in quizzes, tests and examinations or plagiarising in any work for school-based assessments are forbidden.
9. Students should follow the guidelines on the use of school facilities and comply with the instructions in specified activities.
10. Students should adhere to the requirements of school dress code and follow the principles of cleanliness, modesty and the avoidance of extreme hairstyles.
11. Students should be punctual in their attendance to lessons, examinations and all functions / activities organised by the College according to the school calendar.

12. No indecent or inappropriate materials or any items violating the laws of the HKSAR should be stuck on the notice boards or written on the whiteboard.
13. The use of electronic devices such as mobile phones, tablets (unless teacher's permission is granted) and earphones are banned on the school campus at all times.

Parents can keep abreast of their child's discipline record via eClass system.

#### **4.02 Harassment Policy**

The College is committed to building and sustaining a culture of respect, care and safety that is free from any form of harassment, bullying and intimidation. Any behaviour of this sort will not be tolerated in the College. Students, parents, staff members and visitors, share the responsibility to build and maintain an environment in which everyone feels respected.

Sexual harassment is unlawful under the Hong Kong Sex Discrimination Ordinance. Appropriate disciplinary action will be taken against any person who demonstrates harassing behaviour or who instructs, threatens, or aids another person to commit harassment. A victim of sexual harassment should lodge a complaint as soon as possible to any teacher. Prompt investigation will be carried out impartially. While relevant parties will be informed of the resolution, strict confidentiality will be observed.

#### **4.03 Class Regulations**

1. No personal belongings including notes and books should be left in the classroom after school.
2. Before a teacher arrives for a lesson, students have to stay quietly in the room to prepare for the lesson. If the teacher does not show up in ten minutes, the monitor should notify the General Office.
3. Classrooms are for learning activities only. Games of whatever kinds are generally not allowed in classrooms at any time, including Study Period, except under the supervision of a teacher.
4. No drinking (other than water), or eating, including candies or snacks, is allowed in the classrooms. Exemption is granted during lunchtime. Tea gathering or having lunch in other rooms is not permitted unless accompanied by a teacher or if it is a part of the orientation programme.
5. Students should not move any desks or chairs and use the computer or any audio-visual equipment inside classrooms unless advised to do so by teachers. They should also move the desks and chairs to their original setting afterwards.
6. Students must help to keep the classroom tidy, hygienic and suitable for studies.



7. The student-on-duty is responsible for turning off the lights, fans and air-conditioners when all students have left the classroom. He is also responsible for cleaning the white board between and after lessons.
8. Students who seriously disrupt the course of a lesson will be isolated from the rest of the class and subjected to disciplinary action.
9. Students should never leave their valuable belongings unattended anywhere including drawers in the classroom, especially when the room is to be used by another class in the next lesson.

#### **4.04 Aim & Grading of Conduct System**

The system is to provide feedback on students' performance in disciplinary areas. It is one of the policies adopted to encourage good behaviour and to discourage misconduct among students.

The conduct grade ranges from A to D						
A	A-	B+	B / B-	C+	C / C-	D
Outstanding	Excellent	Good	Satisfactory	Fair	Poor	Failed

#### **4.05 Components of Conduct Grade & Assessing Methods**

Components		Details
I.	Behavior/Disciplinary Record	<ul style="list-style-type: none"> <li>• Conduct Grade Criteria</li> <li>• Good Deeds/ Encouragement Schemes</li> <li>• Amelioration Programme</li> <li>• Self-Advancement Scheme</li> <li>• Attendance &amp; Punctuality</li> </ul>
II.	Class performance	<ul style="list-style-type: none"> <li>• Grading by Mentor</li> </ul>
III.	Academic performance	<ul style="list-style-type: none"> <li>• Grading by All Subject Teachers</li> </ul>

#### 4.05.1 Observable Traits and Recognition Programme

- a) Good deeds (approved by teacher(s))
  - Honest behaviour
  - Reporting misconduct properly
  - Commendable behaviour
  
- b) Good Traits rewarded with good point(s) in term end
  - No violation of school rules
  - No tardiness
  
- c) Merit Plus
  - Either category 1/2/3 for 3 times = 1 Good Point
  - Category 4 = 1 Good Point
  - Category 5 = 1 Minor Merit
  - Category 6 = 1 Major Merit
  - Accumulating 4 Good Points = 1 Minor Merit

Category 1	Academic activities & Exploration Activities
Category 2	School representative & Self-directed Activities
Category 3	School Services (included internal and external) & Community Services
Category 4	National Security Education (Activities / Services)
Category 5	Awards (Inter-school, Po Leung Kuk, District)
Category 6	International Awards & Representative of Hong Kong, China

#### **Remarks**

Merit and Demerit records will be shown on the report card.

#### 4.05.2 Behavior/Disciplinary Record Classification

Category A		Warning	1 <sup>st</sup> Black mark	2 <sup>nd</sup> Black mark	3 <sup>rd</sup> Black mark = 1 Minor Demerit
A001	Being late to school	3 times	5 times	10 times	15 times
A002a	Violation of school uniform regulations				
A002b	Violation of appearance regulations				
A003	Failing to bring required items to school				
Category B		Warning	1 <sup>st</sup> Black mark	2 <sup>nd</sup> Black mark	3 <sup>rd</sup> Black mark = 1 Minor Demerit
B001	Violation of rules regarding electronic devices usage in school area	1	1	1	1
B002	Being late to class/designated places without justified reason				
B003	Violation of class regulations				
B004	Entering a restricted area without permission				
B005	Using or taking away other's property without permission				
B006	Eating or drinking outside of designated time or venue				
B007	Causing damage to school property				
B008	Inappropriate behaviour				
B009	Skipping class without justification				
Category C		Parent-Teacher Interview	Penalties (by case)		
C001	Academic dishonesty	✓	1 Minor Demerit or 2 Minor Demerits or cumulative 3 Minor Demerits in 1 item = 1 Major Demerit		
C002	Indecent behaviour				
C003	Truancy or absence without justification				
C004	Committing a serious offence				
Category D		Parent-Teacher Interview	Penalties (by case)		
D001	Committing a serious offence	✓	Isolation/Class Suspension +/ 2 Minor Demerits +/ 1 Major Demerit		
D002	Bringing an inappropriate item to school				
D003	Adverse behaviour or vice				
Teacher-parent meetings may also be arranged to help students improve their misbehaviours whenever necessary.					

