



ST. JOSEPH'S COLLEGE
Established 1875

SCHOOL PROFILE
2011 - 2012

| <u>CONTENTS</u> | <u>PAGE</u> |
|--|--------------------|
| Vision, Mission Statement & School Motto | 1 |
| School History & School Rally | 2 |
| Staff | 3 |
| Organization Chart | 7 |
| School Background | 8 |
| Curriculum | 9 |
| Time Table & Class Structure | 10 |
| Subjects Offered | 11 |
| Policy on Homework & Tests | 12 |
| School Examinations & Assessment Tests & WiseNews | 31 |
| School Pastoral Care | 32 |
| Measures for Inclement Weather Conditions | 35 |
| Extra Lesson Arrangement | 36 |
| Extra-curricular Activities | 38 |
| Holiday List | 39 |
| School Calendar | 40 |
| School Map | 42 |

St. Joseph's College

7 Kennedy Road, Hong Kong.

Office Tel. 3652 4888 / 2522 1204 ; Fax 2877 0232

School Website: <http://www.sjc.edu.hk>

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VISION

We aim to touch the hearts of the students confided to our care; in turn they touch the hearts of many more in our society, our country, our world with the talents and virtues they developed in their young years.

MISSION STATEMENT

The mission of St. Joseph's College (SJC) is to educate students in areas of moral, intellectual, physical, social, aesthetic and emotional development. This process will take place in an environment conducive to learning and in the context of interaction between staff and students.

- We believe that our mission and spirit is to impart a human and Christian education to those entrusted to our care within the Lasallian family, and to do so with FAITH and ZEAL.
- We believe that in co-operation with parents we work to form the minds and characters of students and become transformed in the process as teacher and student help each other grow as persons.
- We believe that success in school means more than good examination results. Students must learn how to learn, to think and to live virtuously.

Our mission is successful when our students

1. love their country, develop their talents and appreciate their culture,
2. understand and accept themselves and others,
3. think logically and critically and express themselves effectively,
4. clearly know what they believe and why they believe,
5. maintain physical fitness and mental health – avoiding excesses and abuses,
6. possess social awareness and a sense of responsibility for the common good.

SCHOOL MOTTO

Our College is named after Saint Joseph, and our school motto, “*LABORE ET VIRTUTE*” – Work and Virtue – sums up the life of this great Saint. He was a workingman, a carpenter by trade and his virtue made him worthy to be the foster-father of Jesus Christ. This motto expresses the spirit of our school. It is by hard work and virtue that a student will make a success of his life and so remains true to the best traditions of SJC.

SCHOOL HISTORY

SJC has a history of over a hundred and thirty years. It was established by the Christian Brothers (De La Salle Brothers) in the nineteenth century. In 1875, six La Salle Brothers took over St. Saviour's College, which was founded in 1860, and renamed it as St. Joseph's College.

In 1876, the College expanded and moved from its original premises in Pottinger Street to a larger one at 9 Caine Road, known as Buxley Lodge. Five years later, a lack of space again resulted in the College being moved to Glenealy below Robinson Road. Then, in 1918, an earthquake caused severe damage to the premises and the school had to move again to the present site – 7 Kennedy Road, formerly known as the Club Germania (the German Club).

The Old Building where the F. 1-3 classrooms are now situated was erected in 1920; at that time the number of students was about 650. In 1925, the Chapel Block was completed and in 1963 the block on Kennedy Road was replaced by the present building. The New Building was opened by Sir Robert Black, the then Governor of Hong Kong. In 1968, in order to admit more students, the primary section was transferred to an independent establishment at 48 Wood Road, Wanchai. In 1974 St. Joseph's Kindergarten was established on the top floor of the Primary School Building. Since September 2007, a new annex, which consists of two teachers' rooms and several other facilities, situated under the New Hall and the Library was completed and provided more space to St. Joseph's.

After years of growth, SJC now provides education for about 2,500 students in the Kindergarten, Primary and College. The College has produced highly competitive and versatile students, and a large number of them have been successful in their careers.

SCHOOL RALLY

All through our College a voice is resounding;
Promptly respond to your duty's clear call;
Harken you all for the trumpet is sounding:
Your Mater's proclaiming her watchward to all.

(Chorus)

Forward, nor flinch nor fear, ever with hearts sincere,
Render with joy to your Mater her due;
All that is vile reject; heaven will e'er protect,
Sons of St. Joseph's valiant and true.

"Labour and Virtue" your motto still bearing,
Forward with courage in ways that are just;
True to your standard be doing and daring,
As faithful Josephians in Heaven you trust. *(Repeat Chorus)*

Onward and upward in life's earnest battle,
Joyously bearing the brunt of the fight,
Nobly forgiving for aught that may pain you,
And bravely defending the cause of the right. *(Repeat Chorus)*

Lift up your hearts for a Kingdom awaits you,
Honour and virtue with courage defend;
Serve Him in life who in death can reward you,
And vow to be faithful and true to the end. *(Repeat Chorus)*

STAFF

MEMBERS OF THE SCHOOL MANAGEMENT COMMITTEE

School Management Committee 2011-12

| | |
|--------------|--|
| Chairperson: | Brother Thomas Favier (Supervisor) |
| Members: | Ms Chan Caroline (Principal) |
| | Mr Chan Chris (Vice-Principal) |
| | Mr Wu Wan Kwok (Vice-Principal) |
| | Mr Ching King Bor (Teacher Representative) |
| | <i>To be elected</i> (PTA Representative) |
| | Mr Ng Kwok Tung, Tony (Old Boys' Association Representative) |
| | Brother Alphonsus Breen |
| | Brother Patrick Tierney |
| | Brother Lawrence Blake |

ADMINISTRATIVE HEADS (with room location)

| | |
|---|----------------------------|
| <i>Prefect-of-Studies:</i> | Ms Wong Yuen Fan (Rm. D) |
| | Mrs Chan Sandy (Rm. E) |
| | Mr Ko Kwok Tim (Rm. A) |
| <i>Careers Mistress:</i> | Ms Keung Yuk Chong (Rm. C) |
| <i>Counselling & Guidance Mistress:</i> | Ms Li Dawn (Rm. E) |
| <i>Discipline Mistress:</i> | Ms Tsui Pui Shan (Rm. E) |
| <i>Extra-curricular Activity Master:</i> | Mr Chan Alfred (Rm. A) |
| <i>Moral & Civic Education Mistress:</i> | Mrs Chan Sandy (Rm. E) |
| <i>Teacher-in-Charge of Information Technology:</i> | Mr Ip Kit Keung (Rm. A) |
| <i>Teacher-in-Charge of Project Learning:</i> | Mr Chan Tony (Rm. A) |
| <i>Teacher-in-Charge of Reading to Learn:</i> | Mr Wong Terence (Rm. E) |
| <i>Teacher-in-Charge of SEN:</i> | Ms Chan Peggy (Rm. E) |

PANEL HEADS / TEACHERS-IN-CHARGE (with room location)

| | |
|--|------------------------------|
| ✧ <i>Business, Accounting & Financial Studies:</i> | Mr Sin Ka Ming (Rm. A) |
| ✧ <i>Biology:</i> | Mr Ko Kwok Tim (Rm. A) |
| ✧ <i>Chemistry:</i> | Mr Chan Tak Foo (Rm. A) |
| ✧ <i>Chinese History:</i> | Mr Wong Hon Chau (Rm. A) |
| ✧ <i>Chinese Language:</i> | Ms Wong Yuen Fan (Rm. D) |
| ✧ <i>Computer & Information Technology:</i> | Mr Tse Chun Keung (Rm. A) |
| ✧ <i>Economics:</i> | Mr Chan Alfred (Rm. A) |
| ✧ <i>English Language:</i> | Ms Lai Julia (Rm. F) |
| ✧ <i>French:</i> | Ms Burton Sylvie (French Rm) |
| ✧ <i>Geography, Ethics & Religious Studies:</i> | Ms Kwan Susanna (Rm. B) |
| ✧ <i>Integrated Humanities:</i> | Mr Ng Anthony (Rm. E) |
| ✧ <i>Integrated Science:</i> | Ms Lee Jenny (Rm. E) |
| ✧ <i>Liberal Studies</i> | Ms Young Maria (Rm. D) |
| ✧ <i>Mathematics & Pure Mathematics:</i> | Mr Ching King Bor (Rm. A) |
| ✧ <i>Music:</i> | Ms Chiu Charlotte (Rm. C) |
| ✧ <i>Physical Education:</i> | Mr Wu Wan Kwok (Rm. A) |
| ✧ <i>Physics:</i> | Mr Szeto Godwin (Rm. E) |
| ✧ <i>Putonghua:</i> | Ms Suen Rani (Rm. B) |
| ✧ <i>Tourism & Hospitality Studies:</i> | Ms Young Maria (Rm. D) |
| ✧ <i>Visual Arts:</i> | Ms Chung Yiu King (Rm. F) |

Form-teachers – 2011 / 12

| Class | Form-teachers |
|-------|----------------|
| 1A | Chu LY |
| 1B | Chan Alfred |
| 1C | Wong MT |
| 1D | Au Yeung Kitty |
| 1E | Chen Wei |

| Class | Form-teachers |
|-------|---------------|
| 2A | Sin Lily |
| 2B | Chow SK |
| 2C | Lam KH |
| 2D | Tam KK |
| 2E | Hung Steve |

| | |
|----|----------------|
| 3A | Lee Jenny |
| 3B | Ip KK |
| 3C | Cheung Michael |
| 3D | Tam CY |
| 3E | Chau Lioba |

| | |
|----|--------------------------|
| 4A | Chung YL |
| 4B | Tse CK |
| 4C | Lo Christopher |
| 4D | Wong HC |
| 4E | Yip Mandy, Cheung Jerome |
| 4F | Ng Anthony |

| | |
|----|------------|
| 5A | Siu KC |
| 5B | Tsui PS |
| 5C | Suen Rani |
| 5D | Chan Peggy |
| 5E | Li Dawn |
| 5F | Wong YF |

| | |
|----|---------------|
| 6A | Hung WW |
| 6B | Wong Terence |
| 6C | Yam Christine |
| 6D | Hung Doris |
| 6E | Wong Jenny |
| 6F | Lo Jacky |
| 6G | Lai Julia |

| | |
|----|--------------|
| 7A | Sin KM |
| 7B | Chan TF |
| 7C | Szeto Godwin |

SUBJECT TEACHERS

- | | | |
|---------------------|-----------------------|-----------------------|
| ◆ Mr Chan Chris | ◆ Ms Keung Yuk Cheong | ◆ Mr Cheung Vincent |
| ◆ Mr Chan Tony | ◆ Ms Lo Amy | ◆ Mr Akasha Barickman |
| ◆ Mr Kwok Tik Man | ◆ Ms Young Maria | ◆ Ms Chung Yiu King |
| ◆ Mr Wu Wan Kwok | ◆ Mrs Chan Sandy | ◆ Mr Lo Woody |
| ◆ Mrs Sylvie Burton | ◆ Ms Fok Jasmine | ◆ Ms Chiu Charlotte |
| ◆ Ms Pang Windsor | ◆ Ms Zhou Hui | ◆ Ms Au Yeung Renee |
| ◆ Ms Kwan Susanna | ◆ Mr Steven Cheng | ◆ Ms Wong Yupi |
| ◆ Ms Wong Kate | ◆ Ms Hui Cindy | ◆ Ms Kam Lucia |
| ◆ Ms Chan Sze Mei | ◆ Ms Tai Alice | ◆ Mr Ko KT |
| ◆ Ms Chu ML | ◆ Mr Ching KB | ◆ Mr Choy HL |

TELEPHONE DIRECTORY (2011-12)

