Student's Information 學籍表
(Year / 年度)

Personal Profile 個人資料

Name 學生姓名 _____ Chinese 中文

_____ English 英文

Photo 相片

Class 班別 _____ Student I.D. No. 學生證編號 _____

Sex 性別 _____ Class No. 班號 _____ Age 年齡 _____

Address 住址 _____

_____

Tel. 電話 _____ Mobile No. (學生)手提電話 _____

E-mail 電郵 _____

Guardian's Profile 監護人資料

Father 父親姓名 _____ Contact No. 聯絡電話 _____

E-mail 電郵 _____ Mobile No. 手提電話 _____

Mother 母親姓名 _____ Contact No. 聯絡電話 _____

E-mail 電郵 _____ Mobile No. 手提電話 _____

Guardian 監護人姓名 _____

Relationship 關係 _____ Contact No. 聯絡電話 _____

E-mail 電郵 _____ Mobile No. 手提電話 _____

Parent(s)'/ Guardian's Signature
家長 / 監護人簽署

_____

Class Teacher(s)' Signature
班主任簽署

_____

中華人民共和國國歌

（義勇軍進行曲）

田漢詞
聶耳曲
陳健華編伴奏

進行曲速度

f

起

來！ 不 願 做奴隸的人 們！ 把 我 們的血 肉， 築 成我們

新 的長 城！ 中 華 民 族 到 了 最 危 險的時

ff

mf

poco a poco cresc.

候， 每 個人被 迫 著發 出 最 後的吼 聲。 起 來！ 起

來！ 起 來！ 我 們萬 眾 一 心， 冒 著敵人的 炮 火

marcato

cresc.

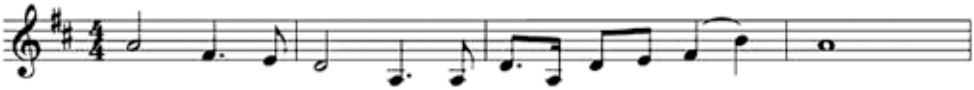
*此段鋼琴右手部份應彈高八度。

前 進！ 冒 著敵人的炮 火 前 進！ 前 進！ 前 進！ 進！

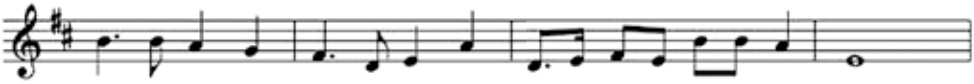
SFCC ANTHEM
校歌

孫觀琳詞
周德強曲

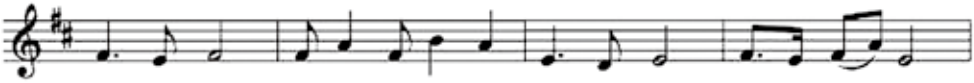
朝氣蓬勃地



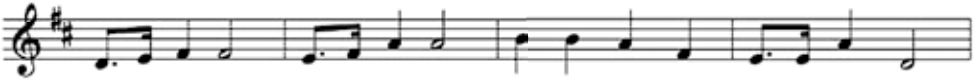
我們的學校在大時代裡誕生



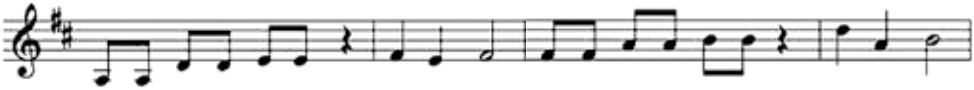
沐着朝露迎着風雨創造未來創造未來。



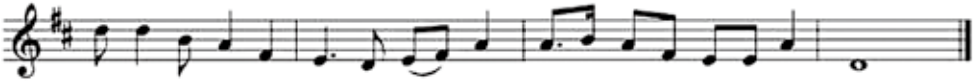
春風裡種下了桃李待明日碩果滿園



五育並進全面發展勤廉信慎校訓永記。



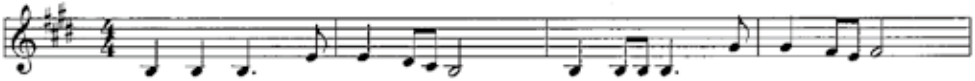
努力努力努力齊向前努力努力努力齊向前



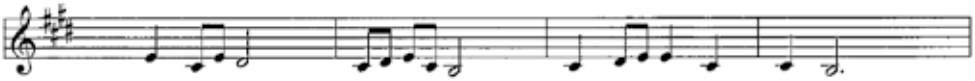
美好的明天如日方中光明永遠照耀大地。

SFCC Motto
校訓歌

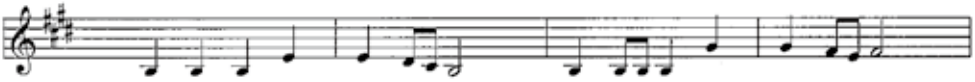
Composed by : Marco Wen
Lyrics by : Simon Peter Ho



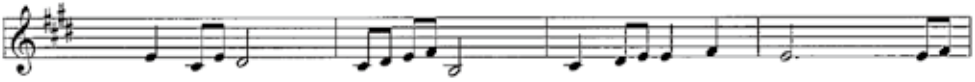
When you learn and find you are lost. Do not despair in time you will see.



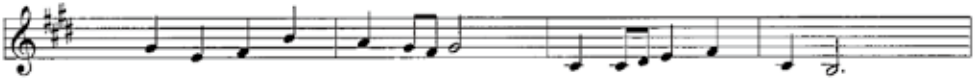
Like a young plant needs its time to grow. You will need di- li- gence too.



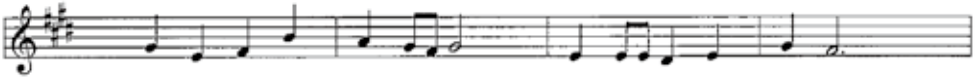
When the sky is stor- my and grey. Your shelter will be in- te- gr- ity.



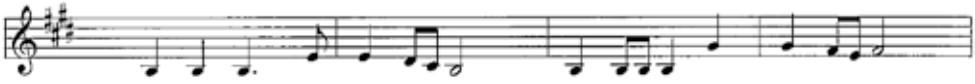
Wind may blow but you will be safe. Then you can smile a- gain. There are



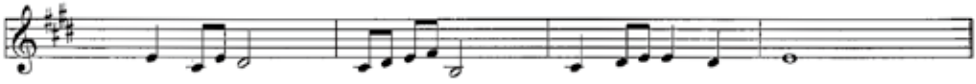
things so nice and cost much to gain. Trust- worthiness is price- less.



Once you've gained trust ne- ver let go. It's what brings us to- ge- ther.



When you've gained all three that I've taught. Pru- dence will come most na- tural- ly.



Now you may frown and ask what's it for. One day you'll thank me more.

School Mission
宗旨

For details, please refer to the school website: http://sunfc.school.hk
請參閱學校網頁http://sunfc.school.hk 學校檔案

School Faith
信念

For details, please refer to the school website: http://sunfc.school.hk
請參閱學校網頁http://sunfc.school.hk 學校檔案

Aims
目標

For details, please refer to the school website: http://sunfc.school.hk
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2017-2018 Slogan
本年度口號

Seek virtues and wisdom; Emphasize aesthetics and kindness
德智兼修　美善並求

Use of Student Handbook
手冊使用須知

In order to learn more effectively and to have better communication between the school and parents, students should:
為使學習具效率，家校之間能有良好的溝通，學生必須：

1. bring the student handbook to school every day and keep it in good condition. Show the student handbook to the teacher promptly for occasional inspection and for teachers to communicate with parents/ guardians. If lost, ask parents to write a letter and state the reason for the loss as soon as possible before getting a replacement.
   每日攜帶手冊回校，慎為保管，並保持清潔，遇有老師索閱或記事時自當迅速交出。如有遺失，須請父母或監護人以書面形式説明理由，並盡快向校方補購。
2. write the homework every day for parents / guardians' reference.
   每天填寫家課，以供父母或監護人查閱及備忘之用。

Ten Good Characters
十種良好品格

An enthusiastic, positive, well-disciplined learning environment and excellent school spirit depend on the cooperation of all students. Being one of the SFCC students, I understand that setting a high level of expectation for me is equally beneficial to myself, others and the community. Therefore, I should endeavour to learn and cultivate the following good characters.
積極、正面及有秩序的學習環境及良好校風，實有賴莘莘學子的共同努力。作為孫方中書院一分子的我，明白為自己訂立高水平的自我期望，對己對人對社區，均能得益。
因此，在未來的日子，我必致力做到：

Attentiveness（專注）	Showing the worth of a person or task by giving my undivided concentration. 全神貫注地聆聽別人的意見以示尊重。
Benevolence（仁愛）	Giving others' basic needs without having as my motive personal reward. 滿足別人基本的需要不求回報。
Diligence（勤奮）	Investing my time and energy to complete each task assigned to me. 全力以赴完成人所交代的任務。
Discretion（謹慎）	Recognizing and avoiding words, actions, and attitudes that could lead to undesirable consequences. 避免後果不佳的言行和態度。
Faith（信心）	Confidence that actions rooted in good character will yield the best outcome even when I cannot see how. 即使事情不樂觀仍確信好品格會有好結果。
Initiative（主動）	Recognizing and doing what needs to be done before I am asked to do it. 看到事情不待別人開口就著手去做。
Patience（忍耐）	Accepting a difficult situation without giving a deadline to remove it. 接受困境並不設下挪開的時限。
Responsibility（盡責）	Knowing and doing what is expected of me. 明白別人的期望並切實做到。
Self-control（節制）	Rejecting wrong desires and doing what is right. 摒棄私慾做正當的事。
Truthfulness（誠實）	Earning future trust by accurately reporting past facts. 準確地說明過去的事實以賺得未來的信任。

Source "Achieving True Success; How to Build Character as a Family". Published by International Association of Character Cities.
邁向真成功（培基文教基金會）

Ten Important expectations
十大期望

整潔有禮、謙遜端莊。	Neat and tidy, modest and dignified.
守時盡責、處事認真。	Punctual and responsible, work conscientiously.
誠實有禮、以誠待人。	Truthful and courteous, honest dealings.
專注學習、虛心受教。	Attentive in learning, open-minded in being educated.
積極好學、勤奮進取。	Zealous and studious, diligent and progressive.
自律守紀、敬師愛校。	Self-disciplined, respect teachers and show reverence for school.
愛惜公物、保護環境。	Value public property, conserve the environment.
珍惜生命、愛己愛人。	Treasure life, love yourself and others.
服務社區、熱心公益。	Serve the community, be enthusiastic in charity.
愛家愛國、關懷社群。	Love your family and be patriotic, care about society and the community.