#### 4.05.3 Amelioration Programme

The programme aims to help unruly students to develop a positive attitude in striving for improvement which rectifies behavior problem(s) of Category A & B (Refer to 4.05.2). Discipline teachers will carry out a long-term tailor-made programme (e.g Campus Service) for individual students. Upon satisfactory completion of the programme, the discipline teacher can recommend offsetting black mark(s) for the student.

Tailor-made programmes will also be applicable to the students who fail to meet the promotion criteria in terms of discipline.

#### **Remarks**

The above programme will be enforced depending on the level of rule violation.

#### 4.05.4 Mentor and Subject Teacher Grading Criteria

<b>Grade</b>	<b>Rank</b>	<b>Grading Items</b>
A	Outstanding	i. Conduct ii. Following Instructions iii. Task Completion iv. Respect of Others v. Cooperation
A-	Excellent	
B+	Good	
B	Satisfactory	
B-	Fair	
C+		
C	Poor	
C-		
D	Failed	

## **4.06 Attendance & Punctuality**

### 4.06.1 Attendance

Regardless of whether a student is absent due to personal matters or illnesses, the School requires the submission of a leave application letter signed by the parent/guardian together with the copy of proof (e.g. medical certificates), whenever available. These should be uploaded on eClass parent app and the leave application must be approved by the mentor. Students cannot take leave on their own or be absent without any notice, otherwise it will be considered as truancy.

#### Sick leave

1. If a student cannot come to school due to illness, the parent/guardian should notify the School by calling the General Office at 2390 5010.
2. A signed parent letter and medical proof issued by a registered doctor should then be uploaded to eClass for application purpose.

#### Casual leave

1. For casual leave, application should be done on eClass parent app at least 3 school days in advance. A signed parent letter and relevant supporting document, if any, should be included in the application.
2. Under special/urgent circumstances, parents should first inform the School by calling the General Office at 2390 5010 before 8:00 a.m. on the day the student has to take leave. A signed parent letter and relevant supporting document, if any, should then be uploaded onto eClass parent app for application and approval.

## Early Leave

1. No students are allowed to leave the school premises before 4:00 p.m. on normal school days unless approval has been granted by both the College and the parents.
2. Students who have been granted casual leave during school hours have to get a leave slip from the General Office and obtain their mentor's signature in advance.
3. Students who feel unwell and wish to leave early should go to the General Office.
4. The School will inform the parent/guardian of the student's situation to seek their consent and they are responsible for the student's safety outside the school premises.

### 4.06.2 Student Identity Card

- a) Students who fail to present the student identity card at the school entrance for attendance taking will be subjected to disciplinary action.
- b) Students have the responsibility to report any damage, malfunction or loss of the student identity card to their mentors and the General Office immediately.

#### 4.06.3 Punctuality

<b>Time</b>	<b>Normal School Days</b>	
8:10 a.m.	Preparation Bell	- Students should return to the College before 8:10 a.m. and arrive at the home room/ mentor place by 8:15 a.m.
8:15 a.m.	Roll Call (a.m.)	- Students who enter the College should have their student identity cards read by the card-reader at the entrance. - Students should then go to the designated places and be ready for the flag-raising ceremony/ attendance taking / assembly by 8:15 a.m.
After 8:15 a.m. (when the bell starts ringing)	Considered late	- Students who are late to school should write down their name, class and mentor's initials on the "Student Lateness Record Form" at the school entrance. - Disciplinary action(s) (e.g. warning or black mark) will be imposed.
After 10:35 a.m.	Classified as "half-day absent"	- The procedure of leave application on eClass should be completed within 3 days.
12:50 p.m.	Lunch Time	- No student can leave before the bell rings.
1:50 p.m.	Preparation Bell	- All activities must be suspended. - Students who have left school during lunch time should return to the College by 1:50 p.m.
1:55 p.m.	Roll Call (p.m.)	- Students should also arrive at the home room/ mentor place by 1:55 p.m.
After 1:55 p.m.	Considered late	- Students should have their student identity cards read by the card-reader again at the school entrance. - Then fill in the "Student Lateness Record Form". - Disciplinary action(s) will be imposed.

## **4.07 Uniform and Attire Requirements**

### 4.07.1 Basic Guidelines

- a) Normal school days  
Students who come to school must wear a complete set of regular school uniform.
- b) Non-school days  
Students must wear a complete set of regular school uniform/full set of school PE-uniform on a non-school day.

### 4.07.2 School Uniform

- a) Boys' uniform, summer and winter

<b>Item</b>	<b>Summer</b>	<b>Winter</b>
<b>Shirt</b>	Short-sleeved shirt	Long-sleeved shirt
	Plain, fitted, pure white, simple in style with school badge properly affixed. The shirt should be tucked into the trousers tidily.	
<b>Underwear</b>	A pure white vest under shirt. Colour underwear is not allowed.	
<b>School tie</b>	-----	A neatly knotted school tie with winter uniform.
<b>Trousers</b>	Fitted, straight long grey trousers made of woollen material or synthetic fibre mixture, but without a shiny appearance. Simple and plain in style, i.e. no logo, no hipsters; neither too long, too loose nor too tight.	
<b>Belt</b>	Leather belt in plain black, about one inch in width, with no carving or decoration, and a buckle of simple design.	
<b>Socks</b>	Plain white socks without logo or pattern. The length of the socks must be higher than the ankles or at least fully covering the ankles.	
<b>Shoes</b>	Black flat heeled leather shoes, simple in style. Unconventional 'fashion' shoes are not allowed. Sandals, suede shoes, boat shoes and shoes with decoration are not allowed. Sports shoes are only allowed when sports activities are undertaken.	



b) Girls' uniform, summer and winter

Item	Summer	Winter
<b>Dress</b>	White dress and a school tie in the style stipulated by the school, fitted with a red plastic belt.	A blouse and a red ribbon neatly tied as stipulated by the school. A navy blue pinafore dress embroidered with school emblem.
	Length of the dress should at least reach the kneecap when students are standing upright.	
<b>Underwear</b>	Plain white slip under dress. Any fancy style, such as a halter-neck, is not acceptable. Colour underwear is not allowed.	
<b>Socks</b>	Plain white socks without logo or pattern. The length of the socks must be higher than the ankles or at least fully covering the ankles.	Grey short or long socks in winter. The length of the socks must be higher than the ankles or at least fully covering the ankles.
<b>Shoes</b>	Black flat heeled leather shoes, simple in style. Unconventional 'fashion' shoes are not allowed. Sandals, suede shoes, boat shoes and shoes with decoration are not allowed. Sports shoes are only allowed when sports activities are undertaken.	