GENERAL OFFICE

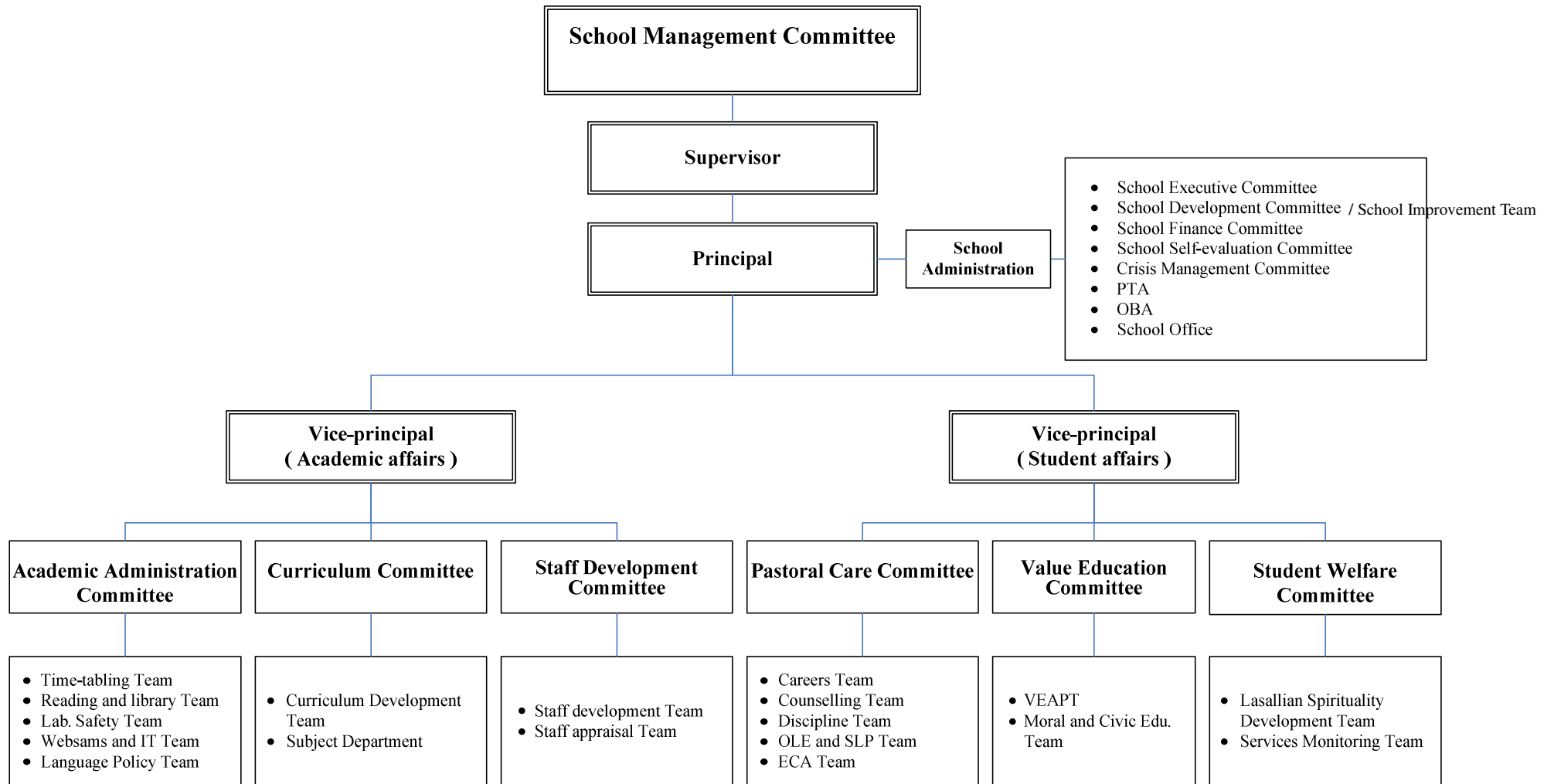
3652 4888 / 2522 1204

| Rm | Name | Tel. No. | Rm | Name | Tel. No. |
|------|--------------------------|----------|--|--------------------------|-----------|
| | Brother Thomas Favier | 800 | E | Chan Tsui Lin | 809 |
| | Chan May Mui, Caroline | 801 | E | Lee Hok Hung, Sandy | 840 |
| A | Chan Tak Foo | 808 | E | Chau Yuet Ling, Lioba | 856 |
| A | Chan Wing Keung, Chris | 810 | E | Cheung Wing Kin, Michael | 816 |
| A | Chan Yu Sum, Alfred | 819 | E | Chow Siu Kit | 862 |
| A | Chan Yuen Ko, Tony | 812 | E | Hung Ting Ting, Doris | 815 |
| A | Cheng Wai Kit, Steven | 803 | E | Hung Wai Wai | 829 |
| A | Cheung Kun, Vincent | 802 | E | Lam Kwok Hung | 838 |
| A | Cheung Tsz Lun, Jerome | 847 | E | Lee Sooi Sian, Jenny | 841 |
| A | Ching King Bor, Perrick | 818 | E | Li Suk Ha, Dawn | 842 |
| A | Choy Hum Lung | 820 | E | Ng Kwan Kit | 846 |
| A | Chung Yun Lam | 822 | E | Siu King Chung | 876 |
| A | Hung Kar Wai, Steve | 861 | E | Szeto Chung Wang, Godwin | 850 |
| A | Ip Kit Keung | 830 | E | Tam Kwok Kuen | 853 |
| A | Ko Kwok Tim | 832 | E | Tsui Pui Shan | 836 |
| A | Kwok Tik Man | 811 | E | Wong Tsui Yan Jenny | 813 |
| A | Lo Chun Wai, Woody | 855 | E | Wong Yik Hong, Terence | 863 |
| A | Sin Ka Ming, Frankie | 848 | E | Yam Ka Min, Christine | 867 |
| A | Tam Chong Yiu, Jason | 828 | E | Kam Yee Ting, Lucia | 890 |
| A | Tse Chun Keung | 852 | E | Kwong Yuk Ling, Nicky | 890 |
| A | Wong Hon Chau | 859 | F | Akasha Barickman. | 825 |
| A | Wong Man Tim | 860 | F | Au Yeung Kit Yee, Kitty | 835 |
| A | Wu Wan Kwok | 866 | F | Chung Yiu King | 839 |
| | | | F | Lai Wai Julia | 805 |
| B | AuYeung Wan Shuen, Renee | 849 | F | Lo Cheuk Ki, Jacky | 870 |
| B | Chu Lap Yin, David | 868 | F | Fok Pui Yee, Jasmine | 874 |
| B | Kwan Ming Fong, Susanna | 833 | F | Lo Wei Yee, Amy | 823 |
| B | Lo Christopher | 827 | F | Wong Yuk Hang, Kate | 851 |
| B | Suen Lam | 826 | | Canteen | 2537 6073 |
| B | Wong Nga Ki, Yupi | 843 | Lib. | Tai Alice | 883 |
| | | | Lib. | Ng Makiyo | 884 |
| C | Chiu Kuei Yen, Charlotte | 806 | 社工 | Ruth Ng | 887 |
| C | Chen Wei | 817 | Office | Chan C.C./ Yuen Eric | 885 |
| C | Chu Mei Ling | 837 | | Chung Patty | 875 |
| C | Keung Yuk Chong | 831 | | Hung Vonny | 888 |
| C | Pang Yuen Shan, Windsor | 880 | | Law Vivian | 878 |
| C | Sin Wing Cheung Lily | 858 | | Lee Esther | 877 |
| C | Zhou Hui | 821 | MMLC | Li Chris | 879 |
| | | | MMLC | Tsang Helen | 891 |
| D | Chan Sze Mei | 807 | Lab. | Raymond / So Andy | 881 |
| D | Hui Sin Mei, Cindy | 857 | Lab. | Chiu Ricky | 882 |
| D | Wong Yuen Fan | 865 | | | |
| D | Yip Yuen Ching | 845 | 校工 | 周景全 | 889 |
| D | Young Mei Li, Maria | 869 | 校工 | 吳細蘇 | 886 |
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| MMLC | Reserved | 892 | Reserved (895-899) | | |

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School Organization Chart 2011-12



SPONSORING BODY

The sponsoring body of the school is the Institute of the Brothers of the Christian Schools, known as the 'La Sallian Brothers', named after the founder of the Institute, John Baptist de La Salle. The aim of the Institute is to give a human and Christian education to the young, especially the poor.

SCHOOL STAFF

One hundred staff members work at St. Joseph's College. The staff includes a supervisor, a principal, two vice principals, sixty-six subject teachers. In addition, there are two teaching assistants, three laboratory technicians, one secretary, seven clerical personnel, a full-time social worker, a library assistant, a learning centre technician, a technical support technician and thirteen janitor staff.

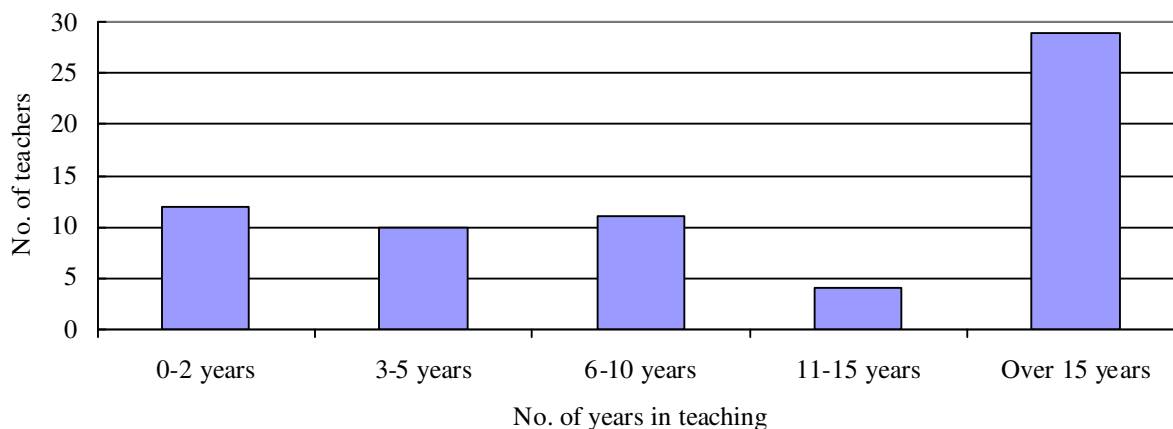
STUDENT POPULATION

The school enrollment is 1,170 (2011/2012). The students of St. Joseph's College are mainly Chinese and the age range of the students is between 12 and 19 years old. The average class size is 32.

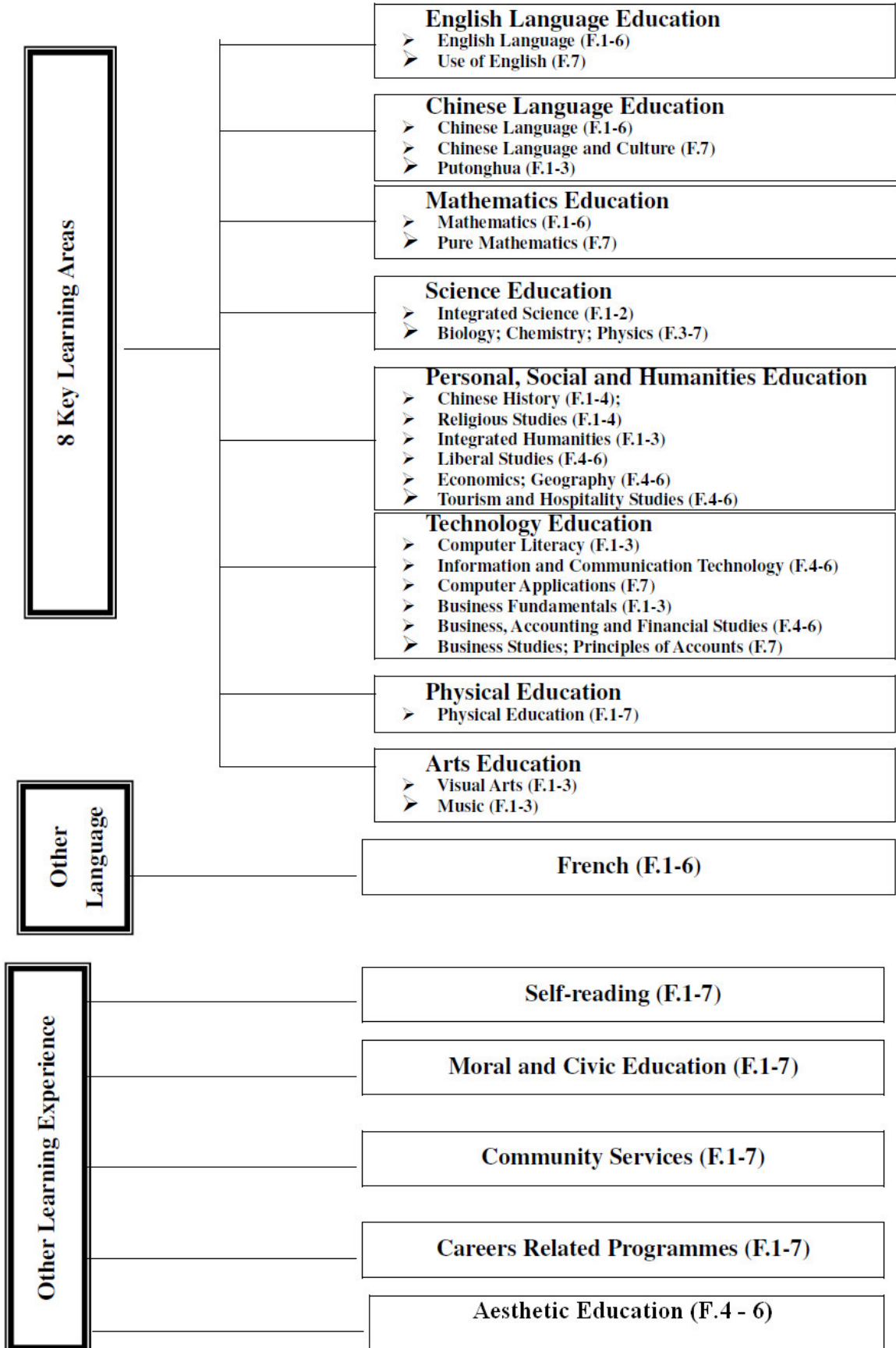
QUALIFICATIONS OF TEACHERS

- Over 98 % of them possess a bachelor's degree.
- Over 37 % of them have higher degrees.
- Over 93 % of them were formally trained in teaching.
- Over 92 % of the lessons were taught by subject-trained teachers.