Guidelines to Self-fulfillment
自我完善綱領

Inside and Outside the Classroom 課堂內外

To make myself and others to have good learning atmosphere, I will:
為了使自己及別人均有良好的學習環境，我願意：

1. obey teachers' instructions, pay attention in class and take part actively in classroom activities.
   遵守老師的指示，專心上課及積極投入課堂活動。
2. hand in the homework on time and bring all the necessary stationery and not to bring any other expensive belongings to avoid loss.
   準時交齊功課及帶齊上課用品。其他貴重物品，為免遺失和妨礙上課，一律不會攜帶回校。
3. keep the classroom clean and not to eat in the classroom without teacher's permission.
   保持教室整潔，未經老師批准，不會飲食。
4. not vandalize the public facilities with an understanding that compensation has to be made and punishment will be given for any deliberate damage of public facilities.
   愛護公物，並明白如蓄意破壞公物，必須照價賠償及接受處分。
5. keep quiet and do not go to the washroom without teacher's permission between lessons. When going to special rooms or having PE lessons, queue up outside the classroom quietly and wait for the respective teacher.
   於換課時保持肅靜，未經老師同意，不會私自前往洗手間。如需上體育課或往其他教室或特別室上課，亦必排列整齊隊伍，由班長或老師帶領前往。
6. not enter the classroom without teacher's permission.
   不可擅進別班教室。
7. enter special rooms and laboratories after obtaining permission from the respective teachers and follow the instructions of the teachers when using the apparatuses and equipment in the special rooms and laboratories.
   先得到老師許可，方會進入實驗室或其他特別室，並且切實依照老師的指示使用各種器材及物品。在實驗室或特別室內保持安靜，不喧嘩、嬉戲或飲食。如遇有任何意外或器材損壞時，立即向老師報告。
8. stay in the classroom or use the classroom facilities when permission is obtained.
   得到老師的批准，才會在上課時間以外，逗留於教室內（包括所有特別室）或使用任何設備。
9. wear suitable trainers when playing in the fields.
   在球場上打球時穿著適當的運動鞋。
10. carry balls in a net to school or in other areas of the school, do not play ball games in places other than the pitch or playgrounds.
    在前往學校或於學校內任何地方均把皮球放進球網內攜帶，也不會在球場以外的地方打球。

Guidelines for Students Bringing Mobile Phones to School 學生攜帶手提電話回校指引

Students' responsibility 學生責任：

1. During school days, students must switch off their mobile phones when they arrive at school (students may remove the batteries or SIM card(s) if necessary), put their mobile phones in a plastic bag with their name, class, class number and code written on it (to be prepared by students or bought from the General Office). Give the mobile phones to the staff at the General Office for storage and sign their names for confirmation.
   於上課日期間，學生每天須於回校時把手提電話關掉(可取出電池或SIM卡)，並放進塑料袋內(自行準備或向校務處購買)。學生必須於塑料袋上寫上姓名、班別、班號及編號，並交予校務處職員保管，然後簽名作實。
2. Students have to collect their mobile phones at the General Office before 5:30pm every day. They should check that the mobile phones are in good condition and sign their names once they have taken back their mobile phones. If there is any problem, students have to report to the staff at the General Office immediately.
   學生每天最遲於5:30pm到校務處仔細檢查電話狀況，確定狀況良好後簽署領回。如有任何問題，應即時向校務處職員提出。
3. Students are not allowed to use their mobile phones at school without teachers' permission.
   除得到老師批准外，學生嚴禁於校內使用手提電話。
4. During non-school days (i.e. Saturdays and school holidays), students are allowed to use their mobile phones at school only with teachers' permission.
   非上課日(即星期六及學校假期)期間，除得到校方批准外，學生嚴禁使用手提電話。

Violation of above rules 違規處理程序：

1. Students are considered to violate the school rules if they do not keep their mobile phones in the General Office or if they use mobile phones at school. Teachers can request students to hand over their mobile phones for temporary storage. The mobile phones can only be taken back by parent(s)/ registered guardian(s).
   學生如沒有把電話交予校務處，或於校內使用手提電話，均作違反校規論。老師可以要求學生交出電話，暫時代為保管，待家長 / 已登記監護人回校領回。
2. If a student violates the above rules twice in an academic year, 5 conduct marks will be deducted. Violating the rules thrice results in one demerit. If the student continues to violate the rules after a demerit has been given, one more demerit will be given for each transgression.
   如學生於該學年內**違規達兩次，需扣5分操行分；達三次記一個缺點，其後再犯每次皆記一個缺點**。

Procedures for collecting the mobile phones by parents 家長到校領回電話程序：

1. To take back the mobile phones for student, parent(s)/ registered guardian(s) must call the school during office hours to make an appointment beforehand. Before returning the mobile phones, the staff at the General Office will verify the identity of parent(s)/ registered guardian(s) (e.g. asking them for registered telephone number and address).
   家長 / 已登記監護人必須於辦公時間內致電學校預約領取電話時間，到校取回電話時，校務處職員將核實家長的資料（例如：要求家長説出註冊電話及地址）。
2. After taking back the mobile phones, parent(s)/ registered guardian(s) have to sign their names for confirmation.
   在家長 / 已登記監護人取回電話後，職員會要求家長簽署作實。

（保管電話用膠袋）(Plastic bag for the storage of mobile phones)

學生姓名 Student's name：_____
班　　別 Class：_____
班　　號 Class number：_____
代存日期 Date of storage：_____
負責老師 Teacher-in-charge：_____
備　　註 Remarks：_____

Dress Code of School Uniform 校服儀容

(For details, please read Uniform Requirements in the last part of the handbook.)（詳情見手冊後部分的「校服儀容細則」）

In order to cultivate proper school culture and be proud of my school, I must strive hard to comply with the followings:

為了使學校具有良好樸素的校風，讓我能以學校為榮，我自當：

1. I wear plain-looking, fresh, clean and tidy school uniform, never be too trendy and do not wear accessories and make-up; neither tattoo nor put any pictures on my body.
   以端莊、樸素及適體為儀容及服飾的原則，不會刻意標奇立異、崇尚潮流、佩戴飾物及化妝，不紋身、不貼圖案在身體上。
2. My hair should not be dyed or permed; hair spray/ gel/ other styling should not be used. Hair length and hair style should meet the school standard.
   以樸實為原則，不染髮、不燙髮、不塗新潮髮膏及不噴定型水。頭髮長短及髮型之標準願意遵從校方規定。
3. I should wear the standardized school uniform. If attending special events organized by the school, students should wear tidy uniform with good appearance at any time, any place in school or outside school, including on the way back or leaving the school.
   穿著合乎規格的校服。無論任何時間，包括往返學校途中，均穿著整齊校服及保持良好的儀容。

Provision of Storage Facilities at School 貯物櫃借用

In order to reduce the weight of students' school bags, the school has lockers installed in each classroom for students to use. I must comply with the following rules:

為減輕學生書包的重量，本校特為學生設置貯物櫃供全校學生使用。我必須遵守下列有關規定：

1. Students need to prepare their own lock and keys.
   學生自備鎖、鑰匙。
2. The lockers are school properties. Hence, students must use the lockers carefully to avoid any damage. Nothing adhered inside or outside the lockers is allowed.
   愛護公物，不毀壞或弄污貯物櫃。小心開關櫃門，以免造成損毀。不得在貯物櫃內外貼上任何物品。
3. The right of using a locker is not transferable. Users are also not allowed to keep any possession for other students.
   不得於借用期內轉借他人，亦不得代他人貯存物品。
4. Users are allowed to take their possessions only during recess, lunchtime and after school to avoid causing any disturbance to other students.
   只可於小息、午膳時及放學後存取物品，以免在上課或換課期間騷擾他人。
5. If the user forgets to take his or her belongings in the above periods, he or she will be considered as "failing to bring necessary learning items".
   若忘記於上述時間拿取上課物品，則當「欠帶上課應用物品」論。

6. Students are not allowed to put any textbook in the locker overnight without teacher's permission.
   未經老師授權，不得把任何上課用書籍留在貯物櫃內過夜。
7. Students can start using the lockers after the application is approved. Students are required to clean their lockers and take their locks back before the first day of the Second Term Examinations.
   借用期由辦妥借用手續日起至本學年期終考試前一天止，在該天前必須清理櫃內雜物並取走自備的鎖。
8. The keys are non-transferable and should be kept properly by the users. If the users lose their keys, they must report the case to the College immediately. They need to buy new locks and keys on their own.
   鑰匙必須妥為保管，不得借予他人。若有遺失，應從速向校方報告，並需自行購置新鎖及鑰匙。
9. Food, drinks and perishable items are not allowed to be kept in the lockers.
   食物、飲料、潮濕或容易變壞及發霉的物品等均不得貯存在櫃內。
10. The College will not bear any responsibilities for any missing possessions kept in the lockers. Hence, users are strongly advised not to keep money or expensive items in the lockers.
    存放櫃內的物品若有遺失或被盜竊，本校概不負責，因此，櫃內不應存放貴重物品或金錢。
11. Users must open their lockers on request. The College also reserves the right of unlocking the lockers when necessary.
    學生必須在校方要求下開啟貯物櫃讓有關人士檢查，必要時校方亦有權自行開啟。
12. Users must not open or attempt to open other users' lockers under any circumstances.
    任何學生不得開啟他人的貯物櫃，試圖開啟者亦屬違規。
13. Students who fail to obey the above rules will be penalized and they will not be allowed to use the lockers.
    違反上述規定者將受處分，並被褫奪借用貯物櫃的權利。