4.07.3 P.E. Uniform

- a) Students have to wear the P.E. uniform as stipulated by the College, together with proper sports shoes and socks during P.E. lessons.
- b) Students should BRING their P.E. uniform to school on the day they have P.E. lessons.
- c) Students can only change their clothes in the changing room or washroom.
- d) Students should get changed when they have finished the P.E. lessons.

4.07.4 Sports Team Uniform

- a) Students should BRING their sports team uniform to school on the day they have training.
- b) Students can only change their clothes in the changing room or washroom before the training session.
- c) For safety reasons, sports team members must change their sportswear and wear proper school uniform before they leave school after training.

#### 4.07.5 Additional Clothing Items

The followings are the additional clothing items that students may put on whenever they find it necessary.

P.E. jacket	The jacket of the P.E. uniform on top of school uniform
School coat	The black school coat as stipulated by the College
Others	<u>Woollen sweater</u> Plain navy blue cardigan or sweater with a metal school badge pinned on the upper left chest
	<u>Scarf</u> Simple plain style in pure dark colour (blue, grey or black)

If the “Cold Weather Warning” signal is hoisted by the HK Observatory at 6:30 a.m.,

- a) Students may wear a plain coat, which is either navy blue or black in colour. No patterns or logos should be seen.
- b) Girls may wear the complete set of winter P.E. uniform to school.

#### 4.07.6 Hair

Students are expected to have simple, plain and conventional hairstyles. No students are allowed to colour or tint their hair. A declaration by parents is required for students having fair hair colour and naturally curly hair for both boys and girls. This should be in the form of a parents’ letter submitted to the Discipline Committee within two weeks of the school term that the student is first admitted to this college.

Boys have to observe the following in addition to the above requirements:

- a) Hair should not cover the eyebrows, ears or the collar of the shirt.
- b) There should not be any sideburns.

Girls having hair length reaching their shoulders should have their hair properly tied up. They may use rubber bands/hair ribbons of a simple style in pure dark colour (blue or black).

#### 4.07.7 Accessories and Cosmetics

- a) Accessories including earrings, necklaces, bracelets, rings, hair bands, and the like are not allowed.
- b) Students are not allowed to wear coloured contact lenses or apply any kind of cosmetics including nail polish, lipstick, etc.

**5.01 On the Campus**

1. Current students have to put on the complete set of uniform when they come to school on school days, Saturdays or school holidays. Unless the teacher-in-charge of the corresponding activity has special instruction in dressing, all students must come back to school in school uniform. Students are required to bring along their student I.D. card whenever they come to school.
2. Students should not bring their friends onto the school premises without prior approval from the Principal or his representative.
3. Students should not bring to school any of the following:
  - a) pornographic books, magazines or publications;
  - b) dangerous weapons or substances;
  - c) unnecessary electronic devices;
  - d) cigarettes, alcohol or illicit drugs;
  - e) articles for gambling;
  - f) illegal items according to the laws of HKSAR; and/or
  - g) toys or any items not necessary for learning.
4. No running, chasing, screaming, playing, eating, drinking or disturbing behaviour is allowed along the corridors or inside any room.
5. Students should avoid all dangerous actions such as climbing across the fences, sitting on the railings or umbrella stands, etc.
6. Gambling in any form is banned on the campus. To remove temptation, students should not use playing cards without the supervision of a teacher.
7. Students have to maintain good personal hygiene. Parents are requested not to send their children to school if they have a fever. Students with mild symptoms of respiratory disease are required to wear a surgical mask.
8. Students have to share the responsibility of keeping the campus clean and suitable for learning. No littering or graffiti, defacing of desks, walls, or boards is allowed. Any malfunction of school property should be reported to the General Office.
9. The parents of any student who wilfully damages the school's property are liable to pay the cost of repair or replacement, while the student will be subjected to disciplinary action.

10. To maintain an atmosphere conducive to the academic tone of the school, students should follow strictly the school's regulations on the use of electronic devices. Disciplinary actions will be taken if any misbehaviour is found.
11. For security reason, most of the public area and some special rooms in the school are monitored by CCTV. Only authorized persons can watch the recorded image.

#### **5.02 About the General Office**

1. The General Office is located on the first floor of the Main Block.
2. Students are not allowed to enter the General Office without the permission of a teacher or a staff member.
3. Students may alert the staff inside the General Office by pressing the bell at the counter.

#### **5.03 About the Staff Rooms**

1. There are two Vice-Principal Rooms on the second floor of Block B and two Staff Rooms on the second floor of the Main Block. Under no circumstances should students enter the VP Rooms and Staff Rooms.
2. Students who wish to meet with a teacher located inside a Staff Room may ask another staff member to notify the teacher in question. They may also seek help from staff members in the General Office. Students are expected to address all staff members politely and respectfully.

#### **5.04 About the Laboratories**

1. Under no circumstances should students enter a laboratory or the adjacent preparation room without the presence of a teacher. This applies also to mentor time if such a laboratory or room is used as a mentor place.
2. Students waiting for the teacher to arrive should line up outside the laboratory quietly to avoid obstructing the passage.
3. Students should not touch any chemicals, instruments or apparatus inside the laboratory without permission. Such items include the gas taps, water taps and electrical sockets.
4. No chemicals or apparatus should be removed from the laboratories without permission from the teacher or the technician in-charge of the corresponding laboratory.
5. For the sake of safety, students should strictly obey the teachers' instructions inside a laboratory without argument.
6. Eating and drinking are strictly forbidden in the laboratories and the preparation rooms.