TEACHING EXPERIENCE



CURRICULUM



Winter Time Table: 2011/2012

| Time (Oct-Apr) | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------------|-----------------------------------|---------|-------------------------|--------------|------------------------------------|
| 8:15 – 8:55 | | | | | |
| 8:55 – 9:35 | | | | | |
| 9:35 – 10:15 | | | | | |
| 10:15 – 10:30 | R E C E S S | | | | |
| 10:30 – 11:10 | | | | | |
| 11:10 – 11:50 | | | | | |
| 11:50 – 12:30 | | | | | |
| 12:30 – 1:45 (12:30 – 12:50 Wed) | LUNCH | | Form-teacher Session | LUNCH | |
| 1:45 – 2:25 | | | | | |
| 2:25 – 3:05 | Self-reading Session (F.1-4) * | | | | Self-reading Session (F.5-7) ** |
| 3:05 – 3:45 | MCE Session (F.1-4) * | | | | MCE Session (F.5-7) ** |

* Normal lesson for F. 5 - 7. ** Normal lesson for F. 1 - 4.

Summer Time Table: 2011/2012

| Time (Sept, May-July) | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------------|-----------------------------------|---------|---------------------------|----------|------------------------------------|
| 8:05 – 8:40 | | | | | |
| 8:40 – 9:15 | | | | | |
| 9:15 – 9:50 | | | | | |
| 9:50 – 10:05 | First Recess | | | | |
| 10:05 – 10:40 | | | | | |
| 10:40 – 11:15 | | | | | |
| 11:15 – 11:50 | | | | | |
| 11:50 – 12:05 | Second Recess | | | | |
| 12:05 – 12:40 | | | | | |
| 12:40 – 1:15 | Self-reading Session (F.1-4) * | | | | Self-reading Session (F.5-7) ** |
| 1:15 – 1:50 (1:15 – 1:35 Wed) | MCE Session (F.1-4) * | | Form-teacher Session # | | MCE Session (F.5-7) ** |

* Normal lesson for F. 5 - 7. ** Normal lesson for F. 1 - 4.

Form-teacher Session: from September to **May**

CLASS STRUCTURE

| | A | B | C | D | E |
|------|---|--------------------------|--|--------------------------|---------------------------|
| F. 1 | - | English (Groups 1 &2) | Fr./Chi/Chi in PTH Maths.(Gp 1 &2) | Chinese (Groups 1 &2) | Chinese/Chinese in PTH |
| F. 2 | Chinese in PTH | English (Groups 1 &2) | Fr./Chi/Chi in PTH Maths,(Gp 1 &2). | Chinese (Groups 1 &2) | Chinese/Chinese in PTH |
| F. 3 | Chinese in PTH | - | Fr./Chi/Chi in PTH | | Chinese/Chinese in PTH |
| F. 4 | NSS (4 core subjects + 3 electives) | | | | |
| F. 5 | NSS (4 core subjects + 2 or 3 electives) | | | | |
| F. 6 | NSS (4 core subjects + 2 or 3 electives) | | | | |
| F. 7 | Social Science | Maths. | Biology | | |

SUBJECTS OFFERED

| Subjects | | F.1 | F.2 | F.3 | F.4 -6 (NSS) | 7A | 7B | 7C |
|----------|--------------------------------|-----|-----|-----|-----------------|----|----|----|
| 1 | BAFS | | | | ✓ | | | |
| 2 | Biology | | | ✓ | ✓ | | | ✓ |
| 3 | Business Fundamentals | ✓ | ✓ | ✓ | | | | |
| 4 | Business Studies | | | | | ✓ | | |
| 5 | Chemistry | | | ✓ | ✓ | | ✓ | ✓ |
| 6 | Chinese History | ✓ | ✓ | ✓ | ✓ | | | |
| 7 | Chinese Language / CL&C | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 8 | ICT / Comp. Applications | | | | ✓ | ✓ | | |
| 9 | Computer Literacy | ✓ | ✓ | ✓ | | | | |
| 10 | Economics | | | | ✓ | ✓ | | |
| 11 | English Lang. / Use of English | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 12 | French | ✓ | ✓ | ✓ | ✓ | | | |
| 13 | Geography | | | | ✓ | | | |
| 14 | Integrated Humanities | ✓ | ✓ | ✓ | | | | |
| 15 | Integrated Science | ✓ | ✓ | | | | | |
| 16 | Liberal Studies | | | | ✓ | | | |
| 17 | Mathematics | ✓ | ✓ | ✓ | ✓ | | | |
| 18 | Music | ✓ | ✓ | ✓ | | | | |
| 19 | Physical Education | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 20 | Physics | | | ✓ | ✓ | | ✓ | ✓ |
| 21 | Principles of Accounts | | | | | ✓ | | |
| 22 | Pure Mathematics | | | | | | ✓ | |
| 23 | Putonghua | ✓ | ✓ | ✓ | | | | |
| 24 | Religious Studies | ✓ | ✓ | ✓ | ✓ | | | |
| 25 | Tourism & Hospitality Studies | | | | ✓ | | | |
| 26 | Visual Arts | ✓ | ✓ | ✓ | | | | |
| 27 | Aesthetic Education | | | | ✓ | | | |

Notes: BAFS refers to “Business, Accounting & Financial Studies”
 CL&C refers to “Chinese Language & Culture”
 ICT refers to “Information & Communication Technology”

POLICY ON HOMEWORK AND TESTS

1. Objectives

Homework and assessment contribute toward building responsibility, self-discipline and lifelong learning habits. It is the intention of our teachers to assign relevant, challenging and meaningful homework assignments and assessments that reinforce classroom learning objectives. Homework and assessments should provide students with the opportunity to complete unfinished class assignments, apply information they have learned, and develop independence. Homework and assessment grades can be modified based on students' individual needs.

Assignments and assessments include:

- **Practice** exercises to follow classroom learning
- **Preview** assignments to prepare for subsequent lessons
- **Extension** tasks to transfer new skills or concepts to new situations
- **Creative** activities to integrate multiple skills toward the production of a response or product

To promote a good understanding of the inter-relationship between the various knowledge and principles and develop students' problem-solving skill through applying the knowledge acquired, students are to sit for written assessments in a continuous and regular manner. The level of difficulty of the assessments should reflect the ability of students and the requirement of the course. The principal aims of the assessment are to stimulate students' learning and to evaluate the effectiveness of learning and teaching.

2. Roles and Responsibilities of Stakeholders

Teachers should

- assign relevant, challenging and meaningful homework and assessment task that reinforces classroom learning
- give clear instructions and make sure students understand the task(s)
- mark the homework and assessment and/or give feedback
- keep accurate and thorough records of students' performance
- communicate with other teachers about students' performance
- involve parents and contact them if a pattern of late or incomplete homework develops

Students should

- write down assignments in their "Student Diary"
- understand the requirements of all assignments and assessments and take the initiative to ask questions if necessary
- work on homework and assessment tasks independently whenever possible, which reflects their learning outcome
- produce quality work
- make sure assignments are done according to the given instructions and completed on time

Parents should

- set a regular, uninterrupted study time with their child each day
- monitor students' organization and daily list of assignments in their "Student Diary"
- assist students with the completion of assignments by means of guidance and advice
- be supportive when students get frustrated with difficult assignments and assessment
- contact teachers to stay well informed of the students' learning progress

3. Late Work Policies

Students are expected to submit work on time. The failure to submit work on time frequently will be dealt with, using any of the following at teachers' discretion or year level policy.

- mark deduction
- zero mark
- communication with parents
- after school detention

Students who are unable to hand in homework due to an absence will be asked to do make-up work. Students are granted a grace period for their submission of assignments in case of absence from school. It is the students' responsibility to catch up any missed work due to their absence from school.

For F.1 - 3: The form-teacher of each class should assign one student to be responsible for putting down all homework assigned each day and dates for assessments and tests on the blackboard. The assigned homework each day and dates for assessments and tests should also be recorded in a special Assignment Book kept by a specially assigned student for record purpose and future reference. Each student must record all homework given and dates of assessments and tests in their own Student Diary.

Parents could visit our school website at <http://www.sjc.edu.hk/notice> to learn about F.1-2 Student Assignments, Announcements, Circulars (Extra-Curricular Activities, Parent-Teacher Association, and School Administration), Teaching and Learning (Assessment and Examination Syllabuses, Assessment and Examination Schedules, and Teaching Syllabuses), and Extra-Curricular Activities Calendar.

For F.4 - 6: Like F.1 - 3, the assigned homework each day and dates for assessments and tests should be recorded in a special Assignment Book kept by a specially assigned student.

The special Assignment Book for each class will be collected at the end of each term for inspection.

For F.7, the assignment for students in the form of homework, tests and projects will be assessed and they will constitute different percentages of the total marks for different subjects.

FREQUENCY & AMOUNT OF HOMEWORK AND TESTS FOR DIFFERENT SUBJECTS

BIOLOGY

| Form | Assignment / Homework | Frequency | No. of Tests |
|-------------|--|------------------|--|
| F.7 | Experiment reports and drawings | 6 per year | 1 st term - 3 |
| | Revision questions and Past Public exam questions | 2 per month | |
| F.6 | Experiment reports and drawings | 1 per month | 1 st term - 2 |
| | Revision questions and Past Public exam questions | 1 per month | 2 nd Term - 1 |
| F.5 | Revision questions: Multiple Choice | 1 per month | 1 st term - 3 |
| | Revision questions: Structured questions | 1 per month | 2 nd Term - 2 |
| F.4 | Revision questions: Multiple Choice | 1 per month | 1 st term - 2 |
| | Revision questions: Structured questions | 1 per month | 2 nd Term - 3 |
| F.3 | Revision questions: MC / Filling in Blanks / short questions | 1 per month | 1 st term - 1 2 nd Term - 1 |

Weighting % of the Homework, Assignment and Tests Scores on Examination Marks

Half-yearly Exam (December)

| Form | 1st Assessment (%) | Homework & Assignment (%) | Exam (%) | Total |
|-------------|--------------------------------------|--------------------------------------|-----------------|--------------|
| F.3 | 10% | 10% | 80% | 100% |
| F.4 | | 10 % | 90% | 100% |
| F.5 | | 10 % | 90% | 100% |
| F.6 | | 10 % | 90% | 100% |
| F.7 | | 20 % | 80% | 100% |

School profile
Final Exam (June)

| Form | 2 nd Assessment (%) | Homework & Assignment (%) | Exam (%) | Total |
|------|--------------------------------|---------------------------|----------|-------|
| F.3 | 10% | 10% | 80% | 100% |
| F.4 | | 10 % | 90% | 100% |
| F.5 | | 10 % | 90% | 100% |
| F.6 | | 10 % | 90% | 100% |
| F.7 | | 20 % | 80% | 100% |

BUSINESS, ACCOUNTING AND FINANCIAL STUDIES

| Form | Work | Frequency | Time Spent |
|---------|---------------|--|------------|
| 4 AC | 1. Assignment | Once every 4 lessons (4, 8) | 45 minutes |
| | 2. Test | 1 st term: 1, 2 nd term: 2 | 40 minutes |
| 4 BM | 1. Assignment | Once every 8 lessons (2, 4) | 45 minutes |
| | 2. Test | 1 st term: 1, 2 nd term: 1 | 40 minutes |
| 5 AC | 1. Assignment | Once every 5 lessons (8, 16) | 45 minutes |
| | 2. Test | 1 st term: 2, 2 nd term: 3 | 40 minutes |
| 5 BM | 1. Assignment | Once every 8 lessons (5, 10) | 45 minutes |
| | 2. Test | 1 st term: 1, 2 nd term: 3 | 40 minutes |
| 6 AC | 1. Assignment | Once every 5 lessons (8, 4) | 45 minutes |
| | 2. Test | 1 st term: 3, 2 nd term: 1 | 40 minutes |
| 6 BM | 1. Assignment | Once every 8 lessons (5, 2) | 45 minutes |
| | 2. Test | 1 st term: 2, 2 nd term: 1 | 40 minutes |

For Form 4 and 6, the test results will be counted as continuous assessment, making up 20% of the total marks.