Behaviour after/ outside school 校外行為

In order to let my teachers and parents feel at ease and leave a good impression to the community, after school I should:
為了使父母及師長安心，並對社區有良好的影響，離校後，我自當：

1. go home at once and never loiter in the community nor enter the video game centres, internet bars or any places which are inappropriate for students. If going out after school, I should wear casual wear.
   立刻回家，不穿著校服於社區上流連，不進入電子遊戲機中心、網吧等人流複雜的場所。如離校後需要外出，也必先回家換好便服才出門。
2. cooperate with parents, teachers and prefects; pay due respect to the person who pinpoints my mistakes and try my best to make improvement. I fully understand that I will be punished if I show no respect to them.
   與本校家長、師長及領袖生等合作，當他們提點自己時，必以虛心和善的態度應對，並立即改進自己的行為，也明白如對他們無禮，將會受到處分。
3. be cautious about my own behaviour, I should not cause any inconvenience and nuisance to the community, for example, shouting in public, pushing and running around in the street or speaking foul languages.
   時刻注意自己的言行，除了不作出傷害自己的行為外，也不對社區人士造成滋擾，例如：大聲喧嘩、推撞追逐及說粗言穢語等。

My Commitment
我的承諾書

I should do the following in order to benefit myself and others, to maintain the unity of the school, develop a good environment for learning.
I have to:
為了利己利人，團結全校，共同建設美好校園，樹立良好校風，我自當：

1. be enthusiastic and try my best; ask teachers' help on my own initiative when encountering difficulties.
   積極進取，遇有疑難，主動尋求師長協助；
2. act accordingly to satisfy the ten god characters and ten important expectations for self-improvement.
   努力達致「十大期望」，積極向善；
3. comply with the items in “Guidelines to Self-fulfillment” and other school rules; learn to be a responsible person and strive for excellence; be willing to accept my teacher’s advice if mistakes are made.
   遵守「自我完善綱領」或其他學校規則，追求卓越，學習成為一個有承擔的人；如有缺失，願意虛心接受師長的勤勉；
4. facilitate communication between parents/ guardians and the school so as to grow up in a healthy environment. Therefore, I have to ask my parents/ guardians to sign the handbook and reply slips on time. Also, I have to notify the school and the class teachers immediately for any notice or messages from parents/ guardians to the school/ teachers.
   協助校方與父母 / 監護人的溝通，藉以促進自我的健康成長，故必準時簽署手冊、回條；家長 / 監護人給校方的通知，務必第一時間通知班主任；
5. comply with all relevant details of “Guidelines to Self-fulfilment” and other school rules that are being added or amended according to real situations.
   遵守校方所有因實際需要而臨時頒布或修改的「自我完善綱領」或其他規則。
6. try my best to
   努力

_____

Student's Signature
學生簽署：_____

Date
日期：_____

Parents'/ Guardians' Commitment
家長 / 監護人承諾書

For the healthy growth of our child, we are willing to:
為了子女的健康成長，我們願意：

1. provide a suitable family environment to facilitate our child to concentrate on learning. Take care of them and accompany them for their growth.
   提供合適的家庭環境，讓子女專心學習，並關懷子女，陪伴子女成長；
2. insist my child wearing clean and tidy school uniform and bringing all necessary items for lessons.
   督促子女每天穿著整潔的校服、帶備上課所需之用品；
3. check my child's homework and sign the student handbook so as to understand his/ her school life.
   定期檢查子女的功課，簽閱子女的手冊，了解子女的學校生活；
4. apply for sick leave for my child according to the "sick leave application notice" of the school.
   學生請假時依照「請假須知」向校方申請；
5. express to our child that we have confidence in him/ her and are supportive to the school; we agree to supervise our child(ren) to comply with the “Guidelines to self-fulfillment and other school rules.
   向子女表示信任及支持校方，同意學校頒布的「自我完善綱領」或其他規則，並督促子女遵守。
6. describe child's performance at home realistically and complete the "parents' evaluation" together.
   切實向校方反映子女於家中的表現，共同完善「家長評審制」；
7. actively participate in activities for parents / guardians held by the school and the Parent-Teacher Association; also encourage my child to be active in school life.
   積極參與家教會及校方為家長 / 監護人舉辦的活動，並鼓勵子女積極投入校園生活。

Parent(s)'/ Guardian's Signature
家長 / 監護人簽署：_____

Date
日期：_____

School's Commitment
校方承諾書

In order to promote student's all-round development, we should:
為促進學生的全人發展，我們定當：

1. develop a safe, simple, well-disciplined, caring campus with good facilities.
   為同學建立一個安全、校風淳樸、有紀律、彼此關懷及設備完善的校園；
2. provide curricula and extra-curricular activities that are multi-dimensional and with quality.
   為同學提供多元及優質的課程與課外活動；
3. be fair in taking care of and supporting each student, let them have an equal opportunity in learning and developing.
   公平照顧及支援每位同學，讓他們都有均等的學習及發展機會；
4. put in all efforts in teaching, supporting and encouraging all students, let them experience and feel their success and enhance their self-image continuously.
   盡力教導、支持及鼓勵每位同學，讓他們能不斷經歷和感受成功，提升自我形象。
5. ensure that teachers have continuous professional development, and have good flexibility in operating different kinds of advanced equipment, pedagogy and tailor-made teaching materials.
   確保老師們不斷尋求專業發展，靈活運用各種先進設施、教學法及教材，務求達到因材施教信念；
6. enhance the close relationship between the school and the family for students' growth and development.
   努力促進家校之間的緊密聯繫，共同協助學生成長；
7. develop co-operative relationship in all aspects; draw in other resources, help the school to advance at the same time with society; and accelerate the motivation in teaching and learning.
   與各方面發展伙伴關係，引入校外資源，協助學校與時並進，提升教與學的動力。

Principal's Signature
校長簽署：_____

Date
日期：_____

Other items
其他事項

Lateness, early leave, sick leave ad withdrawal 遲到、早退、請假及退學須知：

1. In order to have learning effectiveness, students should come to school punctually and never leave early.
   為達致良好的學習成效，學生應準時上課，不遲到，不早退。

   a. When students arrive at school, they have to validate their octopus cards at the lift lobby to have their attendance recorded. The time when they validate their octopus card is taken as the time of arrival at school. When leaving, students have to validate their octopus cards as well.
      學生回校後，須先到升降機大堂利用八達通點名。學生回校時間，以八達通點名時間作準。學生離校前亦須到升降機大堂利用八達通紀錄離校時間。

   b. When students are late, they have to report their arrival at the school gate, validate their octopus cards at the lift lobby, and proceed to the school office to hand in their own student handbook for record keeping purposes and fill in the form for permission to enter their classrooms. When permission is granted, they can go to their classrooms and hand in the form to the teacher of that lesson. Latecomers have to attend the "Class of punctuality" so as to develop a habit of being punctual. If students are often late without reasonable causes, they will be given a warning and/ or punishment.
      學生凡遲到，須於校門登記，然後到升降機大堂利用八達通點名，才到校務處呈交手冊登記遲到紀錄，並填寫「遲入教室紀錄紙」。經批准後，才可返回教室上課，並呈交「遲入教室紀錄紙」予上課老師。遲到學生須即日參加「守時班」，培養守時習慣。若嚴重遲到而無合理理由者，校方會給予警告或處分。

   c. Students who have to leave early because of sickness should first ask for permission from their class teacher(s) and go to the General Office for registration. Parents have to come to school to accompany the students home and students have to validate their octopus cards at the lift lobby before leaving the school.
      學生凡因病或身體不適而早退，應先經班主任批准及到校務處辦理早退手續。學生須到升降機大堂利用八達通記錄離校時間，並由家長或監護人陪同下方可離校。

2. In order to have sufficient learning chances, students have to be present for all lessons.
   為獲得最充裕的學習機會，學生應該出席所有課堂。

   a. For personal leave, students have to apply for permission 3 days in advance. Parents or guardians have to fill in the student handbook. Students have to hand in their student handbook to the staff on duty in the General Office during recess on the day on which the students leave early. For special occasions, students who are not able to notify the school office and class teachers 3 days in advance should phone the school before 8 o'clock in the morning and have to write the reasons in the "student's absence record" and have it signed by their parents or guardians. They then have to give it to the staff on duty in the General Office for reference and record on the day students return to school.
      學生因事請假，必須於請假日三天前，由家長或監護人以「學生手冊」通知校方。學生應主動於上課日小息時呈交學生手冊予校務處當值職員記錄。如因特別情況不能提前三天，必須於缺課當日早上八時前致電校方請假，並自行於「學生手冊」的「學生請假事項」欄中清楚交代請假事由及由家長或監護人簽署作實，並於復課當天小息時主動呈交予校務處當值職員查閱及記錄。

   b. For sick leave, parent(s) or guardian(s) have to phone the school before 8 o'clock in the morning and write the reasons in the "student's absence record" and have it signed. Students then have to give it to the staff on duty in the General Office for reference and record use on the day they return to school. For sick leaves that are more than one day, students should submit the sick leave/ medical certificate issued by a registered doctor.

學生因病缺課，家長或監護人必須於當天早上八時前致電校方請假，並自行於「學生手冊」的「學生請假事項」欄中清楚交代請假事由，簽署作實，學生須於復課當天小息時呈交予校務處當值職員查閱及記錄。病假超過一天，需附呈註冊醫生證明書。

c. Absence without a reason is considered as truancy. If students only notify the school by calling, and do not hand in the "student's absence record" with parent's or guardian's signature within a week of returning to school, they are considered as not having done proper procedures for leave and the number of days on which they have been absent will be recorded and shown on the report card of the final term.

學生無故缺席，均作曠課論。如學生只通過電話或口頭請假，未能於復課日起計算一星期內具函正式通知校方，則作「未正式辦理請假手續」，此紀錄之缺席日數統計，將於學期末之成績表上顯示。

3. Students who want to withdraw from school because of emigration, moving house, or change of school, etc, have to apply by writing a formal letter to the school and all the necessary documents will not be released before all formalities are cleared.