### **5.05 Prohibited Areas for Students**

1. Students are forbidden to enter the out-of-bounds areas on the campus. Such areas include:
  - ~ the staircases on Block B;
  - ~ the rooftop outside the Chemistry Laboratory on the fourth floor of the Main Block;
  - ~ Room 17 next to Canteen; and
  - ~ the Staff Rooms on the second floor of the Main Block and Block B.
2. The following areas are restricted to students unless permission is granted:
  - ~ the General Office;
  - ~ laboratories;
  - ~ Lecture Rooms (LR1 and LR2) in Block A;
  - ~ Language Centre in Block B;
  - ~ Counselling Room next to the Language Centre;
  - ~ Reception Room/Medical Room on the first floor behind the lift;
  - ~ Campus TV Studio;
  - ~ Tea House (A41) and
  - ~ Social Worker's Room.

### **5.06 Using the Computer Rooms**

1. Eating and drinking is strictly forbidden in these rooms.
2. Students should not download, install, send or forward any illegal programmes, websites, messages, etc. using the computers in the school.
3. Non-educational computer games are not allowed.
4. Obscene images or texts should not be displayed on monitors.

### **5.07 Using the Medical Room**

1. Any students feeling unwell may take a rest in the medical room for a reasonable period of time after registering at the General Office and getting approval from teachers.
2. When the student recovers enough to leave the medical room, he has to inform the General Office.
3. Students in the medical room should not chat, play, read or study. Eating and drinking is not allowed without permission.

### **5.08 Using the School Playground**

1. When the playground is available for general use by all students during recess, lunch time and after school, students should be mindful of the safety of all users and practice mutual respect in playing different ball games together in the same playground.
2. Ball games should not be played outside the designated court.
3. Unless under the supervision of teachers, no football or dodgeball games are allowed in the playground.
4. Dangerous acts like climbing or hanging on the basketball rim are forbidden.
5. Student groups may reserve the playground for use with the P.E. teachers for planned activities.
6. Students are not allowed to play games in the playground without the supervision of teachers during the following periods of time:
  - ~ during lesson time, before 8:00 a.m. or after 5:30 p.m. on school days;
  - ~ during school holidays;
  - ~ one week before examinations begin and during examination periods;
  - ~ a day before Speech Day; and/or
  - ~ as otherwise informed by the School.

### **5.09 Using the Library**

1. Silence should be strictly observed in the library to maintain a quiet study atmosphere.
2. Eating and drinking is not permitted in the library.
3. Games of any forms are not allowed in the library.
4. Mutilation and theft of library materials are serious offences. Offenders will be penalized and payment must be made to cover all damages.
5. Copyright law should be strictly observed by all library users when making copies of library materials. Notices are posted in the library to warn users that they will be held fully responsible for any copyright infringement.
6. All library furniture, equipment and library materials must be kept clean.
7. The library is not responsible for the safe keeping of any belongings left in the library.
8. Computers located in the public areas of the library are provided for checking book status/book searching and should not be used for viewing and downloading obscene pictures, playing computer games and unauthorized downloading of software.

### **Borrowing Regulations**

Each student can borrow:

- 5 books and a maximum of 3 subject reference books under each account
- 3 items of back issues (periodicals) / 3 items of other publications

Students can borrow library materials for a period of 14 days including the holidays.

Students can borrow subject reference books which have a loan period of 14 days and they are non-renewable.

### **Loan Procedures**

- Students are entitled to borrow books with their student cards.
- Present the student card and books to the library teachers or student librarians at the circulation counter.
- The card is for personal use and is not transferable.

### **Short Loans**

Items for short loans:

- Syllabus and external examination papers
- Reference books

Students have to fill out a request slip for short loans and their student cards will then be kept in the library counter until the materials on loan are returned.

Students have to return the borrowed materials by the end of the school day before the library is closed.

### **Online renewal of library materials**

- Access the school library homepage at <http://ktclibrary.weebly.com> or enter the library homepage through school webpage
- Click “Reader Record and Online Search”
- Enter Username (student number e.g. s123456) and Password (the first six items of your HKID number e.g. A12345)
- Click the Renew button for the item(s) you would like to renew
- Online renewal can be done consecutively twice. Overdue books cannot be renewed. Students must go to the library in person to settle the overdue payment as soon as possible before the renewal of library materials.

## **Fees & Charges**

- **Overdue Penalty**  
Books, back issues of magazines and periodicals: \$ 0.5 per item per working day  
The ceiling fine is \$ 25 per item.
  
- **Damage and Loss of Library Materials**  
Any damage to a book must be reported immediately to the library teacher on duty. Students will be responsible for any loss, mutilation, damage or disfigurement by writing or other marks while the materials are in your charge, and you may be requested to pay the full value of the replacement in addition to a binding and processing charge (20%).

### **5.10 Using the Canteen and Vending Machines**

1. No buying of food and drinks is allowed during mentor time in the morning and in the afternoon.
2. Students can have food in the Canteen/make purchases from Vending Machines before 8:10 a.m., during recess, lunch or after school. Buying or eating food during the break between lessons is not allowed. Students found doing so will be subjected to disciplinary action. Any mal-functioning of the machines should be reported to the General Office.
3. Students can use the microwave oven to re-heat their food. They can also use the hot water from the boiler to prepare their instant noodles. However, students should be careful when using the equipment and keep the canteen clean and tidy.
4. Students should not change the arrangement of tables and chairs in the Canteen without the permission of teachers. If permitted to do so, students are responsible for moving the furniture to its original setting after use.

### **5.11 Using the Roof-top Playground**

1. Only under teacher's supervision are students allowed to use the roof-top playground.
2. Bouncing balls, dragging furniture and jumping should be avoided so as not to disturb the classrooms beneath.
3. Owing to the limited space, activities obstructing the passages should be avoided.
4. The doors to the roof-top playground are locked by 6:00 pm on normal school days and closed on school holidays.