For Form 5, the test and school-based activities results (company programme, business study trip and case competition) will be counted as continuous assessment, making up 30% of the total marks.

BUSINESS FUNDAMENTALS

| Form | Work | Frequency | Time Spent |
|------|--------------|----------------------|------------|
| 1 | 1. Worksheet | Once every 3 lessons | 30 mins |
| | 2. Test | Once a term | 30 mins |
| 2 | 1. Worksheet | Once every 3 lessons | 30 mins |
| | 2. Test | Once a term | 30 mins |
| 3 | 1. Worksheet | Once every 3 lessons | 30 mins |
| | 2. Test | Once a term | 30 mins |

BUSINESS STUDIES

| Form | Work | Frequency | Time Spent |
|------|-------------------------------------|--|------------|
| 7 | 1. Exercises (Past Paper Questions) | Twice a month (4, 2) | 1.5 hours |
| | 2. Test | 1 st term: 3, 2 nd term: 1 | 1 hour |

For Form Seven, the test results will be counted as continuous assessment, making up 20% of the total marks.

| Form | Assignment / Homework | Frequency | No. of Testes |
|------|---|--|--|
| F. 7 | Experiment reports / Past public exam question of each section | 10 per year 6 per year | 3 per year |
| F.6 | Tests / Revision questions of each chapter / Past Paper Structured / MC questions practice | 1 st term - 4 2 nd Term - 2 | |
| F.5 | Tests / Revision questions of each chapter / Past Paper Structured / MC questions practice | 1 st term - 4 2 nd Term - 6 | |
| F.4 | Tests / Revision questions of each chapter / Past Paper Structured / MC questions practice | 1 st term - 4 2 nd Term - 6 | |
| F.3 | Worksheets / Revision questions-various types Experiment worksheets | 10 per year 4 per year | 1 st term - 1 2 nd Term - 2 |

Weighting % of the Homework, Assignment and Tests Scores on Examination Marks

Half-yearly Exam (December)

| Form | Tests (%) | Others (%) | Exam (%) | Total |
|-------|-------------------------|-----------------------------|----------|-------|
| F.3 | 10% | homework and assignment 10% | 80% | 100% |
| F.4-6 | Test and assignment 10% | | 90% | 100% |
| F.7 | ---- | | 100% | 100% |

Final Exam (June)

| Form | Tests (%) | Others (%) | Exam (%) | Total |
|-------|-------------------------|-----------------------------|----------|-------|
| F.3 | Form Test 10% | homework and assignment 10% | 80% | 100% |
| F.4-6 | Test and assignment 10% | | 90% | 100% |
| F.7 | ---- | | 100% | 100% |

CHEMISTRY 中史科校內功課及考、測安排

(1) 測驗、功課次數及份量：

| 級別 | 項目 | 時期 | 次數 | 所需時間 |
|----|------|---------|---------|-------|
| 1 | 家課* | 上 / 下學期 | 每四週一次 | 30 分鐘 |
| | 測驗 | 上 / 下學期 | 每學期一次 | 30 分鐘 |
| 2 | 家課* | 上 / 下學期 | 每四週一次 | 30 分鐘 |
| | 測驗 | 上 / 下學期 | 每學期一次 | 30 分鐘 |
| 3 | 家課* | 上 / 下學期 | 每兩週一次 | 30 分鐘 |
| | 測驗 | 上 / 下學期 | 每學期一次 | 30 分鐘 |
| 4 | 家課* | 上 / 下學期 | 每週一次 | 30 分鐘 |
| | 歷史評論 | 上 / 下學期 | 每學期兩次 | 30 分鐘 |
| | 測驗 | 上 / 下學期 | 每學期兩至三次 | 30 分鐘 |
| 5 | 家課* | 上 / 下學期 | 每週一次 | 30 分鐘 |
| | 測驗 | 上 / 下學期 | 每月一次 | 30 分鐘 |
| 6 | 家課* | 上 / 下學期 | 每週一次 | 30 分鐘 |
| | 測驗 | 上 / 下學期 | 每月一次 | 30 分鐘 |

* 家課包括課前預習、問題習作、複習。

(2) 成績評核項目、時限、分數分佈及所佔比例：

| 項目 | 級別 | 時限 | 分數（總分為 100 分） | |
|--------------------------------|-------|-------|---------------|-----|
| | | | 所佔總分比例 | |
| | | | 上學期 | 下學期 |
| 測驗 | 中一 | 30 分鐘 | 10% | 10% |
| | 中二 | 30 分鐘 | 10% | 10% |
| | 中三 | 30 分鐘 | 10% | 10% |
| | 中四、中五 | 30 分鐘 | 20% | 20% |
| 中期試 及 期終試 / 中六 畢業試 | 中一 | 30 分鐘 | 90% | |
| | 中二 | 40 分鐘 | 90% | |
| | 中三 | 60 分鐘 | 90% | |
| | 中四 | 2 小時 | 80% | |
| | 中五 | 2 小時 | 80% | |
| | | 2 小時 | 80% | |
| | 中六 | 2 小時 | 80% | |
| 2 小時 | | 80% | | |

CHINESE LANGUAGE (F. 1-6) / CHINESE LANGUAGE & CULTURE (F.7)

| Form | Assignment | Frequency | Test |
|------|--|-------------------------|--|
| F. 7 | Essay writing bi-weekly | Once every five lessons | 5 per year |
| | One piece of practical writing bi-weekly | | |
| | Reading for special topic weekly | | |
| | Reading comprehension bi-weekly | | |
| | Listening practice bi-weekly | | |
| | Oral practice 4 times a year | | |
| | Book report 2 times a year | | |
| F.6 | Writing: including (1) Essay writing bi-weekly (2) Composition (1 st term: 4 pieces; 2 nd term: 1 pieces) (3) Book report (3 times a year) | Twice every 6 lessons | 1 st term - 1 2 nd term - 1 |
| | Language exercise weekly (including reading comprehension or listening or usage or oral practice) | | |
| | Dictation 2 times (1 st term: 2 times) | | |
| | Elective Assessment(3 times a year) | | |
| F.5 | Writing: including (1) Essay writing bi-weekly (2) Composition (1 st term: 4 pieces; 2 nd term: 4 pieces) (3) Practical Writing (6 times a year) (4) Book report (4 times a year) | Twice every 6 lessons | 1 st term – 2 2 nd Term - 2 |
| | Language exercise weekly (including practical writing or reading comprehension or listening or usage) | | |
| | Dictation 6 times (1 st term: 3 times; 2 nd term: 3 times) | | |
| | Chinese Activities+report (3 times a year) | | |
| | Elective Assessment(6 times a year) | | |
| F.4 | Writing: including (1) Essay writing bi-weekly (2) Composition (1 st term: 4 pieces; 2 nd term: 4 pieces) (3) Practical Writing (7 times a year) (4) Book report (8 times a year) | Twice every 6 lessons | 1 st term - 2 2 nd term - 2 |
| | Language exercise weekly (including practical writing or reading comprehension or listening or usage) | | |
| | Dictation 6 times (1 st term: 3 times; 2 nd term: 3 times) | | |
| | Chinese Activities + report(6 times a year) | | |

| Form | Assignment | Frequency | Test |
|-------|---|--------------------------|--|
| F.1-3 | Language usage exercise bi-weekly | Twice every 6 lessons | 1 st term - 2 2 nd term - 2 |
| | Reading comprehension once bi-weekly | | |
| | Writing: including (1) Essay writing bi-weekly (including comments on current event on a newspaper or essay writing or practical writing) (2) Composition (1 st term: 4 pieces; 2 nd term: 4 pieces) (3) Practical Writing (4 times a year) (4) Book report (2 times a year) | | |
| | Dictation 12 times (1 st term: 5; 2 nd term: 7) | | |
| | Oral practices & listening practices (6 times a year) | | |
| | Extensive Reading:Oral Book Report (10 books a year) | | |
| | Online reading daily | | |
| | Summer readings: 8 books (2 written reports) | | |

- The final results for F. 1, 2-6 students contain 20 marks (10%) for continuous assessment, including tests and compositions. However, the mock exam for F.6 students will not contain any component of continuous assessment.
- The final results for F.3 students contain 30 marks (10%) for continuous assessment, including tests and compositions.

COMPUTER LITERACY (F.1-3) / INFORMATION & COMMUNICATION TECHNOLOGY (F.4-6) / COMPUTER APPLICATIONS (F.7)

a. Computer Literacy

| | | | |
|-----|------------------------------|---------|-------------|
| F.1 | One assignment weekly | 1 hour | (workbook) |
| F.2 | One assignment weekly | 1 hour | (workbook) |
| | One practical project yearly | 6 hours | |
| F.3 | One assignment weekly | 1 hour | (practical) |

b. Computer Applications

| | | | |
|-----|---|---------|-------------|
| F.7 | One assignment weekly (1 assessment per monthly) | 2 hours | (worksheet) |
|-----|---|---------|-------------|

c. ICT

| | | | |
|-----|---|---------|------------|
| F.4 | One assignment weekly (1 assessment per month) | 3 hours | (workbook) |
| F.5 | One assignment weekly (1 assessment per month) | 3 hours | (workbook) |
| F.6 | One assignment weekly (1 assessment per month) | 3 hours | (workbook) |

Mark Distribution

| | | | | | |
|---------|-----------|-----|-----------|-----------|-----|
| Form 1: | Dictation | 10% | Form 2: | Dictation | 10% |
| | Homework | 10% | | Homework | 10% |
| | Test | 10% | | Test | 10% |
| | Project | 10% | | Project | 10% |
| | Exam | 60% | | Exam | 60% |
| Form 3: | Homework: | 50% | Form 4-6: | Homework | 20% |
| | Exam | 50% | | Exam | 80% |
| Form 7: | Homework | 10% | | | |
| | Exam | 90% | | | |

ECONOMICS (F. 4-7)

| F.4 | | |
|----------------------|--|----------------|
| 1 st Term | Assignment / Test | % of term mark |
| | Four Assignments (each requires ONE hour) | 10% |
| | One Test – 40 mins | 10% |
| 2 nd Term | Four Assignments (each requires ONE hour) | 10% |
| | One Test – 40 mins | 10% |
| F.5 | | |
| 1 st Term | Assignment / Test | % of term mark |
| | Five Assignments (each requires ONE hour) | 10% |
| | One Test – 40 mins | 10% |
| 2 nd Term | Five Assignments (each requires ONE hour) | 10% |
| | One Test – 40 mins | 10% |
| F.6 | | |
| 1 st Term | Assignment / Test | % of term mark |
| | Four Assignments (each requires ONE hour) | 10% |
| | One Test – 40 mins | 10% |
| 2 nd Term | One Assignment plus revision exercises [Informal – to prepare for the HKDSE] | 10% |
| F.7 | | |
| 1 st Term | Assignment / Test | % of term mark |
| | One Assignment every TWO topics covered (1 hour each) | 10% |
| | One Test – 1 hour 20 mins | 10% |
| 2 nd Term | One Assignment every TWO topics covered (1 hour each) | 10% |
| | Informal revision exercise | |

ENGLISH LANGUAGE (F. 1-6) / USE OF ENGLISH (F.7)

F.1 to F.3: Online HW's marks will be accredited to Half Yearly Exam & Final Exam GE marks. (English Builder: 5 marks; rest of the GE paper: 95 marks; total: 100 marks) Teachers must inform students of this arrangement.