學生因事（例如：移民、搬遷、轉校等）需中途退學，家長或監護人必須親筆致函本校，並需辦妥退學手續，方能取得在學文件。

Student's Personal Data for School Use 學校使用學生個人資料：

1. In order to recognize students' brilliant performance, achievements and awards, relevant students' names, activities or works will be used in school works or video(s) or website without prior notice. The subject panels will also upload their activities or their teaching video(s) onto the school website for professional use. Our school strictly complies with the Personal Data (Privacy) Ordinance issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong. If parents do not agree with the above use of their child(ren)'s personal data, a written notification to the school is needed.

為表揚同學參與各項活動的出色表現及獲取校內校外各項獎項等，學校會使用學生個人資料，將相關同學名字、活動情況、優秀作品，以及圖像或短片等刊登於學校刊登物或網頁中，而不作另行通知。另學校各科組亦會將科組活動資料或教學短片上載網頁，以作交流之用。本校一向嚴格遵守由「香港個人資料(私隱)條例」。如　貴家長不同意學校把同學相關資料作上述處理或用途，可以書面形式通知學校，校方會跟進處理。

2. Students are not allowed to take photos, do recording without teacher's permission.

未經老師批准，不可在學校內進行拍照、攝錄。

Promotion criteria 升班準則：

In order to cultivate students' positive learning attitude and enable students to better acquire knowledge in class, students should attend lessons punctually. Students should attend school at least 70% of the whole school year and attain a certain level in their exams in order to be promoted. If students have to apply for leave because of health or other problems, parents/ guardians should submit a written document. The College will make discretionary decision on each case.

為培養同學正確的學習態度，並能全面吸收課堂上所學的知識，同學應於考勤方面有良好的表現。同學的全年出席率必須不少於七成及平均分達合適水平，方能予以升班。學生如因健康或其他理由而需長期缺席者，家長必須以書面向學校申明，校方將酌情處理。

Academic Arrangements
教務安排

For details, please refer to the school website: http://sunfc.school.hk
請參閱學校網頁http://sunfc.school.hk 學習天地

Class Allocation Arrangement
編班安排

For details, please refer to the school website: http://sunfc.school.hk
請參閱學校網頁http://sunfc.school.hk 學習天地

Learning class after school
留校學習班

For details, please refer to the school website: http://sunfc.school.hk
請參閱學校網頁http://sunfc.school.hk 學習天地

Examination Regulations
考試須知

For details, please refer to the school website: http://sunfc.school.hk
請參閱學校網頁http://sunfc.school.hk 學習天地

Uniform Tests and Examinations
統一測驗及考試注意事項

Regulations in the Examination Room 試場規則：

1. Candidates must follow the instructions of invigilators during the test and examination.
   測考進行當中，考生必須聽從監考老師的指示。
2. Candidates should attend the correct examination room and sit in their designated seats.
   每次測考，考生均應按照編定之試場及座位就座。
3. Necessary stationery should be put on the desk. All other stationery items, such as pencil cases, calculator cases, textbooks, notebooks and paper must be put in zipped, opaque school bags under each candidate's chair. Under no circumstances should candidates keep these items in their pockets. Irregularities found during or after the test or examination will be considered as cheating or intended cheating.
   應試文具須放置在桌上，其餘考生帶進試場之所有非應試用品（包括筆袋、計算機套、書簿、筆記、紙張等等），均須放入不透明的書包內，再扣緊袋口，並放置於自己的椅下，切勿隨身收藏。如在測考進行中或試後被發現違規者，均有可能被視為作弊或意圖作弊處理。
4. Candidates must not turn over the question papers and answer the questions prior to the commencement of the test or examination.
   在監考老師未宣布開考前，考生不得擅自翻閱試題及開始作答。

5. Latecomers should only enter the examination room with the approval of invigilators. Extra time will not be given.
   遲到者，必須得監考老師批准，方可進入試場。遲到考生一概不獲給予額外時間。
6. Candidates should be honest and keep silent in the examination room. Candidates who are found cheating will be disqualified from the test or examination and receive a serious warning. Such irregularity will be recorded on the candidates' report cards.
   考生必須誠實及保持試場內外絕對安靜。作弊者分數會被取消，另須接受嚴重告誡，而有關事項將被紀錄在成績單內。
7. No candidates can leave the examination room prior to the end of the test and examination unless there are special circumstances or approval of the invigilator(s).
   所有考生除因特別事故，或經老師批准外，必須於測考完畢後方可離開試場。
8. All candidates must stop writing once the 'Time is up' announcement is made. While the invigilators are collecting the papers, candidates should remain silent and leave the examination room quietly after the dismissal announcement.
   一經監考老師宣布測考完結，考生須立即停筆，靜候監考老師收集試卷，期間必須繼續保持安靜，直至監考老師宣布可以離開，考生方可安靜離開試場。
9. All items provided by the school, including question papers and answer sheets, should not be taken away.
   由學校提供的任何物品，包括試題、答題紙一概不得取去。

Special Arrangements 特別安排：

In the event of special circumstances (e.g. typhoon, black rainstorm signal), tests or examinations will be cancelled after the class suspension announcement is made by the Education Bureau. Students will be informed of having the tests or examinations rescheduled via school notices. The original test or examination timetable will remain unchanged upon the first day of class resumption.

如因特別事故（例如颱風、黑色暴雨警告等）影響，教育局宣布停課，當日的測考便告取消，重考日期將另行通告。復課後第一天之測考仍照原定時間表舉行。

Arrangements for Absentees 缺席安排：

Students who are unable to take the test or examination because of illness or special circumstances should notify the school of sick leave before 8 a.m. on the day of test or examination. Supporting documents (e.g. medical certificates) must be submitted once they resume school or the application will not be accepted. In case the application is accepted, the scores in the particular paper will be assessed in accordance with students' results in previous uniform tests, examinations or other assessments.

如學生在測考當天因病或特別事故缺席，須於早上八時前致電回校請假。學生應在復課後的第一天內主動提交有關證明文件予校方審批，逾期恕不受理。有關申請如獲校方接納，校方將根據統計學的方法以該生的統一測驗 / 考試 / 其他評核成績來估算缺考的科目分數。

Tropical Cyclones and Heavy Persistent Rain Arrangements

(with reference to EDB circular no. 3/2007)

熱帶氣旋及持續大雨安排

（參照香港教育局行政通告第3/2007號）

For details, please refer to the school website: http://sunfc.school.hk

請參閱學校網頁http://sunfc.school.hk 學習天地

System of Rewards and Penalties

獎懲制度

For details, please refer to the school website: http://sunfc.school.hk

請參閱學校網頁http://sunfc.school.hk 學習天地

Conduct Mark Evaluation Criteria

操行評定準則

For details, please refer to the school website: http://sunfc.school.hk

請參閱學校網頁http://sunfc.school.hk 學生天地

Fire drill notice

火警演習須知

For details, please refer to the school website: http://sunfc.school.hk

請參閱學校網頁http://sunfc.school.hk 校園生活

Notice for taking the school bus

乘搭校車須知

For details, please refer to the school website: http://sunfc.school.hk

請參閱學校網頁http://sunfc.school.hk 校園生活

Guidelines for using the medical room

醫療室使用須知

For details, please refer to the school website: http://sunfc.school.hk

請參閱學校網頁http://sunfc.school.hk 校園生活

Campus Opening Hours

校園開放時間

For details, please refer to the school website: http://sunfc.school.hk

請參閱學校網頁http://sunfc.school.hk 校園生活

Application for Letter of Recommendation / Certifying letter
「推薦信」或「在學証明信」申請程序

General Information 基本原則：

A certifying letter is a letter to prove a student's period of studies at our school.

「在學証明書」為校方發出的正式文件，以證明學生的學歷資格。

A letter of recommendation is prepared for a student who is applying to study abroad or at any Hong Kong post-secondary institution on request.

學生如到境外升學或申請報讀本地各院校，可向校方申請「推薦信」。

Submitting the application 申請程序：

A completed application form should be submitted to your class teacher or any Careers teachers.

學生必須填妥申請表，交予班主任或升學及就業輔導組老師。

Collection Method and Processing Time 申請時間及提取程序：

1. Application for documents 申請文件

   Applicants will need to allow 10 school days (excluding Saturday, Sunday & School Holidays) after the application. Relevant documents will be collected at the General Office.

   申請任何由校方發出的正式文件，申請人須預留10個上課天（不包括星期六、日及學校假期）取得有關文件，並於校務處領取有關文件。

2. More than one copy 申請多於一份有關文件

   If a student needs more than one copy of any documents, the student needs to specify the name of the school/ institution.

   如學生需要申請多於一份任何文件，必須填上申請學校或學院名稱。

H.K. & Kln. Kaifong Women's Association Sun Fong Chung College 10th Anniversary Scholarships and Financial Aid
港九街坊婦女會孫方中書院 十周年獎助學金

Public Exam Scholarships 公開考試獎學金

Purpose: The scholarship shall be awarded to our students on the basis of academic merit in the HKDSE. The scholarship is set up to encourage our students to pass with flying colours in HKDSE.

目　　的：鼓勵在本校就讀的學生努力學習，在香港中學文憑考試爭取佳績。

Presentation: Winners will be presented with certificates and scholarships on the following Speech Day.

頒授安排：各得獎學生將於下年度畢業禮中獲頒證書及獎學金。

(1) Chow Tak Ming Scholarship 周德明獎學金

Scope: The scholarship is awarded to the three students with the best HKDSE results. If the number of the awardees exceeds three, students with better school results will be awarded the scholarship.