### **5.12 Booking Rooms, Hall and Playground**

1. Permission to use the Hall and playground will only be given for large-scale activities. Students should apply directly to the Coordinator of the Extra-Curricular Activities Committee.
2. Activities in the playground are overseen by the P.E. teachers. Students can apply directly to the Panel Coordinator of the Physical Education Department for permission to use the playground.
3. Permission for students to use laboratories and special rooms will generally not be given. Students should approach the teacher-in-charge of the activity for venue reservation.

### **5.13 Using the Student Activity Centre**

1. The Centre is for teaching or school activities and by teachers' reservation only.
2. For practices or rehearsals of school performance, students may make reservations through the teacher(s)-in-charge. The teacher-in-charge would oversee the activities.
3. Teachers may make a reservation by informing the teacher-in-charge. An approval notice will be issued to the user(s).
4. To avoid damaging the wooden floor, students are only allowed to have activities in sports shoes or barefoot in the Centre.
5. No eating or drinking is allowed in the Centre.
6. Users are forbidden to touch the rear door to avoid activating the security alarm.
7. Users must switch off all electronic devices, lock all the windows and doors after use. Students have to leave and return the key to the teacher-in-charge before 5:30 p.m.

#### **5.14 Staying on Campus after School Hours**

1. Students staying behind after school have the responsibility to inform their parents about the time they will leave school by themselves.
2. No student should stay on the campus after 5:30 p.m. except being accompanied by a teacher.
3. Students staying behind in the College should follow the instructions of the teacher on-duty and other staff members or else they will be subjected to disciplinary action.
4. For the sake of safety, students are strongly advised not to leave the school premises alone after 6:00 pm.

#### **5.15 Reporting Damage and Lost / Found Items**

1. It is not advisable for students to bring valuable items or large sums of money to school.
2. Students have to take care of their own belongings and should not leave them unattended. The College bears no responsibility to compensate for any loss or damage of students' personal possessions.
3. Any valuable items found by students should be handed over to the General Office. Anyone who has lost such an item should report it to the General Office and discipline teachers. Students should provide detailed information about their loss, including the location and time at which the item went missing.
4. If a reported lost item is found or the owner of the item can be identified, the General Office will notify the owner to get it back.
5. The General Office will post a list on its notice board from time to time about all unidentified items found on the campus. If a student finds that his lost property is on the list, he may check with the General Office. He can get the item back if there is enough evidence to show that the item belongs to him.
6. The College will decide whether to discard or donate any unclaimed lost items to a charitable organisation after the list has been posted for more than two weeks.

## **6.01 Grants and Scholarships**

### 6.01.1 Student Activities Support Grant

The school has applied the ‘Student Activities Support Grant’ from the Education Bureau for disadvantaged students. The grant provides students with financial needs to participate in out-of-classroom life-wide learning activities organised or recognised by schools enabling students to benefit from experiential learning.

The target students are those whose parents receive Comprehensive Social Security Assistance (CSSA) or receive a full grant under the School Textbook Assistance Scheme (STAS). They will receive subsidies for some school-based activities, such as training camps. The College would collect information about students who have been receiving CSSA or STAS at the beginning of each academic year. Parents need to inform the College in writing if they have a change in the financial status, for example, they are no longer receiving CSSA or they have become a recipient of CSSA, during the academic year. By the end of the school year, a summary of the subsidies received by the student concerned will be sent to the parents for confirmation. Parents can rest assured that the school will deal with concerned students discreetly.

### 6.01.2 Financial Support for Needy Students

In accordance with the guidelines issued by relevant government departments or organizations, the College will bring the notices about applications for various grants and funds to the students in financial needs as recognized by the mentors. Students are strongly advised to update and notify their mentors regarding any financial difficulties.

Grants and loan funds offered by the HKSAR to students in the senior secondary system are shown in the list below. Students may refer to the website of Student Finance Office of the Working Families and Student Financial Assistance Agency (WFSFAA) at <https://www.wfsfaa.gov.hk/sfo/tc/index.htm> for details.

Grants and loan funds	Remarks
(a) School Textbook Assistance Scheme	Internal closing date for application to be announced by the College
(b) Student Travel Subsidy Scheme	
(c) Subsidy Scheme for Internet Access Charges	
(d) Grantham Maintenance Grant	Late Sept yearly to WFSFAA
(e) Sing Tao Charitable Foundation Students' Loan Fund Emergency Loan	Interest-free emergency loan: contact teacher-in-charge for details

The following list involves grants and scholarships that take into account both the students' financial situation and performance:

- (a) Po Leung Kuk Wu Ho Wing Ching Memorial Education Fund
- (b) Po Leung Kuk Fook Chun Scholarships
- (c) Po Leung Kuk Ho Yuk Ching Children & Education Fund
- (d) Po Leung Kuk Wong Yat Sin Scholarship
- (e) Po Leung Kuk Mr and Mrs Fung Hok Hung Scholarship
- (f) Po Leung Kuk Ng Sun Chink Sarn Memorial Scholarship

### 6.01.3 Scholarships

Listed below are some of the scholarships that will be awarded to students to celebrate their achievements. Students eligible for the respective nominations will be informed by their mentors. Since participation in community services and activities outside school is one of the major considerations for most scholarships, students are advised to update their learning profiles and inform their mentors of their achievements frequently.

- (a) Multi-faceted Excellence Scholarship
- (b) Sir Robert Black Trust Fund – The Grants for Talented Students in Non-Academic Field
- (c) Grantham Scholars of the Year Award
- (d) Po Leung Kuk Scholarship

## **6.02 Locker Arrangement**

### Rules and Regulations for Locker Users

1. In every new academic year, students must submit their applications properly on time in order to obtain the right to use the assigned lockers.
  2. Students must always ensure that their lockers are properly locked by a secure padlock (not a digital one).
  3. Lockers are not transferable. Unauthorized use of lockers is not permitted. Students must report any damage or defects of their lockers to the General Office as soon as possible.
  4. It is also not advisable to store valuable items inside lockers. Students must bear full responsibility for the items stored in their lockers. The School will not be responsible for any items stored inside the lockers.
  5. Students should keep the both interior and exterior of their lockers tidy. No self-adhesive labels, paint or decoration on the lockers is allowed. Scratching and carving are strictly forbidden. No inflammable, hazardous or perishable materials should be stored in lockers.
  6. Drawing near the expiry of the use of lockers, students will be notified by a memo from the School. Students must evacuate their belongings from the lockers and remove the padlocks on or before the expiry date as specified in the notification. After this date, all unattended belongings would be removed and disposed of by the School at its discretion. The School will not be responsible for any loss of or damage to items found and/or disposed of.
  7. No personal belongings are allowed to be put on the top of the locker cabinets.
- N.B. - If there are any violations of the rules or intentional damage to the lockers, the school will take disciplinary actions and may require compensation from the student(s) concerned.
- Any violation of these regulations may result in termination of use of the locker facility.