Note: F1, F4 & F5: Continuous Assessment applies

HW=homework CW=class work)

| Assignment (CW/HW) and Test | Term | Form 1 and Form 2 |
|---|-----------------|--|
| Writing 1 & Corrections | 1 st | 4 times |
| | 2 nd | 6 times |
| Writing 2 (Reader's Response Logbook) – [Reading teacher]* | 1 st | 4 times |
| | 2 nd | 6 times |
| Book Report | 2 nd | 1 time |
| Supplementary Worksheet* | 1 st | 4 times |
| | 2 nd | 4 times |
| Dictation | 1 st | 3 times |
| | 2 nd | 5 times |
| Reading Tests | 1 st | 1 time at Half Yearly Exam |
| | 2 nd | 1 time at Final Exam |
| Online HW | 1 st | Oct to Dec (excluding holidays) (Part of the Half Yearly Exam Mark) |
| | 2 nd | Jan to May (excluding holidays) (Part of the Final Exam GE Mark) |

*based on modules covered

| Assignment (CW/HW) and Test | Term | Form 3 |
|------------------------------------|-----------------|--|
| Writing 1 & Corrections | 1 st | 4 times |
| | 2 nd | 6 times |
| Book Report | 2 nd | 1 time |
| Supplementary Worksheet* | 1 st | 3 times |
| | 2 nd | 5 times |
| Dictation | 1 st | 3 times |
| | 2 nd | 5 times |
| Reading Tests | 1 st | 2 times (Part of the Half Yearly Exam Mark) |
| | 2 nd | 3 times (Part of the Final Exam GE Mark) |
| Online HW | 1 st | Oct to Dec (excluding holidays) (Part of the Half Yearly Exam Mark) |
| | 2 nd | Jan to April (excluding holidays) (Part of the Final Exam GE Mark) |

*based on supplementary reading and listening practices

| Assignment (CW/HW) and Test | Term | Form 4 |
|---------------------------------------|-----------------|---|
| Reading | 1 st | 6 times |
| | 2 nd | 8 times |
| Writing 1 & Corrections | 1 st | 4 times |
| | 2 nd | 5 times |
| Writing 2 (Reader's Response Logbook) | 1 st | 3 times |
| | 2 nd | 5 times |
| Book Report | 2 nd | 1 time |
| Listening & Integrated Skills | 1 st | 4 times* |
| | 2 nd | 6 times* |
| Speaking | 1 st | NA |
| | 2 nd | NA |
| Reading Tests (various formats) | 1 st | 2 times (Part of the Half Yearly Exam Mark) |
| | 2 nd | 4 times (Part of the Final Exam Mark) |

*separated into short and long tasks

*All assignments will form part of the Half Yearly and Final Exam Score.

| Assignment (CW/HW) and Test | Term | Form 5 |
|---------------------------------------|-----------------|---|
| Reading | 1 st | 6 times |
| | 2 nd | 8 times |
| Writing 1 & Corrections | 1 st | 4 times |
| | 2 nd | 5 times |
| Writing 2 (Reader's Response Logbook) | 1 st | 3 times |
| | 2 nd | 5 times |
| Book Report | 2 nd | 1 time |
| Listening & Integrated Skills | 1 st | 4 times* |
| | 2 nd | 6 times* |
| Speaking | 1 st | NA |
| | 2 nd | NA |
| Reading Tests | 1 st | 2 times (Part of the Half Yearly Exam Mark) |
| | 2 nd | 2 times (Part of the Final Exam Mark) |
| SBA | 1 st | 1 time (trial) |
| | 2 nd | 2 times |

*separated into short and long tasks

*All assignments will form part of the Half Yearly and Final Exam Score.

| Assignment (CW/HW) and Test | Term | Form 6 |
|---------------------------------------|-----------------|---|
| Reading | 1 st | 6 times |
| Writing 1 & Corrections | 1 st | 4 times |
| Writing 2 (Reader's Response Logbook) | 1 st | 4 times |
| Listening & Integrated Skills | 1 st | 4 times |
| Common Tests | 1 st | 2 times (Part of the Half Yearly Exam Mark) |
| SBA | 1 st | Core: 1 time |
| | | Elective: 1 time |

*All assignments will form part of the Half Yearly and Final Exam Score.

| Assignment (CW) | Term | Form 7 |
|-----------------------------------|-----------------|---------------|
| Listening | 1 st | 4 times |
| Reading and Language Systems | 1 st | 4 times |
| Writing & Corrections | 1 st | 4 times |
| Speaking | 1 st | NA |
| Practical Skills for Work & Study | 1 st | 3 times |

FRENCH

Continuous assessment : (criteria : homework and classwork assignment)

| Form 1 and 2 | Assignment | Frequency |
|---------------------|-------------------------|-------------------------|
| | Grammar exercises | 1 per week |
| | Reading /Comprehension | 2 per month |
| | Writing | 2 per months |
| | Dictation/Vocabulary | 1 per week |
| | Speaking/listening test | 1 per month |
| | Project/presentation | 1 every 2 units |
| | Unit Test | At the end of each unit |

| Form 3 | Assignment | Frequency |
|---------------|------------------------|--|
| | Grammar exercises | 1 per week |
| | Reading /Comprehension | 2 per month |
| | Composition | 2 per months |
| | Vocabulary test | 2 per month |
| | Oral test | 1 per month |
| | Project/presentation | 1 per unit (every 6 weeks) |
| | Unit Test | At the end of each unit (every 6 weeks) |

| Form 4 | Assignment | Frequency |
|---------------|----------------------------------|------------------------------------|
| | Grammar exercises | 1 per week |
| | Reading /Comprehension | 2 per month |
| | Composition | 2 per months |
| | Vocabulary test | 2 per month |
| | General conversation | 1 per month |
| | Oral presentation | 1 per unit (every 6 weeks) |
| | Reading Past paper (extracts) | 1 per month (2 nd term) |

| Form 5 | Assignment | Frequency |
|---------------|-------------------------------------|------------------|
| | Grammar exercises/transformation | 1 per week |
| | Composition –past paper subjects | 2 per months |
| | General conversation | 1 per month |
| | Topic conversation | 1 per month |
| | Preparation final presentation | 1 per month |
| | Reading Past paper | 2 per month |

Allocation of marks 2011-2012

Half-yearly Exam (December)

| Form | 1st Assessment (%) | Continuous assessment*(%) | Exam (%) | Total |
|-------------|--------------------------------------|----------------------------------|-----------------------------------|--------------|
| F.1 | 10% | 10% | 80% | 100% |
| F.2 | 10% | 10% | 80% | 100% |
| F.3 | 10% | 10% | 80% | 100% |
| F.4 | ---- | ---- | ---- | ---- |
| F.5 | ---- | ---- | ---- | ---- |
| F6 | | | HKDSE November 2011 session | |

Final Exam (June)

| Form | 2nd Assessment (%) | Continuous assessment*(%) | Exam (%) | Total |
|-------------|--------------------------------------|----------------------------------|-----------------|--------------|
| F.1 | 10% | 10% | 80% | 100% |
| F.2 | 10% | 10% | 80% | 100% |
| F.3 | 10% | 10% | 80% | 100% |
| F.4 | ---- | 10% | 90% | 100% |
| F.5 | ---- | ---- | 100% | 100% |

GEOGRAPHY

| | <u>Assignment</u> | <u>Term</u> | <u>Frequency</u> | <u>Time spent</u> | <u>Test</u> |
|-----|--|-----------------------------------|------------------|-------------------|-------------|
| F4 | • assignments at the end of each chapter | 1 st / 2 nd | 3/4 | 40 mins | 3/4 |
| F5 | • assignments at the end of each chapter | 1 st / 2 nd | 4/4 | 40 mins | 3/4 |
| F.6 | • assignments at the end of each chapter | 1 st / 2 nd | 4/2 | 40 mins | 2/mock exam |

INTEGRATED HUMANITIES

| Form | Means of Assessment | Term | Frequency | Time Taken | Weighting |
|------|--|-----------------|-------------------------------|------------------------|---|
| 1 | Continuous Assessment: Individual Work (e.g. reading & writing exercises, worksheet, information search) | 1 st | Once every 6 lessons attended | 1.5 hours per week | 10% of 1 st term total subject marks |
| | | 2 nd | Once every 6 lessons attended | 1.5 hours per week | 10% of 2 nd term total subject marks |
| | Continuous Assessment: Group Work (1 st Term: Project; 2 nd Term: Case Study; 1 st & 2 nd Term: Notice Board Decoration) | 1 st | 1 | 3-4 hours | 10% of 1 st term total subject marks |
| | | 2 nd | 2 | 3-4 hours | 20% of 2 nd term total subject marks |
| | Tests | 1 st | 1 | 1 period or 40 minutes | 10% of 1 st term total subject marks |
| | | 2 nd | 2 | 1 period or 35 minutes | 10% of 2 nd term total subject marks |
| | Examinations | 1 st | 1 | 1 hour | 70% of 1 st term total subject marks |
| | | 2 nd | 1 | 1 hour | 60% of 2 nd total subject marks |
| 2 | Continuous Assessment: Individual Work / Group Work (e.g. reading & writing exercises, worksheet, information search, role play, group presentation) | 1 st | Once every 3 teaching week | 1.5 hours per week | 10% of 1 st term total subject marks |
| | | 2 nd | Once every 3 teaching week | 1.5 hours per week | 10% of 2 nd term total subject marks |
| | Tests | 1 st | 1 | 1 period or 40 minutes | 10% of 1 st term total subject marks |
| | | 2 nd | 2 | 1 period or 35 minutes | 10% of 2 nd term total subject marks |
| | Examinations | 1 st | 1 | 1 hour | 80% of 1 st term total subject marks |
| | | 2 nd | 1 | 1 hour | 80% of 2 nd term total subject marks |
| 3 | Continuous Assessment: Individual Work (e.g. reading & writing exercises, worksheet, information search) | 1 st | Once every 3 teaching week | 1.5 hours per week | 10% of 1 st term total subject marks |
| | | 2 nd | Once every 3 teaching week | 1.5 hours per week | 10% of 2 nd term total subject marks |
| | Tests | 1 st | 1 | 1 period or 40 minutes | 10% of 1 st term total subject marks |
| | | 2 nd | 2 | 1 period or 35 minutes | 10% of 2 nd term total subject marks |
| | Examinations | 1 st | 1 | 1 hour | 80% of 1 st term total subject marks |
| | | 2 nd | 1 | 1 hour | 60% of 2 nd term total subject marks |
| | Integrated Humanities Project (Proposal Writing, Data Collection and Analysis & Presentation of Findings) | 1st to 2nd | 1 | 6 months | 20% of 2 nd term total subject marks |

INTEGRATED SCIENCE

| <u>Assignment and Test</u> | <u>Term</u> | Form 1 | Form 2 |
|---|-----------------------------------|---|-------------------------------------|
| <i>Workbook / Worksheet</i> | 1 st | 6 times | |
| | 2 nd | 8 times | |
| <i>Scrapbook</i> (newspaper cutting, searching information on the Internet / from library books) & <i>Book Report</i> | 1 st | Newspaper Cutting / web research (3 times) & Book Report (Once) | |
| | 2 nd | Newspaper Cutting / web research (4 times) & Book Report (Once) | |
| <i>Dictation of Vocabulary</i> | 1 st & 2 nd | Once every 4 weeks | |
| <i>Science Model Design</i> (Collaborative Group Assignment) | 1 st & 2 nd | / | / |
| <i>Science Project Learning</i> (Collaborative Group Project) | 1 st & 2 nd | / | Once (as 15 % of Final Exam marks). |
| <i>Test</i> | 1 st | Once (as 20% of Half-yearly Exam marks) | |
| | 2 nd | Once (as 10 % of Final Exam marks) | |

Allocation of Marks

1st Term -- Test (20%) + G.P. (10%) + Exam (70%) = Total (100%)

2nd Term -- Test (10%) + G.P. (5%) + Project (15%) + Exam (70%) = Total (100%)

LIBERAL STUDIES

Form 4

| Class | Term | Items | Frequency | Time spent |
|--------------|-----------------------------------|--------------|------------------------|-------------------|
| F.4 | 1 st & 2 nd | Homework | Once every ten lessons | 30 minutes |
| | 1 st | Test | Once | 40 minutes |
| | 2 nd | Test | Twice | 40 minutes |

F.4 Half-Yearly Examination 2011-2012

| Component | Frequency | Weighting (of exam mark) |
|--|------------------|-------------------------------------|
| Assignment: Essay (3% each) | 2 | 6% |
| Test (40 mins.) | 1 | 8% |
| Newspaper Cuttings: Structured essay (2% each) | 3 | 6% |
| Half Yearly Exam (1 hr 30 mins.) | 1 | 80% |

F.4 Final Examination 2011-2012

| Component | Frequency | Weighting (of exam mark) |
|---|------------------|-------------------------------------|
| Assignment: Essay (4% each) | 3 | 12% |
| Test (40 mins.) (5% each) | 2 | 10% |
| Newspaper Cuttings: Structured essay (2% each) | 4 | 8% |
| Final Exam (1 hr 30 mins.) | 1 | 70% |

Form 5

| Class | Term | Items | Frequency | Time spent |
|--------------|-----------------------------------|--------------|------------------------|-------------------|
| F.5 | 1 st & 2 nd | Homework | Once every ten lessons | 30 minutes |
| | 1 st | Test | Once | 40 minutes |
| | 2 nd | Test | Twice | 40 minutes |

F.5 Half-Yearly Examination 2011-2012

| Component | Frequency | Weighting (of exam mark) |
|--|------------------|-------------------------------------|
| Assignment: essay (5% each) | 3 | 15% |
| Test (40 mins.) | 1 | 9% |
| Newspaper Cuttings: essay-type (2% each) | 3 | 6% |
| Half Yearly Exam (2 hrs) | 1 | 70% |