得獎資格：在該學年的香港中學文憑考試中獲取最佳成績的3名學生。如考獲佳績學生人數超過3名，獲獎資格則以校內成績定奪。

Value of Award: HKDSE Best Result (1st): HK$3,000.-
HKDSE Best Result (2nd): HK$2,500.-
HKDSE Best Result (3rd): HK$2,000.-
Total Annual Amount: HK$7,500.-

獎項款額：香港中學文憑考試第1名，港幣3,000元
香港中學文憑考試第2名，港幣2,500元
香港中學文憑考試第3名，港幣2,000元
每年合共港幣7,500元。

(2) Sun Fong Chung Scholarship 孫方中獎學金

Scope: The scholarship is awarded to the three students with the best results in HKDSE Language subjects (including Chinese Language and English Language). If the number of the awardees exceeds three, students with better school results will be awarded the scholarship.

得獎資格：在該學年的香港中學文憑考試中，語文科(包括中文和英文科)獲取最佳成績的3名學生。如考獲佳績學生人數超過3名，獲獎資格則以校內成績定奪。

Value of Award: HKDSE Best Languages Result (1st): HK$1,500.-
HKDSE Best Languages Result (2nd): HK$1,200.-
HKDSE Best Languages Result (3rd): HK$1,000.-
Total Annual Amount: HK$3,700.-

獎項款額：香港中學文憑考試語文科第1名，港幣1,500元
香港中學文憑考試語文科第2名，港幣1,200元
香港中學文憑考試語文科第3名，港幣1,000元
每年合共港幣3,700元。

(3) Tan Chiu Joise Scholarship 陳趙滿菊獎學金

Scope: The scholarship is awarded to the three students with the best results in HKDSE Mathematics and Liberal Studies. If the number of the awardees exceeds three, students with better school results will be awarded the scholarship.

得獎資格： 在該學年的香港中學文憑考試中，數學及通識科獲取最佳成績的3名學生。如考獲佳績學生人數超過3名，獲獎資格則以校內成績定奪。

Value of Award: HKDSE Best Mathematics and Liberal Studies Result (1st): HK$1,500.-
HKDSE Best Mathematics and Liberal Studies Result (2nd): HK$1,200.-
HKDSE Best Mathematics and Liberal Studies Result (3rd): HK$1,000.-
Total Annual Amount: HK$3,700.-

獎項款額： 香港中學文憑考試數學及通識科第1名，港幣1,500元
香港中學文憑考試數學及通識科第2名，港幣1,200元
香港中學文憑考試數學及通識科第3名，港幣1,000元
每年合共港幣3,700元。

(4) Ting Yuk Chee, Christina Scholarship 丁毓珠獎學金

Scope: The scholarship is awarded to the three students with the best results in HKDSE elective subjects. If the number of the awardees exceeds three, students with better school results will be awarded the scholarship.

得獎資格： 在該學年的香港中學文憑考試中，選修科獲取最佳成績的3名學生。如考獲佳績學生人數超過3名，獲獎資格則以校內成績定奪。

Value of Award: HKDSE Best Elective Subjects Result (1st): HK$800.-
HKDSE Best Elective Subjects Result (2nd): HK$600.-
HKDSE Best Elective Subjects Result (3rd): HK$500.-
Total Annual Amount: HK$1,900.-

獎項款額： 香港中學文憑考試選修科第1名，港幣800元
香港中學文憑考試選修科第2名，港幣600元
香港中學文憑考試選修科第3名，港幣500元
每年合共港幣1,900元。

Model Student Scholarship 模範生獎學金

Purpose: The scholarship is awarded to encourage students to pursue holistic development in academic merit, conduct and excellent performance in extra-curricular activities. The awardees are role models for all students.

目　　的：鼓勵在本校就讀的學生追求全人發展，在學業、品行及課外活動上爭取表現，成為全校同學的楷模。

Scope: Excellent achievements in academic performance, conduct and extra-curricular activities and screened by a committee made up of the principal and teachers.

得獎資格：在學業、品行及課外活動方面皆有出色的表現，經過校長和老師的面試考核。

Number of awardees: 3

得獎名額：3名學生。

Value of Award: Model Student (1st): HK$1,000.-
Model Student (2nd): HK$800.-
Model Student (3rd): HK$500.-
Total Annual Amount: HK$2,300.-

獎項款額：模範生第1名，港幣1,000元
模範生第2名，港幣800元
模範生第3名，港幣500元
每年合共港幣2,300元。

Presentation: Awardees will be presented with the certificates and the scholarships on the following Speech Day.

頒授安排：得獎學生將於下年度畢業禮中獲頒證書及獎學金。

Sun Fong Chung College Financial Aid 孫方中書院助學金

Purpose:
1. To give financially disadvantaged students the financial aid to participate in meaningful educational programmes or activities.
2. To allow students whose families have urgent financial needs from unexpected change of circumstances to continue their studies.

目　　的：
1. 幫助在本校就讀而有經濟困難的學生參與有意義的教育活動。
2. 幫助因家庭狀況突變而經濟受影響的本校學生，為他們提供緊急的經濟援助，以助他們繼續學業。

Eligibility:
1. The monthly average income of each person in the family(1) does not exceed HK$5,000 and the family does not receive any financial aid from other organizations or funds.
2. Sudden changes in family circumstances(2) (Examples of such changes are unexpected loss of family support or the breadwinner of the family's sudden serious injury) that seriously affect students' studies or learning activities.

申請資格：
1. 每月家庭人均收入(一)不超過港幣5,000元而未獲其他機構或基金資助的學生。
2. 家庭狀況突變(二)(例如：家庭經濟支柱身故或嚴重受傷)，因經濟壓力而未能繼續學業或嚴重影響學習活動。

Financial Aids: The maximum is HK$30,000 and may be made in two installments. The maximum of each installment is HK$15,000.-. The amount of subsidies is based on the number of eligible applicants. Each applicant has a maximum of HK$5,000 per year.

資助款額：每年上限為港幣3萬元，可分兩學期發放，每學期上限港幣1.5萬元。每名獲批資助學生的款額視乎合資格申請人的數目而定，惟每名學生每年可獲資助的上限為港幣5,000元。

Application: Emergency financial assistance may be applied for by students throughout the year. Completed application forms should be submitted to the General Office during office hours.

申請辦法：有需要的學生可在整個學年任何時間填寫申請表格，在辦公時間交回校務處。

Assessment:
1. The Financial Aid Committee will conduct a meeting within FIVE working days upon receiving the application forms to assess the applications.
2. The Financial Aid Committee consists of the principal, two vice-principals and two teachers who are elected by their colleagues.
3. After the Financial Aid Committee has made the decision, the school will make a cheque payable to the student or his/ her parents.

批核辦法：
1. 在收到有關申請後，助學金批核委員會在5個工作天內召開會議，審核有關資料，並作出是否批准有關申請的決定。
2. 助學金批核委員會成員：校長、兩名副校長及兩名由老師互選的老師。
3. 在助學金批核委員會作出批准決定後，學校會把獲批發的資助以支票形式發放給有關學生或其家長。

Remarks: (1) The monthly average income of each person in the family = The total family income ¸ the number of family members (core members are counted: parents and siblings residing in the same household).

(2) Exclusive of Comprehensive Social Security Assistance (CSSA) families. CSSA families can directly apply to the Social Welfare Department of HKSAR Government for relevant subsidies including examination fee, textbook allowance, transport supplement, subsidy for Internet access charges or other educational allowances. These families do not need to apply for financial need from our school.

註： (1)每月家庭人均收入 = 每月家庭總收入，家庭成員(只計算核心成員，即同住的父母和兄弟姊妹)人數

(2)不包括正領取綜合社會保障援助（綜援）的家庭。因領取綜援家庭可直接向社會福利署申領其子女與就學有關的津貼，包括考試費、書簿費、交通費、家居上網費或其他教育費用等津貼，而毋須向本校申請助學金。

A. Summer Uniform (note 1)
甲. 夏季校服(註1)：

Boys 男生：

1. Shirt: 襯衫：
plain white, stiff regular collar, short-sleeves, no pleats, tucks or other patterns, with throat button but no collar point buttons, patch pocket without a flap on left chest, and should tuck the shirt into trousers.
純白色，企領，短袖，無褶或其他花樣，領尖無鈕，頸喉有鈕，左襟袋口無鈕無蓋，並應束在褲內。

2. Trousers: 校褲：
plain white Dacron straight leg trousers, small slanted pockets, back welt pocket without flap and logo, and with appropriate crotch length, no pleats or tucks in the front and at the back.
純白的確涼斜直腳長西褲，小斜袋，背面有暗袋，無蓋無標誌，褲襠寬度適中，前後均無褶。

3. School badge: 校徽：
should be sewed onto the shirt pocket, do not pin, snap, velcro or stick it on the shirt.
須縫於襯衫口袋上，不可扣貼。

Girls 女生：

1. Dress: 校裙：
white upper bodice and stripped light green lower part of a one-piece dress covering knees, waist belt buttons should be well fastened.
上白下綠條子連身裙，長度必須過膝，腰帶上之兩粒鈕必須扣好。

2. School badge: 校徽：
should be sewed onto the left chest of the dress, do not pin, snap, velcro or stick it on the dress.
須縫於衣裙左胸前，不可扣貼。

B. Summer Sports uniform (unisex) (note 2)
乙. 夏季運動服(男女裝)(註2)

1. Top: 上衣：
White cotton round collar, short-sleeves top, there are triple stripes along the edge of the collar (House colour: white: House colour). House badge is printed on the right sleeve, sleeve hems are the colour of the House and SFCC is printed on left chest. Students must tuck their shirts inside the trousers at all times during ceremony.
白色棉質圓領短袖上衣，領邊為三行顏色(社色: 白色: 社色)。衣袖右邊印有社徽，袖邊為社色，左襟印有SFCC字樣。學生出席任何典禮時，必須把上衣束在褲內。

2. Shorts: 短褲：
dark blue cotton with SFCC printed on right hem of the shorts.
深藍色，棉質，右邊褲腳印有SFCC字樣。

C. Winter Uniform (note 1)
丙. 冬季校服（註1）

Boys 男生：

1. Shirt: 襯衫：
   plain white, long-sleeves, stiff regular collar, no pleats, tucks or other patterns, with throat buttons but no collar point buttons, patch pocket without flap on left chest, and tug in the shirt.
   純白色，長袖，風壓領，無褶或其他花樣，領尖無鈕，頸喉有鈕，左襟袋口無鈕無蓋，並應束在褲內。