### **6.03 Borrowing Uniform from the School**

While students are required to wear clean and tidy uniform, they may borrow school uniform from P.E. teacher in case their own is accidentally torn or otherwise sullied on the campus, or has become saturated by heavy rain on their way to school. The uniform will not be lent to students who deliberately disregard the College's requirements on student uniform.

Students have to note the following when they make the request.

1. Go to 2/F staff room to find P.E. Teacher – Mr Ngai or P.E. Teaching Assistant.
2. Boys may borrow a white short-sleeved shirt and/or grey trousers, while girls can borrow a white dress with a belt.
3. The borrowed uniform should be returned within 3 days to avoid inconvenience to other students in need.
4. Students are required to clean the uniform after use and return it in a neat and tidy condition.
5. Students have to report any damage to the borrowed uniform when returning it. Parents are liable for any such damage.

The College would like to thank the Parent-Teacher Association and alumni for the uniforms they have donated to the College for this purpose.

## Section 7 Home - School Connection

### **7.01 Parent-Teacher Association**

The Parent-Teacher Association was set up in October 2008 to enhance the partnership of parents and the teaching staff of the College in working for the benefit of students' development. The parent executive members are elected by all registered members who are parents of the current students. The Annual General Meeting and Election are held before November every year according to the PTA constitution. This constitution and recent notices of the PTA's executive committee can be found on the College Homepage.

### **7.02 Notices to Parents**

Notices will be issued to parents from time to time, as required. Most of the notices will be issued through the eClass system. Parents should check notifications from eClass system regularly for parent letters and school updates.

### **7.03 Sunshine Calls**

Teachers of the College, especially the mentors, may call the parents from time to time to discuss the performance of the students. The content of such discussions may be on general issues, or to inform parents of something worth appreciation or something worth noting. Therefore it is necessary for parents to inform the College immediately about any change in your phone numbers, home address or e-mail address.

Discussion with the student's mentor or any college staff initiated by parents is also welcome. Messages from parents to students will not be delivered except in an emergency. Moreover, if you call your child's mobile phone during lessons and it is heard ringing, he will be subjected to disciplinary action, as students are not allowed to turn on their mobile phone and should keep it in the phone lockers during school hours.

#### **7.04 Student Report**

There is one examination for students in S6, while there are two examinations in the other form levels. A printed report for each S4 or S5 student will be issued about one month after the corresponding internal examination while S6 students will be given their report on the Speech Day Rehearsal Day. Parents will be invited to the College to collect their child's report after the first term examination. By the end of the school year, parents of students who do not satisfy the promotion criteria will be informed through a parents' letter or a phone call from the mentor.

The student report is a unique document. No duplicate copy of the report will be issued. Hence, students are advised to keep it in a safe place. However, a student may apply for a transcript in case of loss or damage of the original report. Details of the application are available in Section 2.04.

#### **7.05 Note on Raising Concerns**

The note is produced in the context of our commitment to quality programmes and student support. Accordingly, the following should be seen as complementing and consistent with all other student policies developed and implemented by the College.

- a) Parents wishing to raise a concern, including issues about equal opportunities, sexual harassment and the like, should contact relevant school personnel. Only those concerns which are written and signed by parents/guardians or our students may be investigated formally by the College.
- b) The parent/guardian concerned should approach the mentor or class coordinator with a view to resolving the concern.
- c) Where the parent/guardian is unable to resolve the case of concern with the mentor or class coordinator, he/she should approach subject/department/committee head with a view to resolving it.



- d) If the case is still unresolved, the parent/guardian should raise the matter with the Vice Principals with a view to resolving it.
- e) If the case is still unresolved, the parent/guardian wishes to pursue the matter further, he/she should elevate the concern to the School Principal.
- f) Parents can contact the school by phone (23905010) or by e-mail (info@sfc-plk.edu.hk) to raise their concerns.

#### **7.06 Preventing Communicable Diseases in School**

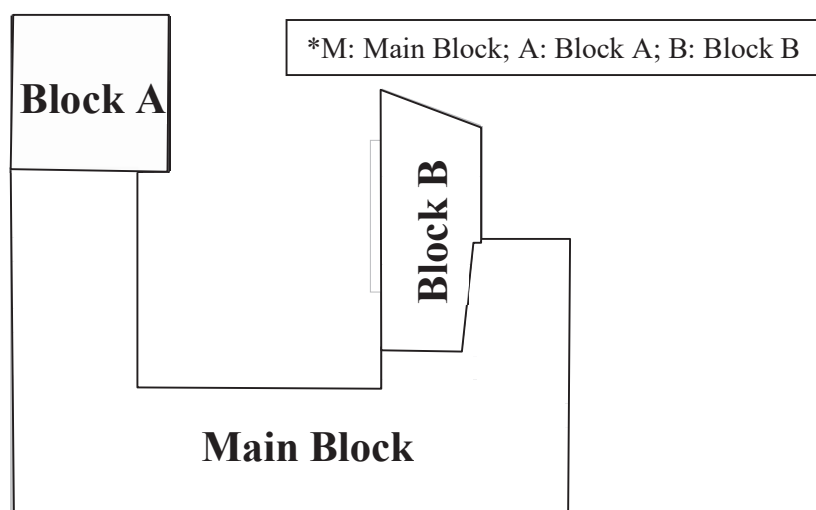
With reference to the guidelines provided by the Department of Health, the diseases shown in the following website are communicable. To prevent the outbreaks of such diseases, parents have to restrain their children from returning to school before complete recovery if they have contracted such diseases.