F.5 Final Examination 2011-2012

| Component | Frequency | Weighting (of exam mark) | |
|--|-------------------------|-------------------------------------|-----|
| Assignment (4% each) | 3 | 12% | |
| Test (40 mins) (6% each) | 2 | 12% | |
| Newspaper Cuttings: essay-type (2% each) | 3 | 6% | |
| Final Exam | Paper 1 (2 hrs) | 1 | 70% |
| | Paper 2 (1 hr 15 mins.) | | |

| Class | Term | Items | Frequency | Time spent |
|-------|-----------------------------------|----------|------------------------|----------------|
| F.6 | 1 st & 2 nd | Homework | Once every ten lessons | 30 minutes |
| | 1 st | Test | Once | 40 minutes |
| | 2 nd | Test | Once | 3 hrs 15 mins. |

F.6 Half-Yearly Examination 2011-2012

| Component | | Frequency | Weighting(of exam mark) |
|------------------------|-------------------------|-----------|-------------------------|
| Assignment (@ 3% each) | | 4 | 12% |
| Test (40 mins.) | | 1 | 8% |
| Half-Yearly Exam | Paper 1 (2 hrs) | 1 | 80% |
| | Paper 2 (1 hr 15 mins.) | | |

F.6 Mock Examination 2011-2012

| Component | | Frequency | Weighting(of exam mark) |
|-----------------------|-------------------------|-----------|-------------------------|
| Assignment | | 2 | -- |
| Test (Practice paper) | | 1 | -- |
| Mock Exam | Paper 1 (2 hrs) | 1 | 100% |
| | Paper 2 (1 hr 15 mins.) | | |

MATHEMATICS

| | |
|---|---|
| <p>Teachers should assign daily homework for all forms. Minimum frequency of detailed correction for each form: F.1 & 2 – twice a week; F.3 – once a week; F.4, 5 & 6 – once every two weeks.</p> | |
| <p>There are five form tests for F.1 – 3. For F.4,5 & 6, teachers can set tests for their own class. Teachers in all forms are encouraged to set tests after they have finished each chapter. (The correction of one test is regarded as equivalent to one detailed correction of homework)</p> | |
| F. 1, 2 & 3: 1st term | The 1 st Assessment constitutes 6% and the 1 st form test constitutes 4% of the total marks for the half-yearly examination. |
| F. 1, 2 & 3: 2nd term | The 2 nd Assessment constitutes 7% and the 2 nd and 3 rd form test each constitutes 4% of the total marks for the final examination. |
| F4 (module 1& 2) | 4 tests in second term |
| F5-6 (module 1&2) | 4 tests in first term and 4 tests in second term |

MUSIC

- **There is no homework.**

F. 1 – F. 3 Half-Yearly Examination / Final Examination

Time allowed (practical exam): 2 to 5 mins per student

Final Examination

Time allowed (written paper): 30 mins

Additional Policy

Music activities: 10 hrs / term

Mark allocation: Written Exam 50% **OR** Practical Exam 50% +
Music Activities 25% + Class Involvement & Performance 25%

F. 4/ F.5 Final Examination 2011-2012

Examination : Project/ Report/ Paper

O.L.E. activities: 25 hrs / academic year

Mark allocation: Project/ Report/ Paper 50%+ O.L.E. 25% + Class
Involvement & Performance 25%

PHYSICAL EDUCATION

Report-writing on the following topic:

F.1: The preparation of the Olympic Games 2012 in Hong Kong

- Individual work
- The school official web-page is for reference only.
- Maximum 10 marks would be rewarded.
- The outline of the web-page will be provided later.
- Photos, figures or other decoration are encouraged.
- A short presentation is needed in front of the class.

F.2: The Olympic Games 2012

- 10 **double printed pages** are required.
- Maximum 10 marks would be rewarded.
- The outline of the project is as follows:
 - Cover
 - Introduction
 - Contents, Statistics, Charts, Pictures, Photos, are encouraged
 - Reference page
 - Group members' reflection
- Reference page is needed to state all different sources of materials. (Books, websites, Newspapers or etc)
- Photos, figures or other decoration are encouraged.

PHYSICS

| Form | Assignment / Homework | Frequency | No. of Tests |
|------|--------------------------------|-------------|--------------------------|
| F.7 | Experiment worksheet / report | 4 (yearly) | 3 (yearly) |
| | Exam-type questions practice | 2 (monthly) | |
| F.6 | Experiment worksheet / report | 2 (yearly) | 1 st Term : 1 |
| | Exam-type questions practice | 2 (monthly) | 2 nd Term : 2 |
| F.5 | Practice questions / worksheet | 10 (yearly) | 1 st Term : 1 |
| | Experiment worksheet / report | 4 (yearly) | 2 nd Term : 2 |
| F.4 | Practice questions / worksheet | 10 (yearly) | 1 st Term : 1 |
| | Experiment worksheet / report | 3 (yearly) | 2 nd Term : 2 |
| F.3 | Practice questions / worksheet | 10 (yearly) | 1 st Term : 1 |
| | Experiment worksheet | 4 (yearly) | 2 nd Term : 2 |

Weighting of Homework, Test and Examination Marks on Overall Grade**Half-yearly Examination (December)**

| Form | Continuous Assessment (%) | Exam (%) | Total (%) |
|------|---------------------------|----------|-----------|
| F.3 | Assignment and Tests : 20 | 80 | 100 |
| F.4 | Assignment and Tests : 20 | 80 | 100 |
| F.5 | Assignment and Tests : 20 | 80 | 100 |
| F.6 | - | 100 | 100 |
| F.7 | - | 100 | 100 |

Final Exam (June) / Mock Exam

| Form | Continuous Assessment (%) | Exam (%) | Total (%) |
|------|---------------------------|----------|-----------|
| F.3 | Assignment and Tests : 20 | 80 | 100 |
| F.4 | Assignment and Tests : 20 | 80 | 100 |
| F.5 | Assignment and Tests : 20 | 80 | 100 |
| F.6 | - | 100 | 100 |
| F.7 | - | 100 | 100 |

PRINCIPLES OF ACCOUNTS

| Form | Work | Frequency | Time Spent |
|------|---------------|--|-----------------------|
| 7 | 1. Assignment | 2 times per week (16, 8) | 1.5 hours |
| | 2. Test | 1 st term: 4, 2 nd term: 2 | 1 hour and 20 minutes |

The test results will be counted as continuous assessment, making up 20% of the total marks. Classwork is done in hard-covered exercise books whereas homework is done on foolscap papers and kept in files. It was also proposed that 1 mark per day (up to the maximum of 5 marks) should be taken off from the exam result should a student fail to hand in his assignment on time.

* () expected number of frequency (tentative)

PURE MATHEMATICS

| | |
|---|---------------|
| Daily homework will be given. Detailed correction of homework will be done once in two weeks. (The correction of one test will be regarded as equivalent to one detailed correction of homework) | |
| Tests (1 st / 2 nd term) | Form 7 |
| | 8 / 2 |

PUTONGHUA

- Assignment:** Students will be given assignment each week.
- Group Project Competition:** An Intra-class Putonghua Group Project Competition will be conducted in Form 2 and 3 during Lunar New Year Holiday. F2 students are required to prepare a sound clip of radio drama. For F3 students, they are required to film a video drama. Students should complete their project in a group of a certain number of students and hand in their project in the form of powerpoint, CD or VCD for assessment respectively. For all forms, the marks for this competition will constitute about 10% of the total mark of the Putonghua Examination in the 2nd term.
- Cross-subjects Project Learning:** This project will be conducted in Form 1 throughout the academic year. It will be organized and implemented through the co-ordination of the resources of **Three** subjects, namely Putonghua, Chinese Language and Computer Literacy. The objectives of the Project are, amongst others, arousing students' interests in Putonghua and Chinese culture, ameliorating their language and presentation skills. Through their collection, interview, analysis, research, investigation and presentation of specific literacy works, they can gain knowledge in Chinese traditional culture and Putonghua and deepen their recognition of Chinese Culture.
- Test:** There will be a test on listening and pin-yin in each term. The mark of the test will constitute 10% of the total mark of that term.

F1-F3

| Item | Term | Frequency | Time spent |
|--------------------------------------|-----------------------------------|-------------|-------------|
| Homework | 1 st / 2 nd | Once a week | 30mins. |
| Group Project Competition (F.2 - 3) | 2 nd | Once a year | 60-120mins. |
| Cross-subject Project Learning (F.1) | 1 st /2 nd | Once a year | Whole term |
| Test | 1 st / 2 nd | Once a term | 30mins. |
| Exam | 1 st / 2 nd | Once a term | 40mins. |

Allocation of marks 2011-2012**Half-yearly Exam (December)**

| Form | 1 st Assessment (%) | Tests (%) | Others (%) (Project) | Exam (%) | Total |
|------|--------------------------------|-----------|-------------------------|----------|-------|
| F.1 | 10% | ---- | ---- | 90% | 100% |
| F.2 | 10% | ---- | ---- | 90% | 100% |
| F.3 | 10% | ---- | ---- | 90% | 100% |

Final Exam (June)

| Form | 2 nd Assessment (%) | Tests (%) | Others (%) (Project) | Exam (%) | Total |
|------|--------------------------------|-----------|-------------------------|----------|-------|
| F.1 | 10% | ---- | 10% (Project) | 80% | 100% |
| F.2 | 10% | ---- | 10% (Project) | 80% | 100% |
| F.3 | 10% | ---- | 10% (Project) | 80% | 100% |

RELIGIOUS STUDIES

| | Work | Term | Frequency | Time Spent each time |
|-------|---|-----------------------------------|----------------------|-----------------------------|
| F.1-3 | Homework / Classwork exercises (e.g.doing questions, drawing pictures, PowerPoint Presentation slides) | 1 st & 2 nd | Once every 5 lessons | 30 mins. |
| | Test / Examination | 1 st & 2 nd | Once a term | one lesson (30 mins.) |
| F. 4 | Homework / Classwork exercises | 1 st & 2 nd | Once every 6 lessons | 35 mins |
| | Examination | 1 st & 2 nd | Once a term | one lesson (30 mins.) |

- **For F.1-3**, each test constitutes 10% (5 marks out of 50 marks) respectively of the total marks for the half-yearly and final examinations respectively.
- **For F.4**, homework will constitute 60% (15 marks out of 25 marks) of the total marks for the half-yearly examinations and final examinations respectively.

TOURISM & HOSPITALITY STUDIES

| Class | Term | Items | Frequency | Time spent |
|--------------|-----------------------------------|--------------------|------------------------|-------------------|
| F.4 | 1 st & 2 nd | Homework | Once every six lessons | 20 minutes |
| | 1 st & 2 nd | Test/Quiz | Twice a term | 30 minutes |
| F.5 | 1 st & 2 nd | Homework | Once every six lessons | 30 minutes |
| | 1 st & 2 nd | Test/Quiz | Twice a term | 40 minutes |
| F.6 | 1 st & 2 nd | Homework | Once every six lessons | 30 minutes |
| | 1 st | Test/Quiz | Twice a term | 40 minutes |
| | 2 nd | HKEAA Sample Paper | -- | 3 hours |

F.4 Half-Yearly Examination 2011-2012

Time allowed: 1 hour

Mark allocation: Half-Yearly 80% + Homework 10% + Tests 10%

F.4 Final Examination 2011-2012

Time allowed: 1 hour 20 minutes

Mark allocation: Final Examination 80% + Homework 10% + Tests 10%

F.5 Half-Yearly Examination 2011-2012

Time allowed: 1 hour 30 minutes

Mark allocation: Half-Yearly Examination 80% + Homework 10% + Tests 10%

F.5 Final Examination 2011-2012

Time allowed: 2 hours

Mark allocation: Final Examination 80% + Homework 10% + Tests 10%

F.6 Half-Yearly Examination 2011-2012

Time allowed: 2 hours 30 minutes

Mark allocation: Half-Yearly Examination 80% + Homework 10% + Tests 10%

F.6 Mock Examination 2011-2012

Time allowed: Paper 1: 1¼ hours

Paper 2: 1¾ hours

Mark allocation: Mock Examination 100%

VISUAL ARTS

1. Frequency and amount of class work and homework

| Form | Work | Term | Frequency | Time spent each time |
|------------|------------|------------------------------------|-----------------------------|----------------------|
| F.1, 2 & 3 | Class work | 1 st & 2 nd | Once a week | 1 hour |
| F.1, 2 & 3 | Homework | 1 st & 2 nd | Once every 4 double lessons | 2-4 hours |
| F.4 & F.5 | Class work | 1 st or 2 nd | Once a week | 35 or 40 mins |
| F.4 & F.5 | Home work | 1 st or 2 nd | Once every 4 double lessons | 2-5 hours |

2. Examination

Assessing class work and homework are the main ways to measure the progress of students from time to time, therefore there is no examination or test for this subject. The average grade of class work and homework forms the final grade of examination on the report card.