2. Trousers: 校褲：
   grey flannel straight leg trousers, small slanted pocket, back welt pocket without flap and logo, and with appropriate crotch length, no pleats or tucks in front and at the back.
   灰絨直腳長西褲，小斜袋，背面有暗袋，無蓋無標誌，褲襠寬度適中，前後均無褶。

3. School badge: 校徽：
   should be sewn on the shirt pocket, do not pin, snap, velcro or stick it on the shirt.
   須縫於襯衫及外套左襟口袋上，不可扣貼。

Girls 女生：

1. Blouse: 恤衫：
   plain white, long-sleeves, stiff regular collar, pocket without button and flap on the chest.
   純白色，長袖，風壓領，左襟袋口無鈕無蓋。

2. Dress: 校裙：
   grey flannel with v-shaped neckline one-piece dress covering knees, waist belt buttons should be well fastened.
   灰絨杏領背心連身裙，長度必須過膝，腰帶鈕必須扣好。

D. Winter sports uniform (unisex)
丁. 冬季體育服(男女裝)

1. Summer sports uniform has to be worn under the Winter sports uniform.
   夏季運動服需穿於冬季體育服內。
2. Grey woven track jacket, vertical green stripes on both shoulders, sleeves and along the side seams.
   灰色梳織運動外套，肩膀及腰部兩旁均有綠色條紋。
3. Woven track long trousers with zippers on both hems.
   梳織運動長褲，褲腳有拉鍊。

E. Others (note 3)
戊. 其他(註3)

1. Sweater: 毛衣：
   Winter - green artificial wool with long-sleeves or sleeveless; white "SFCC" on left chest and two white stripes are printed around the collar.
   冬季用。綠色，人造羊毛長袖毛衣或背心，左襟印有白色SFCC字樣，有兩條白色條紋圍繞領口。

2. School Jacket: 校褸：
   Winter - black cotton quilted jacket embroidered with the name of the school in white, black zipper in the front that can be attached on the grey long-sleeves fleece jacket (100% polyester), or wear separately.
   冬季用。黑色間棉大衣，左前胸繡白色校名，前中用黑色頭拉鍊，並可扣上長袖灰色抓毛布(100%poly.)外衣，亦可分開單獨穿著。

3. Fleece Polo-Jacket: 反領背心：
   grey polo-neck sleeveless jacket (100% polyester), embroidered with the name of the school in white on left chest, black open-end separator zipper in the front that can be attached on the sports jacket, or wear separately.
   灰色抓毛布(100% poly.)左前胸繡白色校名，前中用黑色活動頭拉鍊並可扣在運動外套上，亦可分開單獨穿著。

4. Neck tie: 領帶：
   Winter - English school name printed on the tie.
   冬季用。印有英文校名。

5. Belt: 皮帶：
   black with plain buckle. The buckle should be in appropriate width and limited to 25mm-40mm.
   黑色，有扣及無花紋，闊度適中，以25至40毫米為限。

6. Hair style: 髮式：

   Boys 男生：

   a. Short, reveal ears, hair below temples should not be longer than half the length of ears.
      短髮，露耳，髮鬢不可長於耳朵的一半。
   b. Hair must be kept well clear of eyebrows and shirt collars.
      髮陰不可過眼眉，髮尾不可碰到衣領。

   Girls 女生：

   a. Short hair style should be kept at appropriate length.
      留短髮者，不可過短。
   b. Fringe that is covering the eye brows should be clipped up the black or dark blue hair clips.
      髮陰過眼眉者，須用黑色或深藍色髮夾夾好。
   c. Long hair up to shoulder length or longer should be tied up with black or dark blue rubber bands as one ponytail, hair bun or at their sides. Hair low temples should be tied up and showing the ears, other hair styles are not advisable.
      髮長及肩者應用黑色或深藍色橡膠圈束作「馬尾」、髮髻或雙辮，髮鬢兩側的頭髮必須束好至露耳，其他束紮方式均不適宜。

7. Socks: 襪子：

   Boys 男生：

   a. White socks with no patterns or logos. (Both Summer and Winter uniform)
      白色無花短襪。（夏季及冬季）
   b. The length must be above the ankle, do not wear ankle socks.
      長度必須高於足外踝；不得穿著船襪。

Girls 女生：

a. White with no patterns or logos. (Summer) The length of socks must be between the length above the ankles and at half calf, do not wear ankle socks.
白色無花短襪。（夏季）長度必須介乎足外踝以上至小腿一半之間，不得穿船襪。

b. Gray with no patterns or logos. (Winter) The length of socks must be between the length above the ankles and at half calf, do not wear ankle socks.
灰色無花短襪。（冬季）長度必須介乎足外踝以上至小腿一半之間，不得穿船襪。

8. Leather shoes: 皮鞋：
   a. Black, flat heels.
   黑色平底皮鞋。
   b. Boots, pointed or with accessories are not suitable.
   不宜靴型、尖頭或附有飾物。

9. Finger nails: 指甲：
   a. Keep them clean.
   保持清潔。
   b. Do not keep them too long or have any decoration on nails, e.g. nail polish.
   不應過長或為指甲作任何裝飾，例如：指甲水。

10. ear pins: 耳針：

Boys 男生：

a. Should not wear any ear pins or ear rings.
不可佩戴任何耳針。

Girls 女生：

a. Transparent, colourless, should not wear more than one pin on each ear.
透明，無顏色，每隻耳朵不可佩戴超過一根耳針。

b. Allowed to wear ear pins on earlobes only.
只可佩戴耳針於耳珠位置上。

11. School bags: 書包：
the acceptable size of the bag should be big enough for putting in an A4-size folder and with no accessories or decorations on it.
大小以能容下A4文件夾為準，不宜扣掛任何裝飾物。

Note 註1：

When outdoor temperature is below 26°C (Tai Po temperature), students are allowed to wear a synthetic sweater specified by school (optional purchase), or wear track jackets on top of sports uniform.

當室外氣溫低於攝氏26度時（大埔區溫度），學生才可穿著學校指定之毛衣（可自行選擇購買與否）或於穿著運動服時穿則著運動外套。

Note 註2：

Diligence House - red, Integrity House - yellow, Trustworthiness House - blue, Prudence House - green.

勤社——紅色；廉社——黃色；信社——藍色；慎社——綠色。

Note 註3：

When outdoor temperature is 16°C (Tai Po temperature) or below, students are allowed to wear black or dark blue scarf.

當室外氣溫為攝氏16度或以下時（大埔區溫度），學生才可穿戴黑色或深藍色圍巾。

Note 註4：

When outdoor temperature is 14°C or below (Tai Po temperature), girls can wear winter sports uniform to school.

當室外氣溫為攝氏14度或以下時（大埔區溫度），女學生可穿冬季運動服。

Note 註5：

In order to look decent and pleasant when wearing the school uniform, boys should wear plain white brief and vest underwear whereas girls should wear plain white lingerie and a slip, the length of under bodice should cover the waist.

為保持校服美觀，男生應穿著純白內褲及背心形內衣；女生應穿著純白內衣褲及底裙，內衣長度必須蓋過腰部。

Lost Property Follow-up Procedures 失物處理

1. Students should keep their property or personal belongings carefully and clearly label their items with their name. To avoid any loss, the school does not encourage students to bring expensive personal belongings to school.
   學生應小心保管自己的物品或財物，並在其上清晰地寫上姓名。學校不鼓勵學生攜帶貴重財物回校，免招損失。

2. Any items left unattended for a long time (over 0.5 hour) will be considered as lost property. Students should take these items to the General Office immediately.
   在校園範圍內發現長時間（超過半小時）無人看管之物品或財物均一律當失物處理。如學生拾獲無人看管之物品或財物，應立刻交到校務處。

3. When students discover that they have lost any personal-belongings, they should immediately report to the General Office so that teachers can follow up. In the meantime, students can check if their lost items have been taken to the lost-property office. If there is still no trace of the lost item, students should fill in the 'Lost-Property Form' of the lost item. The school will inform the owner immediately if their lost item is found.
   如學生發現遺失物品或財物時，應立刻到校務處報失，以便老師跟進。同時，失主可在校務處的失物認領處查找，如仍未尋獲，可填「失物表格」，如有發現，校方會盡快通知物主到校務處認領。

4. The owner must sign to confirm that they have taken this lost item.
   任何失物經失主確認後，必須簽署方可領回。

5. Lost property will be kept for three months (from the collection date). If the item is not claimed, the school will take the appropriate action (e.g. dispose or donate lost item or use for other purposes).
   無人認領的失物將保留3個月(由拾獲日起計)以待認領，如該失物於3個月後仍無人認領，學校會按情況作適當處理(如：銷毀、捐贈或作其他用途)。

6. The school is not liable for any damaged or missing lost property.
   任何拾獲之物品或財物，如有遺失及損壞，學校概不負責。

Application for Personal/ Sick Leave (Absence Record)
學生請假事項

Date 日期	Description and reasons for leave 告假事項及原因	Parent(s)'/ Guardian's Signature 家長 / 監護人簽署	General Office Stamp 校務處蓋印

Application for Personal/ Sick Leave (Absence Record)
學生請假事項

Date 日期	Description and reasons for leave 告假事項及原因	Parent(s)'/ Guardian's Signature 家長 / 監護人簽署	General Office Stamp 校務處蓋印

Message from school to parents/ guardians
學校通訊

Date 日期	Message 通告事項	Teacher's Signature 老師簽署	Parent(s)'/ Guardian's Signature after reading 家長/監護人閱後簽署

Message from school to parents/ guardians
學校通訊

Date 日期	Message 通告事項	Teacher's Signature 老師簽署	Parent(s)'/ Guardian's Signature after reading 家長/監護人閱後簽署

Message from school to parents/ guardians
學校通訊

Date 日期	Message 通告事項	Teacher's Signature 老師簽署	Parent(s)'/ Guardian's Signature after reading 家長/監護人閱後簽署

Message from school to parents/ guardians
學校通訊

Date 日期	Message 通告事項	Teacher's Signature 老師簽署	Parent(s)'/ Guardian's Signature after reading 家長/監護人閱後簽署

Message from parents/ guardians to school
家長通訊

Date 日期	Message 通告事項	Parent(s)'/ Guardian's Signature 家長 / 監護人簽署	Teacher's Remarks and Signature 教師備註及簽署

Message from parents/ guardians to school
家長通訊

Date 日期	Message 通告事項	Parent(s)'/ Guardian's Signature 家長 / 監護人簽署	Teacher's Remarks and Signature 教師備註及簽署

Late Record
學生遲到事項

Date 日期	Time of arriving school 到校時間	Reason(s) 原因	Teacher's/ Class Teacher(s)' Signature 課任老師 或 班主任簽署	General Office Stamp 校務處蓋印	Parent(s)' Signature 家長簽署

A good student is punctual and have a good attendence record.