[https://cdis.chp.gov.hk/CDIS\\_CENO\\_ONLINE/disease.html](https://cdis.chp.gov.hk/CDIS_CENO_ONLINE/disease.html)

Section 8 Miscellaneous Information

**8.01 Location of Special Rooms**

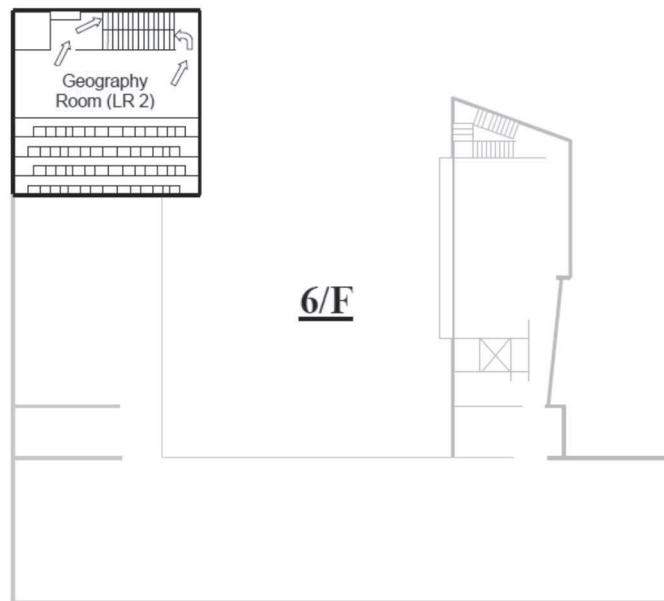
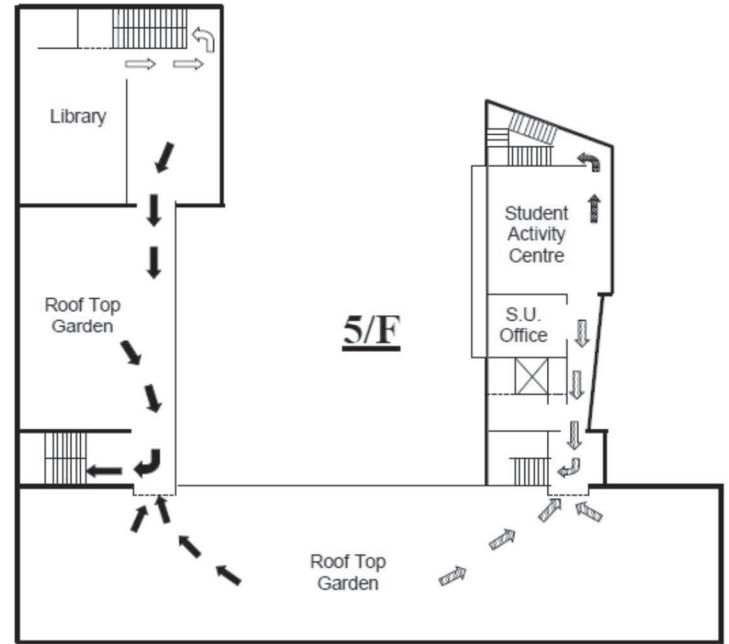
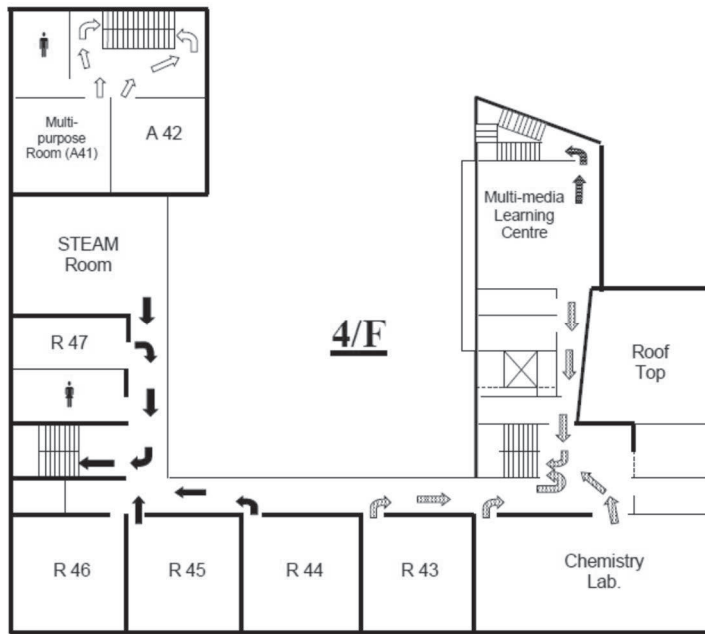
Room / Place	Short Form	Location	
		Block*	Floor
Amenities Area	AA	A	1
Biology Laboratory	BIOL	M	3
Campus TV Studio	CTV	B	3
Canteen	-	M	1
Chemistry Laboratory	CL	M	4
Computer Room A	CRA	M	G
Computer Room B	CRB	M	2
Counselling Room	-	B	3
Geography Room	LR2	A	6
Humanites Room	LR1	A	2
Integrated Arts Room	IA	M	3
Language Centre	LC	B	3
Library	LIB	A	5
Medical Room	-	B	1
Multimedia Learning Centre	MMLC	B	4
Physics Laboratory	PHYL	M	3
Social Worker's Room	-	A	1
Staff Room	-	M	2
Staff Room B	-	B	2
STEAM Room	SR	M	4
Student Activity Centre	-	B	5
Student Union Office	SU	B	5
Study Room (R22)	-	M	2
Vice-Principals' Rooms	-	B	2