For F.1, 2 & 3, the full mark of this subject is 50 and the passing mark is 25.

SCHOOL EXAMINATIONS & ASSESSMENT TESTS

A. Major Examinations

All students have to sit for two examinations, the **Half-yearly Examination** in December (first term) and the **Final Examination** in June (second term). For Form 7 and Form 6 students, their Final Examinations are replaced by Mock Examinations to be held in February 2012.

Summer Class (F. 1 – 3)

Students failed in the overall yearly examination result will be treated as conditional promoters or repeaters. They need to attend the summer classes (for Forms 1 to 3 only) in English, Chinese and/or Mathematics. Students (for Forms 1 to 3 only) who failed in Mathematics will also need to attend the Mathematics class in summer.

Supplementary Examination (F. 4 – 5)

Students failed in the overall yearly examination result will be treated as conditional promoters or repeaters. They need to take the Supplementary Examination (in July / August). The school will decide whether they could be conditional promoted or repeated after the examination.

B. Assessment Tests

These are uniform tests for Forms 1, 2 and 3. They are held twice a year, in October and April. The purpose is to inform the parents of their children’s learning progress so that students could do something about the subject(s) which is (are) unsatisfactory. The tests serve as a kind of academic barometer before the 2 major examinations.

C. Other Means of Continuous Assessment

There are other tests and assessments like dictations, group projects, experiments from time to time based on the teaching program of a particular subject.

These are mentioned in the *Policy on Homework & Tests (Pages 12-31)*.

WISENEWS

The school has subscribed to the WiseNews which is a news database providing daily updated full-text articles from about 600 newspapers and magazines from China, Hong Kong, Macau, Taiwan, and the United States.

Teachers and students can access WiseNews without any input of login information in the school campus. The following is the URL for accessing WiseSearch service:

<http://cwsjc.wiseneews.net?gid=cwsjc&user=ipaccess>

School Pastoral Care (2011-12)

I. School Discipline

(a) The School Discipline Board:

Discipline Mistress: Ms. Tsui PS (Staff Room E)

Junior Form Co-ordinator: Mr. Siu KC (Staff Room E)

| Form | Discipline Teachers | Staff Room |
|------|---------------------|------------|
| 1 | Ms. Chan Tsui Lin | Room E |
| 2 | Mr. Chu Lap Yin | Room B |
| 3 | Mr. Kwok Tik Man | Room A |

Senior Form Co-ordinator: Mr. Hung WW (Staff Room E)

| Form | Discipline Teachers | Staff Room |
|------|---------------------|------------|
| 4 | Mr. Tse Chun Keung | Room A |
| 5 | Mr. Wong Man Tim | Room A |
| 6 | Ms. Chan Sze Mei | Room D |
| 7 | Mr. Ng Kwan Kit | Room E |

(b) School Uniform

All students of this college must wear school uniform on all prescribed school days and school functions. Students' uniform should conform to the requirements stated in the Student Diary. Students not wearing proper uniform will not be admitted to class.

(c) Attendance

1. Students should be punctual for school. Parents should inform the school office in the morning between 8:00 a.m. and 8:30 a.m. by phone (no. 3652 4888) if their sons are absent.
2. On the first day back to school, students absent from school should provide a letter of explanation from their parents or a medical certificate stating the reason for their absence to the Form Teacher.
3. On the seventh day of the student's continuous absence disregard of the reasons for absence, the School Principal will use WebSAMS to report the case to the EDB and refer it to the Counselling team as well as the School Social Worker to do the follow-up work.
4. Students wishing to leave early on any day should report to the Discipline Master/Vice-Principal before leaving school. A letter from the parent or a medical certificate should be handed in to the Form Teacher on the following school day.

(d) Safety in School

1. Students are advised to bring their students' ID cards when coming back to school.
2. Students are not allowed to bring outsiders to school without permission.
3. Students should observe all the safety instructions when using school facilities.
4. Students are not allowed to leave the school premises during school hours except during lunch break.
5. Students are advised to attend to their own personal belongings and all valuables should be kept in the lockers especially during P.E. lessons.
6. Form 1 students are given an exclusive area to play.

(e) Use of mobile phones

Students must turn their mobile phones to "off" mode during lessons.

1. If the phone rings during lessons where students are not using it, the phone will be confiscated and will be returned when a parent's letter is turned in.
2. If the phone is in use during lessons, the phone will be confiscated for 7 days and will be returned after the said period with a parent's letter given.

(f) Conduct and Academic Assessments

These assessments will be held in October/ November and in April and the results will affect the promotion of the students.

(g) E-discipline System

In order to standardize the criteria for assessing the conduct of students, a conduct assessment system was introduced. It categorizes and records offences that students commit and form-teachers will assess the conduct of their students based on such records.

II. Disciplinary Actions

Verbal warning → Punishment → Detention Class (Parents will be informed and record will be kept) → Internal Suspension (Parents will be interviewed and record will be kept) → Suspension at Home (Parents will sign the offence record & take the student home. A copy of the offence record may be sent to the EDB for future reference.)

III. School Counselling

School Counselling and Guidance Team

Counselling Mistress: Ms. Li Dawn

Form Coordinators in Each Form:

| Form | Form Coordinators | Staff Room |
|-------------|--------------------------|-------------------|
| 1 | Ms. Li Dawn | Room E |
| 2 | Ms. Wong Jenny | Room E |
| 3 | Mrs. Chan Sandy | Room E |
| 4 | Ms. Sin Lily | Room B |
| 5 | Mr. Tam KK | Room E |
| 6-7 | Ms. Lo Jacky | Room F |

Duty

The School Counselling Team will co-ordinate with the School Social Worker and other functional teams within the school in providing customized pastoral support to individual student and at the same time launch guidance programmes for students, parents and teachers.

IV. Social Worker

School Social Worker: Ms. Ruth Ng

Contact Phone Numbers: 3652 4887 (school)

2549 5106 (office)

Service at school: Monday, Wednesday and Thursday

Social Worker's Room: room next to Form 1A classroom

V. Careers

Transcripts and Letters of Recommendation

1. To apply for a transcript, students should ask their parents to write directly to the Principal and enclose a passport size photograph in proper school uniform.
2. To apply for a letter of recommendation, students should fill in the application form obtained from the school office and return it to the Careers Mistress together with photocopies of the documents required.
3. It will take at least 5 working days to prepare the transcripts or letters of recommendation.
4. The school will only issue one transcript to each student. The school office will certify photocopies of the original transcripts, letters of recommendation and certificates on request.
5. Transcripts and letters of recommendation will only be issued during school days. Under certain circumstances, the school will certify photocopies of the documents during long holidays (Christmas, Chinese New Year, Easter and Summer holidays) except public holidays.
6. Students who want the school to send certified copies to an overseas institution should prepare a stamped and addressed envelope and ask the Careers Mistress to seal and stamp it before posting it.
7. Under normal circumstances, the school will help a student to process recommendations for not more than 6 overseas schools / universities.
8. Students who have sent applications for overseas studies should inform the Principal in writing, stating their full name, class and the names of their target schools or universities.
9. Students who are leaving SJC to study abroad should write to inform the Principal properly.

MEASURES FOR INCLEMENT WEATHER CONDITIONS

In light of the experience at times of tropical cyclones and heavy persistent rain, the school has decided to have the following school measures for inclement weather conditions:

1. Students will not be penalized if they arrive late or cannot attend school because of poor weather, road, slope, floods, and traffic or transport conditions.
2. On examination days, school will have special consideration for those who cannot return to school or arrive late because of the aforementioned reason(s).
3. At times of tropical cyclone and heavy persistent rain or when the tropical cyclone signals or rainstorm warnings are lowered and there is no announcement for the closure of schools from the Education Bureau, **parents should use their discretion in deciding whether or not to send their children to school.** If it seems to them that local weather, road, slope, traffic or transport conditions at that time are still not completely normal, they should keep their children at home. The parents (not the students) should inform the school office (2522 1204 / 3652 4888) by phone. The next day, the students should give a letter of explanation from their parents and the student handbook to the form-teachers before school. If parents wish to know whether the school will be closed at times of bad weather, they may phone the school office.
4. If the Permanent Secretary for Education announces the closure of schools after some students have set out for school or if schools are in session when the Permanent Secretary for Education announces the immediate suspension of classes, **the school will activate the contingency plan to deal with closure of school or suspension of classes.** The school premises will remain open to ensure that students are kept in school until it is safe for them to return home and the school will try to help look after the students arriving or leaving to ensure their safety. Please be reminded that an announcement on closure of school or suspension of classes does not mean that all students are to be sent home immediately.
5. Parents are strongly advised to visit our school website (<http://www.sjc.edu.hk>) for the most updated school announcements.

關於惡劣天氣各項應變措施

鑑於惡劣天氣（熱帶氣旋及暴雨）引致的問題，學校製訂以下有關應變措施：

1. 由於天氣惡劣引致道路阻塞，斜坡傾塌、水浸、交通情況惡劣等情況，學生因遲到或未能返校，學校不會處罰該等學生。
2. 至於考試期間因惡劣天氣引致上述問題發生，學生遲到或未能返校，學校會採取相應措施審慎處理。
3. 在熱帶氣旋及暴雨來臨，或改懸較低熱帶氣旋訊號及暴雨警告訊號，而教育局仍未有公布學校停課的特殊情況，**家長宜自行決定應否讓其子弟上學。**如果家長認為惡劣天氣引致區內道路阻塞，斜坡可能傾塌，交通及運輸系統仍未恢復正常，則應著其子弟留處家中。家長（並非學生）應致電（電話：2522 1204 / 3652 4888）通知學校其子弟未能返校。翌日學生回校，應向班主任繳交家長通知書及出示學生手冊。如天氣惡劣，家長可致電學校查詢會否停課。
4. 倘若教育局公布因惡劣天氣，學校需要停課，而部份學生經已返校，或在上課時間內教育局常任秘書長公布學校須立即停課，**學校會實行應急措施確保在校學生的安全；學校會繼續開放**，照顧學生，直至天氣情況轉趨穩定，然後才會讓學生在安全情況下回家。請各位家長切記，任何停課公布發出後並非意味學生須立即離開學校。
5. 家長可瀏覽本校網頁 (<http://www.sjc.edu.hk>)，了解最新發佈通告的詳細資料。

CHANGES IN EXAMINATION SCHEDULE DUE TO BAD WEATHER

In the event of a typhoon or other circumstances necessitating the postponement of an examination, the normal examination time-table will be followed and the missed subject(s) will be rearranged.

POLICY ON ABSENTEES BEFORE OR DURING EXAMINATIONS

1. Parents of the students who are sick and unable to attend examinations should inform the school in the first instance.
2. Students who are absent during examinations should bring a letter of excuse signed by parents and a **medical certificate** to the school office within the first three schooldays back to school.
3. **No supplementary examinations** will be given by the school. The subject teacher will give an assessed mark for subjects missed for evaluation purposes.
4. Students who cannot provide the school with sound evidence (stated in clause 2) will be considered having missed the examinations. **Zero mark** will be given to the subjects missed.
5. Students missing examinations because of other reasons should inform the school and obtain prior approval if applicable. The results, if any, of the attended subjects will be printed on the report card without any order of merit.
6. Students absent from school one day or more before the examination period without a reasonable excuse will be penalized.

EXTRA LESSON ARRANGEMENT

- As some teachers wish to give more exercises or more detailed explanation or assistance to the students, extra lessons may be arranged during lunch time, after school, Saturday, Sunday, or during long holidays (i.e. Christmas, Lunar New Year, Easter and Summer vacation).
- If students are told to **attend extra lesson(s) during lunch time/after school/on Saturday or Sunday**, it is their responsibility to inform their parents.
- For **extra lesson(s) during long holidays** (i.e. Christmas, Lunar New Year, Easter and Summer Vacation), teachers will inform the parents by student handbook (under "School Notice") and teachers will check the parents' signatures afterwards.
- Parents who wish to check their sons' Summer Vacation extra lesson timetable please go to **sjc.edu.hk/notice** (no need to insert username and password) > click **View Summer Extra Lesson Time-table 2009-2010** > click the item interested in and parents will get all the information needed.
- Should any need arise, parents may phone the school office at 3652 4888 / 2522 1204. The office keeps record of all the extra lessons.
- Students absent from extra lesson should give a letter of excuse / medical certificate / a letter of approval from teacher-in-charge (for those participating in extra-curricular activities) to the teacher concerned. Students absent without reasonable excuse may be penalized.
- Students should wear proper school uniform when they attend the extra lessons.