Early Leave Record
學生早退事項

Date 日期	Time of leaving school 離校時間	Reason(s) 原因	Teacher's/ Class Teacher(s)' Signature 課任老師 或 班主任簽署	General Office Stamp 校務處蓋印	Parent(s)' Signature 家長簽署

A good student is punctual and have a good attendence record.

Rewards and Penalties Record
學生獎懲紀錄

Date 日期	Main Content 事由	Type of reward / penalty 獎懲類別	Teacher's Signature 老師簽署	Parent(s)' Signature 家長簽署

Rewards and Penalties Record
學生獎懲紀錄

Date 日期	Main Content 事由	Type of reward / penalty 獎懲類別	Teacher's Signature 老師簽署	Parent(s)' Signature 家長簽署

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Well begun is half done.

好的開始是成功的一半。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Actions speak louder than words.

行動勝於空談。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Advice when most needed is least heeded.

忠言逆耳。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

All roads lead to Rome.
條條大道通羅馬。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

All that glitters is not gold.

閃爍的未必都是金（不可僅以貌取人）。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Better late than never.

寧遲勿缺；只要開始，雖晚不遲。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Charity begins at home.

修身齊家，博愛天下。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Constant dripping wears away the stone.
滴水穿石。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

A contented mind is a perpetual feast.

知足常樂。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Forewarned is forearmed.

有備無患。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

As you sow, so shall you reap.
種瓜得瓜，種豆得豆。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Grasp all, lose all.
貪者必失。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Do as you would be done by.
己所不欲勿施於人。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

No pain, no gain.
不勞則無獲。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

A fault confessed is half redressed.

肯認錯是改過的一半。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

A friend in need is a friend indeed.

救難之友乃真友。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Handsome is as handsome does.

行為為美，才是真美。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Heaven helps those who help themselves.

天助自助者。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Knowledge is power.
知識就是力量。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Look before you leap.
三思而後行。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Honesty is the best policy.
誠實為上策。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

It is easy to be wise after the event.

經一事長一智。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

It is never too late to mend.

亡羊補牢猶未晚也。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

The last straw breaks the camel's neck.

凡事宜節制，過則必敗事。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

A little learning is a dangerous thing.

一知半解最危險。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

A little pot is soon hot.
小人物易發怒。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Make hay while the sun shines.

未雨綢繆。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Health is better than wealth.

健康勝於財富。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Practice makes perfect.
熟能生巧。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Rome was not built in a day.
羅馬不是一天建成的。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

One swallow does not make a summer.

如人一樣金。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Seeing is believing.

百聞不如一見（眼見為真）。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Prevention is better than cure.
預防勝於治療。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Share and share alike.

有苦同當，有福共享。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Slow and steady wins the race.

穩健紮實必致勝。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

A soft answer turned away wrath.

和言足以息怒（柔足以克剛）。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Advice when most needed is least heeded.

忠言逆耳。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Where there is a will there is a way.
有志者事竟成。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Spare the rod and spoil the child.

玉不琢不成器。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Two heads are better than one.

三個臭皮匠，勝過諸葛亮（集思廣益）。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

The tongue is not steel, yet it cuts.
舌頭雖非鐵，卻可傷人。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

When you judge others you condemn yourself.

批評別人，就是責備自己。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Well begun is half done.

好的開始是成功的一半。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Actions speak louder than words.
行動勝於空談。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Never do things by halves.
做事切莫半途而廢。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

Don't put the cart before the horse.

勿本末倒置。

Month 月份	Monday 星期一	Tuesday 星期二	Wednesday 星期三

Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

All roads lead to Rome.
條條大道通羅馬。

Homework & Assignments 家課日誌
（Week 第　　周）

Monday　　/　/

Tuesday　　/　/

Wednesday　　/　/

Thursday / /

Friday / /

Remarks 備註：

All that glitters is not gold.

閃爍的未必都是金（不可僅以貌取人）。

人 生 規 劃 篇

我的將來——始於當下

5年後的我……

明年的我……

今年的我……

千里之行，始於足下。［宋 禮記 ］

我的目標舉例

學習態度	個人品格	社會公德	健康生活
課堂上抄筆記	控制情緒	愛惜公物	注意食物衛生
課堂上主動回答問題	改善與同學的關係	保持家居清潔	飲食均衛，注意營養
課堂上積極參與討論	照顧弟妹	參與公益事務	心境開朗，情緒穩定
下課後向老師發問	服從父母	服務他人	與人保持良好溝通及關係
與同學交流學習心得	改善與家人的關係		定時參與課外活動
與同學組織溫習小組	分擔家人或朋友的煩惱		定時做運動
每天溫習課本及備課			養成儲蓄的習慣
主動學習課外知識			
閱讀報章及瀏覽互聯網			
培養閱讀習慣			

天下事有難易乎？為之，則難亦易矣；不為，則易者亦難矣。［論語 學而篇］

獎懲制度

操行評定準則

1. 加分：

編號	項目	加分				
		加1分	加3分	記優點 加5分	記小功 加15分	記大功 加45分
1.	上課表現專心 / 積極	✓				
2.	協助師長	✓				
3.	良好行為	✓				
4.	積極參與學校活動	✓				
5.	愛護公物	✓				
6.	帶齊所有上課應用物品(註一)		✓			
7.	校服儀容合乎校方規格(註一)		✓			
8.	待人處事認真盡責(註一)		✓			
9.	熱心助人(全年計)		✓			
10.	謙遜有禮敬師愛群(全年計)		✓			
11.	交齊功課(每月統計)		✓			
12.	全學期守規律己			✓		
13.	路不拾遺			✓		
14.	全學年出席所有上課日(包括沒有病假、遲到)			✓		
15.	代表班級或學校參與校內外比賽，獲取優異成績			✓		
16.	參與義務工作			✓		
17.	任職表現盡責出色(全年計) (註二)				✓	
18.	因良好行為受校外人士表揚				✓	
19.	擔當領袖職位表現盡責出色(全年計) (註二)					✓
20.	嘉言善行經校外雜誌、報章刊登，為校爭光					✓
21.	品行優良，堪為學生楷模					✓

2. 減分：

編號	項目	紀律處分			
		輕微過失 減1分	記缺點 減5分	記小過 減15分	記大過 減45分
1.	遲到一次	✓			
2.	無故缺席 / 無故退出學校活動	✓			
3.	欠功課(每天計)(註三)	✓			
4.	欠補交功課(每科計)	✓			
5.	欠帶上課應用物品 (如書簿、體育服裝等)(每科計) (註三)	✓			
6.	功課草率	✓			
7.	欠家長簽名 / 欠帶或遲交回條(註三)	✓			
8.	欠帶學生手冊 / 學生證 / 通告或家長回條 / 成績表等校方文件	✓			

編號	項目	紀律處分			
		輕微過失 減1分	記缺點 減5分	記小過 減15分	記大過 減45分
9.	未經批准擅入別班教室、特別室或學校指定禁區	✓			
10.	上課或集會不專心	✓			
11.	排隊不守秩序	✓			
12.	抄襲功課 / 借功課予他人抄襲	✓			
13.	留放書簿在抽屜過夜	✓			
14.	校服、儀容不合規格(包括在校外)	✓			
15.	在小賣部進食後未有將用具放回指定地方或未有清理垃圾	✓			
16.	不遵守交通規則橫過馬路或不在人行道上行走	✓			
17.	惡意取笑同學	✓			
18.	其他較輕微之過失	✓			
19.	上課時擅離課室 / 故意缺課		✓		
20.	在學校範圍內吃口香糖		✓		
21.	隨地吐痰或拋垃圾		✓		
22.	在特別室作危險之舉動		✓		
23.	破壞學校環境清潔		✓		
24.	向他人借書或其他上課用品 / 將課本或用具借予他人		✓		
25.	在廁所或更衣室進行不適當的活動		✓		
26.	於網上發表不恰當言論 / 於校內瀏覽不良網頁		✓		
27.	在教室、樓梯、走廊追逐或騷擾他人		✓		
28.	粗言穢語		✓		
29.	攜帶不適當之物品回校(如漫畫書、電子遊戲機等)		✓		
30.	未經批准下使用手提電話或其他影音設備		✓		
31.	拋擲粉筆、板刷或塗污黑板、擅用課室電腦		✓		
32.	無故缺席留堂		✓		
33.	未經批准下化妝		✓		
34.	累積遲到五次		✓		
35.	穿著不恰當的衣物回校		✓		
36.	上課、集隊、周會、轉堂時不守秩序		✓		
37.	屢次欠交功課、抄襲功課、不帶課本、工具		✓		
38.	不服從班長、領袖生之勸告		✓		
39.	違反考試規則		✓		
40.	其他較輕微過失，屢勸不改		✓		
41.	未經批准，使用手提電話或其他電子設備進行拍攝錄音			✓	
42.	未經批准，並在老師勸告下仍電髮、燙髮、染髮回校			✓	
43.	塗污或故意毀壞學生手冊 / 學生證 / 通告或家長回條 / 成績表等校方文件			✓	
44.	長期遲到，屢勸不改			✓	
45.	未經批准下進入不良場所			✓	
46.	默書或小測時作弊			✓	