## 8.02 Floor Plan of Campus and Emergency Evacuation Procedures

### 8.02.1 Floor Plan and Emergency Escape Route of Campus



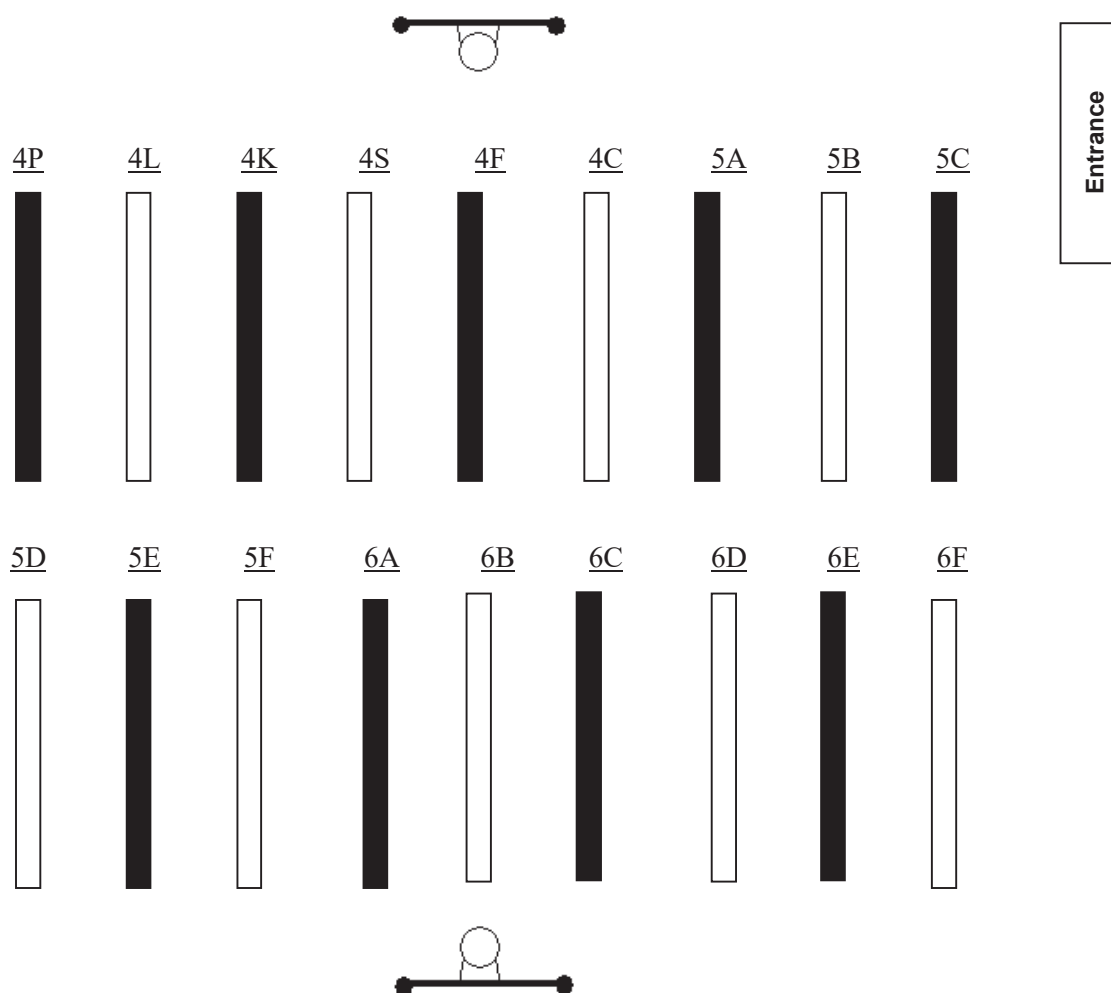


### 8.02.2 Whole School Emergency Evacuation Procedure

When there is an emergency, possibly a gas leak or a fire, the College will activate the emergency evacuation procedure. In order to help students and staff members familiarise themselves with the procedure, a formal practice is arranged at least once every school term. The following are the guidelines for students when the procedure is activated:

1. The discontinuous sound of an electric bell and / or the continuous sound of a hand-bell indicates that a hazardous accident has occurred in the campus.
2. All students should stop whatever they are doing and leave the campus immediately, using the nearest staircase as shown in the diagrams in section 8.02.1.
3. Students should walk quickly to the basketball court opposite to the College. They should never run or jump.
4. Throughout the entire evacuation, students should follow the instructions of the teachers and should not take with them any personal belongings.
5. Students should queue up in the basketball court in an orderly manner (according to class no.) as shown in the diagram below.
6. Class coordinators should collect a name-list and a pencil from the teacher-in-charge, take the roll call and return the name-list to the teacher-in-charge as quickly as possible.

#### Queue up plan on the basketball court opposite the school



### 8.03 Sample Letters for Sick / Casual Leave Application

#### 8.03.1 English Version

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

Dear Ms/ Mr \_\_\_\_\_ (mentor) \_\_\_\_\_,

Please be informed that my child \_\_\_\_\_ (student name) \_\_\_\_\_ of Class \_\_\_\_\_ will be / has been\* unable to go to school for the reason \_\_\_\_\_  
from (date) \_\_\_\_\_ to \_\_\_\_\_ (or time \_\_\_\_\_ to \_\_\_\_\_ on date \_\_\_\_\_) for a total of \_\_\_\_\_ days (or \_\_\_\_\_ lessons).

Attached is \_\_\_\_\_ the doctor slip / supporting document\* \_\_\_\_\_ for your reference.

Thank you for your attention.

Yours sincerely,

(Parent's / Guardian's\* signature)  
(Name of Parent / Guardian\*)

\*delete as appropriate

#### 8.03.2 Chinese Version (學生請假家長信範本)

(導師姓名) \_\_\_\_\_ :

小兒 / 小女\* \_\_\_\_\_ (學生姓名) \_\_\_\_\_ 就讀於 貴校 \_\_\_\_\_ 班。因為  
\_\_\_\_\_ (請假理由) \_\_\_\_\_, 未能 / 將不會\*  
於 \_\_\_\_\_ (日期) \_\_\_\_\_ (的第 \_\_\_\_\_ 課節) 至 \_\_\_\_\_ (日期) \_\_\_\_\_ (第 \_\_\_\_\_ 課節)  
回校上課。共告假 \_\_\_\_\_ 日(或課節)。

現隨函附上 註冊醫生病假紙 / 有關證明文件\* 供閣下參閱。不便之處，敬希見諒。

學生家長 / 監護人

\_\_\_\_\_ (簽署)

二零 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

\*將不適用字刪去

#### Student-Parent Handbook (Chinese Version)



This Student-Parent Handbook is to be translated into Chinese and uploaded on the College website. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.