補課安排事宜

為加強同學對學科深入認識及課程進度，除了平日上課外，老師亦會安排同學於午膳時間，放學後及星期六、日，或長假期間在學校補課。而每次補課前，學校會按以下方式：

| 補課時間 | 通知家長方式 |
|------------------------|----------------------------|
| 1. 午膳時間、放學後及星期六、日 | 補課學生事前通知家長 |
| 2. 長假期（即聖誕節、新年、復活節、暑假） | 老師會透過學生手冊通知家長，而家長亦須於手冊上簽署。 |

如有查詢，請致電校務處（電話：3652 4888 / 2522 1204）。校務處有各科補課的紀錄。學生未能出席補課，須呈交家長信或醫生證明書（參加課外活動者則須呈交負責老師批函）。學生必須穿著校服回校補課。

EXTRA-CURRICULAR ACTIVITIES

With the goal of providing an all round education in mind, St. Joseph’s College places strong emphasis on extra-curricular activities (ECA). These ECA can be classified into seven categories: Religion, Service, Sports, Academic, Interest, Publication, and the Students’ Union, to suit the diverse needs of our students. Each year, an extra-curricular prize-giving ceremony is held to honour our outstanding participants in all kinds of ECA.

Religion Christian Union

Service

- | | | |
|---|--------------------------------|--------------------|
| 1 st HK Group Scout Group | Junior Police Call | St. John Ambulance |
| 1 st HK Group Venture Scout Unit | Junior Red Cross Cadet Unit 17 | UNICEF Club |
| Interact Club | Social Service Group | |

Sports

- | | | |
|-----------------|---------------|--------------------|
| Aquatic Club | Football Club | Table Tennis Club |
| Athletic Club | Handball Club | Tennis Team |
| Badminton Club | Rugby Team | Volleyball Society |
| Basketball Club | Squash Team | |

Academic

- | | | |
|-----------------------------------|------------------------------|-------------------------------|
| Biology & Conservancy Association | French Club | Putonghua Club |
| Business Society | Geography Society | Science Society |
| Chinese Culture Society | Liberal Studies & Integrated | Tourism & Hospitality Studies |
| English Society | Humanity Society | Society |
| | Mathematics Society | |

Interest

- | | | |
|-------------------|---------------------------|-----------------|
| Aesthetic Society | Campus TV | Library Society |
| Astronomy Society | Chess Club | Magic Society |
| Aviation Society | Drama Club | Music Society |
| Bridge Club | HK Award for Young People | |
| Camera Club | LEAD Club | |

Publication

- | | |
|-----------------|----------------------|
| Editorial Board | Web-Publishing Board |
|-----------------|----------------------|

Students’ Union



-----Please Detach Here-----

RETURN SLIP

Parents/Guardians are requested to sign and return this slip for the following purposes:

- (a) acknowledgment for having read the **School Profile**,
- (b) as specimen signature for future correspondence of authentication of letters of excuse.

Name of Student: _____() Class: Form_____

| | |
|---------------------------|--------------------------|
| Father’s mobile: | e-mail address (if any): |
| Mother’s mobile: | e-mail address (if any): |
| Parent’s SMS contact no.: | |
| Student’s mobile: | e-mail address (if any): |

Date _____

Signature of Parent/Guardian

**** Return this slip to Form Teacher on or before 9th Sept., 2012****

St. Joseph's College
Holiday List of 2011-2012

| <u>Holidays</u> | <u>Dates</u> | <u>No. of days</u> |
|---|---|---------------------------|
| 1. The day following Mid-Autumn Festival | Tuesday 13 – 9 – 2011 | 1 |
| 2. National Day | Saturday 1 – 10 – 2011 | 1 |
| 3. Chung Yeung Festival | Wednesday 5 – 10 – 2011 | 1 |
| 4. Christmas and New Year Holidays (Christmas Day: 25-12-2011) | Wednesday 21 – 12 – 2011 to Thursday 29 – 12 – 2011 | 9 |
| 5. The day following New Year's Day | Monday 2 – 1 – 2012 | 1 |
| 6. The day following Sports Day | Friday 13 – 1 – 2012 | 1 |
| 7. Parents' Day Holiday | Monday 16 – 1 – 2012 | 1 |
| 8. Lunar New Year Holidays (Lunar New Year's Day: 3-1-2012) | Monday 23 – 1 – 2012 to Wednesday 1 – 2 – 2012 | 10 |
| 9. St. Joseph's Feast Day Holiday | Tuesday 3 – 4 – 2012 | 1 |
| 10. Ching Ming Festival | Wednesday 4 – 4 – 2012 | 1 |
| 11. Easter Holidays (Good Friday: 6-4-2012) | Thursday 5 – 4 – 2012 to Thursday 12 – 4 – 2012 | 8 |
| 12. The Buddha's Birthday | Saturday 28 – 4 – 2012 | 1 |
| 13. Labour Day | Tuesday 1 – 5 – 2012 | 1 |
| 14. St. La Salle Feast Day Holiday | Friday 18 – 5 – 2012 | 1 |
| 15. Tuen Ng Festival | Saturday 23 – 6 – 2012 | 1 |
| 16. The day following HKSAR Establishment Day | Monday 2 – 7 – 2012 | 1 |
| 17. Summer Vacation | Friday 13 – 7 – 2012 to Friday 31 – 8 – 2012 | 50 |
| Total: | | 90 |

NOTE:

All days mentioned in this list are inclusive.

School re-opens for the new academic year (2012/2013) on **Monday, September 3, 2012.**

School Calendar: 2011-2012

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Particulars |
|--------------|-----|------|------|------|------|------|------|---|
| 2011 | | | | | | | | |
| Sept. | | | | | 1 | 2 | 3 | 3 : Form 1 Parents Orientation Day 2 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 13 : Day following Mid-Autumn Festival 15 : Swimming Gala |
| | 11 | 12 | (13) | 14 | 15* | 16 | 17 | 30 : School Opening Mass |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 30 : Dress Special Day (Tentative) |
| | 25 | 26 | 27 | 28 | 29 | 30* | | |
| Oct. | | | | | | | (1) | 1 : National Day |
| | 2 | 3 | 4 | (5) | 6 | 7 | 8* | 3 : Winter Time-table starts 3-7 : Recruitment Week |
| | 9 | 10 | 11 | 12* | 13* | 14* | 15 | 5 : Chung Yeung Festival 8 : AGM of PTA |
| | 16* | 17* | 18 | 19 | 20 | 21 | 22 | 8, 9 : Christian Brothers Leadership Training Camp |
| | 23 | 24 | 25 | 26 | 27* | 28 | 29 | 12 : School Cross Country Competition 13 : Blood Donation Day |
| | 30 | 31 | | | | | | 14, 27 : Inter-school Swimming Competition 16 : Academic Prize-giving Ceremony 17 : Staff Development Day 1 & Staff Meeting 18-31 : First Assessment & Tests (F.1-3) |
| Nov. | | | 1 | 2 | 3 | 4 | 5* | 5 : Walkathon |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12* | 5 : Talk on NSS (F. 3 & Parents) 12 : PTA Outing |
| | 13 | 14 | 15 | 16 | 17 | 18* | 19 | 18 : Sports Day (Heat) |
| | 20 | 21 | 22 | 23 | 24* | 25 | 26* | 18 : AGM of OBA 24 : Inter-school Cross Country Competition |
| | 27 | 28 | 29 | 30 | | | | 26 : New Form 1 Admission Talk |
| Dec. | | | | | 1 | 2 | 3 | 7 – 19 : Half-Yearly Exam. (Sat. incl.) |
| | 4 | 5 | 6 | 7* | 8* | 9* | 10* | 19 : F. 4 Service Training (PM) |
| | 11 | 12* | 13* | 14* | 15* | 16* | 17* | 20 : Christmas Mass & Christmas Party |
| | 18 | 19* | 20* | (21) | (22) | (23) | (24) | 21-29 : Christmas & New Year Holidays |
| | 25 | (26) | (27) | (28) | (29) | 30 | 31 | 26 : Green & White Ball |
| 2012 | | | | | | | | |
| Jan. | 1 | (2) | 3 | 4 | 5 | 6 | 7 | 2 : Day following New Year's Day |
| | 8 | 9 | 10 | 11 | 12* | (13) | 14 | 4-16 : F. 6 - HKDSE Practice Paper |
| | 15 | (16) | 17 | 18 | 19* | 20 | 21 | 12, 13 : Sports Day Final & Day followed 15, 16 : Parents' Day and day followed |
| | 22 | (23) | (24) | (25) | (26) | (27) | (28) | 19 : Banner Painting Competition 23 : Lunar New Year's Day |
| | 29 | (30) | (31) | | | | | 23/1 – 1/2 : Lunar New Year Holiday |
| Feb. | | | | (1) | 2 | 3 | 4 | 7-17 : F. 7 Mock Exam. (Tentative) |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 : Green & White Day (Tentative) |
| | 12* | 13* | 14 | 15 | 16 | 17 | 18 | 13, 17 & 22 : Inter-school Athletic Meet |
| | 19 | 20* | 21* | 22* | 23* | 24* | 25 | 13 : Staff Development Day 2 & Staff Meeting 14-17 : Students' Festival (Tentative) |
| | 26 | 27* | 28* | 29* | | | | 16-29 : F. 6 Mock Exam. (Tentative) |

| 2012 | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Particulars |
|--------|-----|------|------|------|------|------|------|---|
| March | | | | | 1 | 2 | 3 | 5-16 : Second Assessment & Test (F.1,2,3) 10 : F. 1 Interview for Discretionary Places (23, 24, 26, 27: HKALE: major subjects) (28, 29, 30, 31: HKDSE: core subjects) 31 : PTA Annual Dinner (Tentative) |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10* | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31* | |
| April | 1 | 2* | (3) | (4) | (5) | (6) | (7) | 2, 3 : Feast of St. Joseph & Feast Day Holiday (2, 16 : HKDSE: core subjects) 4 : Ching Ming Festival 5-12 : Easter Holidays 14 : Internal Talent Quest (Tentative) 17, 18 : F. 3 TSA (Oral) (Tentative) 28 : Buddha's Birthday |
| | 8 | (9) | (10) | (11) | (12) | 13 | 14* | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | (28) | |
| | 29 | 30 | | | | | | |
| May | | | (1) | 2 | 3 | 4 | 5 | 1 : Labour Day 2 : Summer Time-table starts 17, 18 : Feast of St. La Salle & Feast Day Holiday 18 : Catholic School Teachers' Day (Tentative) 31 : ECA Prize-giving Ceremony (Tentative) |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| | 13 | 14 | 15 | 16 | 17* | (18) | 19 | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| | 27 | 28 | 29 | 30 | 31* | | | |
| June | | | | | | 1 | 2 | 7-18 : F. 3 Final Exam. (Sat. incl.) (Tentative) 11-22 : Final Exam. (Sat. incl.) (Tentative) 20, 21 : F. 3 TSA 23 : Tuen Ng Festival 29 : HKALE result released. (Tentative) |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11* | 12* | 13* | 14* | 15* | 16 | |
| | 17 | 18* | 19* | 20* | 21* | 22* | (23) | |
| | 24 | 25 | 26 | 27 | 28 | 29* | 30 | |
| July | 1 | (2) | 3 | 4 | 5 | 6 | 7* | 2 : Day following HKSAR Establishment Day 3 : Talk on NSS (F. 3) (Tentative) 7 : Talk on NSS (F. 2 & Parents) (Tentative) 9 : Staff Development Day 3 (Tentative) 11 : School Concert (Tentative) 13/7 – 31/8 : Summer Vacation (17 : Pre-S1 HKAT – Tentative) 20 : HKDSE result released. (Tentative) |
| | 8 | 9* | 10 | 11* | 12 | (13) | (14) | |
| | 15 | (16) | (17) | (18) | (19) | (20) | (21) | |
| | 22 | (23) | (24) | (25) | (26) | (27) | (28) | |
| | 29 | (30) | (31) | | | | | |
| August | | | | (1) | (2) | (3) | (4) | 23, 24, 27 : F. 1 Orientation 31 : Staff Meeting (1/9 : Form 1 Parents Orientation Day 1) |
| | 5 | (6) | (7) | (8) | (9) | (10) | (11) | |
| | 12 | (13) | (14) | (15) | (16) | (17) | (18) | |
| | 19 | (20) | (21) | (22) | (23) | (24) | (25) | |
| | 26 | (27) | (28) | (29) | (30) | (31) | | |

| | | |
|--------------|--------|--|
| Key : | () | School Holiday |
| | () | Public Holiday |
| | Date * | Special Functions (E.g. School Examination, Parents' Day, Sports Day etc.) |

St. Joseph's College

School Map