編號	項目	紀律處分			
		輕微過失 減1分	記缺點 減5分	記小過 減15分	記大過 減45分
47.	曠課、逃學			✓	
48.	校服儀容不符合學校標準，屢勸不改			✓	
49.	刻意或惡意搗亂教室秩序			✓	
50.	攜帶不良物品回校			✓	
51.	故意破壞公物 / 他人財物			✓	
52.	侮辱同學			✓	
53.	打架			✓	
54.	對師長不禮貌			✓	
55.	故意刪除同學 / 隱藏老師或學校的電子檔案			✓	
56.	性騷擾			✓	
57.	其他較嚴重過失			✓	
58.	賭博				✓
59.	偽冒家長簽署、塗改通告回條、成績表或校方文件				✓
60.	屢次逃學				✓
61.	考試或測驗作弊				✓
62.	盜竊別人或學校財物				✓
63.	欺凌或恐嚇同學				✓
64.	在校內或校外毆鬥				✓
65.	吸煙或藏有香煙 / 電子煙				✓
66.	與校外不良份子來往				✓
67.	醉酒、吸食或藏有危險藥物				✓
68.	攜帶攻擊性武器、危險品、非法藥物回校				✓
69.	瞞騙或羞辱師長				✓
70.	欺騙同學金錢或物品				✓
71.	行為不檢，破壞校譽				✓
72.	故意觸碰別人身體的敏感部位				✓
73.	參與黑社會活動				✓
74.	盜用他人戶口 / 不誠實使用學校電腦 / 互聯網				✓
75.	利用學校設備下載非法軟件或進行侵權活動				✓
76.	其他嚴重過失				✓

註一：每學期計算。

註二：負責老師按學生擔當的個別服務職位(如：班長、科長、領袖生等)予以加分。

註三：常犯錯誤項目，學生可申請參加自新計劃。

註四：本校規則，由校方按實際需要，隨時作出修正。

註五：以上各點如有重犯、屢勸不改或情況嚴重，可作較高程度的處分。

註六：重大獎懲，均須由訓導組開會後再作決定。

註七：如學生涉嫌觸犯本港刑事法例，學校可能交由執法及司法部門處理，如被定罪及判刑，學校不會以校規再度處罰。如不被定罪，學校會視乎學生行為是否違反校規而決定如何處罰。

Timetable
時間表

Time 時間	Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五
8:10 - 8:50	Morning Assembly 早會				
8:50 - 9:30					
9:30 - 10:10					
10:10 - 10:30	Recess 小息				
10:30 - 11:10					
11:10 - 11:50					
11:50 - 12:30					
12:30 - 1:30	Lunch 午膳				
1:30 - 2:10					
2:10 - 2:50					
2:50 - 3:30					Assembly/ ECA★ 週會/課外活動★
3:30 - 3:45	Class Teacher's Period 班主任節	Class Teacher's Period 班主任節	Class Teacher's Period 班主任節	Class Teacher's Period 班主任節	

★ Assembly/ Extra-Curricular Activities (ECA) finishes at 4 p.m. on Fridays. However, students should leave after the hall activity finishes. For any special reaons, parents should submit a written request to the School if students have to leave before the hall activity finishes.
星期五週會及課外活動的放學時間為4:00pm，惟學生必須在禮堂等候直至完成當天講座方可離開。如因特殊原因必須於講座完結前離開，家長必須具函向校方申請。

2017-2018 School Calendar
校曆表

	Week 週次	Sun 日	Mon 一	Tue 二	Wed 三	Thu 四	Fri 五	Sat 六	Event 事項
September 九月							1	2	1/9 開學禮 First-Day School Ceremony
	1	3	4	5	6	7	8	9	5/9-6/9 中六測驗 Test (S6)
	2	10	11	12	13	14	15	16	
	3	17	18	19	20	21	22	23	
	4	24	25	26	27	28	29	30	
October 十月	5	1	2	3	4	5	6	7	2/10 國慶日翌日 The day following National Day
	6	8	9	10	11	12	13	14	5/10 中秋節翌日 The day following the Chinese Mid-Autumn Festival
	7	15	16	17	18	19	20	21	20/10 戶外學習日 Outdoor Learning Day
	8	22	23	24	25	26	(27)	28	27/10 家長教師會晚會 PTA Evening
	9	29	30	31					28/10 重陽節 Chung Yeung Festival
November 十一月					1	2	3	4	6/11-9/11 中一至中六測驗 1st Term Test (S1-S6)
	10	5	6	7	8	9	10	11	10/11 教師發展日 Staff Development Day
	11	12	13	14	15	16	17	18	13/11 更換冬季校服 Change to Winter Uniform
	12	19	20	21	22	23	24	25	17/11 第二次教職員會議 2nd Staff Meeting
	13	26	27	28	29	30			22/11 拍照日 Photo-taking Day
December 十二月							1	(2)	2/12 家長日 Parents' Day (S1-S6)
	14	3	4	5	6	7	8	9	
	15	10	11	12	13	14	15	16	16/12 學術嘉年華 Academic Carnival
	16	17	18	19	20	21	22	23	
	17	24	25	26	27	28	29	30	21/12-1/1 聖誕及新年假期 Christmas & New Year Holidays
		31							
January 一月	18		1	2*	3	4	5	6	2/1-17/1 中一自行分配學位申請 Application for S1 Discretionary Places
	19	7	8	9	10	11	12	13	8/1-16/1 中一至中五上學期考試 1st Term Exam (S1-S5)
	20	14	15	16	17	18	19	20	
	21	21	22	23	24	25	26	27	22/1 下學期開始 Beginning of 2nd Term
	22	28	29	30	31				26/1 第三次教職員會議 3rd Staff Meeting
February 二月						1	2	3	31/1-9/2 中六畢業試 Mock Exam (S6)
	23	4	5	6	7	8	9	10	
	24	11	12	13	14	15	16	17	12/2-21/2 農曆新年假期 Lunar New Year Holidays
	25	18	19	20	21	22	23	24	22-23/2 陸運會 Athletics Meeting
	26	(25)	26	27	28				25/2 家長日 Parents' Day (S1-S5)
									26/2 家長日翌日 The day after Parents' Day
March 三月						1	2	3	2/3 中六最後上課日 S6 Last School Day
	27	4	5	6	7	8	9	10	
	28	11	12	13	14	15	16	17	17/3 教師發展日 Staff Development Day
	29	18	19	20	21	22	23	24	
	30	25	26	27	28	29	30	31	28/3-7/4 復活節假期 Easter Holidays

	Week 週次	Sun 日	Mon 一	Tue 二	Wed 三	Thu 四	Fri 五	Sat 六	Event 事項
April 四月	31	1	2	3	4	5	6	7	5/4 清明節 Ching Ming Festival
	32	8	9	10	11	12	13	14	9/4 更換夏季校服 Change to Summer Uniform
	33	15	16	17	18	19	20	21	10/4-13/4 中一至中五下學期測驗 2nd Term Test (S1-S5)
	34	22	23	24	25	26	27	28	24/4 或 25/4 中三全港性系統評估(説話能力) S3 TSA (Speaking)
		29	30						27/4 第四次教職員會議 4th Staff Meeting
May 五月	35			1	2	3	4	5	1/5 勞動節假期 Labour Day Holiday
	36	6	7	8	9	10	11	12	
	37	13	14	15	16	17	(18)	19	18/5 中三家長晚會 S3 Parents' Evening
	38	20	21	22	23	24	25	26	21/5 教師發展日 Staff Development Day
	39	27	28	29	30	31			22/5 佛誕 The Birthday of the Buddha
June 六月							1	2	8/6-22/6 下學期考試 2nd Term Exam
	40	3	4	5	6*	7	8	9	18/6 端午節 Tuen Ng Festival
	41	10	11	12	13	14	15	16	19/6-20/6 中三全港性系統評估 TSA (S3)
	42	17	18	19	20	21	22	23	25/6 第五次教職員會議 5th Staff Meeting
	43	24	25	26	27	28	29	30	29/6 畢業禮 Speech Day
July 七月	44	1	2	3	4	5	6	7	2/7 特區成立紀念日翌日 The day following HKSAR Establishment Day
	45	8	9	10	11	12	13	14	11/7 結業禮 Prize-giving Ceremony
		15	16	17	18	19	20	21	12-13/7 中一新生註冊 S1 Registration
		22	23	24	25	26	27	28	12/7-31/8 暑假 Summer Holidays
		29	30	31					17/7 中一入學前香港學科測驗 S1 Pre-Secondary One HK Attainment Tests
August 八月					1	2	3	4	
		5	6	7	8	9	10	11	13/8 -24/8 中一銜接班 S1 Bridging Course
		12	13	14	15	16	17	18	中五、六補課 S5-6 Supplementary Lessons
		19	20	21	22	23	24	(25)	25/8 新生家長日 S1 Parents' Day
		26	27	28	29	30	31		27/8-28/8 教師發展日及教職員會議 Staff Development Day & Staff Meeting

* 2-1-2018 (二) 的時間表改作星期一的時間表。 The timetable on 2-1-2018 (Tuesday) will be changed to Monday's timetable.

* 6-6-2018 (三) 的時間表改作星期五的時間表。 The timetable on 6-6-2018 (Wednesday) will be changed to Friday's timetable.

29/3/2018	中學文憑試開始(選修科：視覺藝術)	Beginning of HKDSE (Elective Subject: VA)
9/4/2018	中學文憑試開始(核心科目：通識)	Beginning of HKDSE (Core Subject: Liberal Studies)
13/3-22/3/2018	中學文憑試中國語文卷四(口試)	HKDSE Chinese Language 4 (Speaking)
2/5-11/5/2018	中學文憑試英國語文卷四(口試)	HKDSE English Language 4 (Speaking)
11/7/2018	中學文憑試放榜	Release of HKDSE Results

如教職員會議為上課天，學生將於下午2:50放學。Students will finish school at 2:50pm if a staff meeting is held on a school day.

我的備忘