



ST. JOSEPH'S COLLEGE
Established 1875

SCHOOL PROFILE
2016 - 2017

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St. Joseph's College

7 Kennedy Road, Hong Kong.

Office Tel. 3652 4888 ; Fax 2877 0232

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

E-mail address: info@sjc.edu.hk

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 141 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 S1-3 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.

In 2005, we started the process of building a new annex-Agabeg Annex, as an essential addition to the modernization of our school facilities. The Annex was eventually established in the summer of 2007. It is located at the former table tennis court, which is next to the basketball court under the New Building, comprising a new staff room, an ITLC, an art room and a multi-purpose room. It is named after the late Mr. Godfrey Avryl Agabeg, a devoted alumnus who generously donated a total of three million dollars for the development of our school campus.

After years of growth, SJC now provides education for around 2,000 students in the Primary and the College. The College has produced highly competitive and versatile students, and a large number of them have been successful in their careers.

STAFF

MEMBERS OF THE INCORPORATED MANAGEMENT COMMITTEE
INCORPORATED MANAGEMENT COMMITTEE 2016-17

Chairperson:	Brother Chan Jeffrey (Supervisor)
Members:	Mr Ching KB (Principal)
	Brother Thomas Favier (Sponsoring Body Manager)
	Mr Choy Peter (Sponsoring Body Manager)
	Mr Tse Michael (Sponsoring Body Manager)
	Ms Tam Millie (Sponsoring Body Manager)
	Mr Ku Eric (Sponsoring Body Manager)
	Mr Ng Tony (Sponsoring Body Manager)
	Mr Wong Kenneth (Alternate Sponsoring Body Manager)
	<i>To be confirmed</i> (Teacher Manager)
	Mr Sin KM (Alternate Teacher Manager)
	Ms Ma Veronica (Independent Manager)
	Mr Yip Koon Wah, Peter (Alumni Manager)
	Ms Thong Lee Peng, Elizabeth (Parent Manager)
	Mr Lai Tony (Alternate Parent Manager)

ADMINISTRATIVE HEADS (with room location)

<i>Prefect-of-Studies:</i>	Ms Wong Yuen Fan	(Rm. E)
	Ms Young Maria	(Rm. D)
<i>Careers Mistress:</i>	Ms Kwan Susana	(Rm. B)
<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 Tam Jason	(Rm. A)
<i>Moral & Civic Education Master:</i>	Mr Chan Tony	(Rm. A)
<i>Teacher-in-Charge of Information Technology:</i>	Mr Ip Kit Keung	(Rm. A)
<i>Teacher-In-Charge of Other Learning Experiences:</i>	Mr Chan Alfred	(Rm. A)
<i>Teacher-in-Charge of Project Learning:</i>	Mr Chan Alfred	(Rm. A)
<i>Teacher-in-Charge of Reading to Learn:</i>	Ms Ting Loretta	(Rm. E)
<i>Teacher-in-Charge of SEN:</i>	Ms Chan Peggy	(Rm. E)
<i>Teacher-in-Charge of S.T.E.M.:</i>	Mr Ng Yuk King	(Rm. A)

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

✧ <i>Business, Accounting & Financial Studies:</i>	Mr Sin Ka Ming	(Rm. A)
✧ <i>Biology:</i>	Ms Chan Sze Mei	(Rm. D)
✧ <i>Chemistry:</i>	Mr Chan Tony	(Rm. A)
✧ <i>Chinese History:</i>	Mr Hung Wai Wai	(Rm. E)
✧ <i>Chinese Language:</i>	Ms Wong Yuen Fan	(Rm. E)
✧ <i>Information & Communication Technology:</i>	Mr Tse Chun Keung	(Rm. A)
✧ <i>Economics:</i>	Mr Chan Alfred	(Rm. A)
✧ <i>English Language:</i>	Mr Wong Terence	(Rm. E)
✧ <i>English Language (Assistant Panel):</i>	Ms Yam Christine	(Rm. E)
✧ <i>French:</i>	Ms Lau Bonnie	(Rm. B)
✧ <i>Geography; Ethics & Religious Studies:</i>	Ms Kwan Susanna	(Rm. B)
✧ <i>Integrated Humanities:</i>	Mr Ng Anthony	(Rm. E)
✧ <i>Integrated Science:</i>	Mr Szeto Godwin	(Rm. E)
✧ <i>Liberal Studies</i>	Ms Young Maria	(Rm. D)
✧ <i>Mathematics:</i>	Mr Ng Yuk King	(Rm. A)
✧ <i>Music:</i>	Mr Cheng Chris	(Rm. B)
✧ <i>Physical Education:</i>	Mr Wong Man Tim	(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 Ip Wun Ling	(Rm. F)

Form-teachers – 2016 / 17

Class	Form-teacher
1A	Yeung Rani
1B	Lo Woody
1C	Chow SK
1D	Chu LY
1E	Pang Windsor

Class	Form-teacher
2A	Ho Shirley
2B	Tam KK
2C	Cheung Michael
2D	Hung Steve
2E	Chung Berton

Class	Form-teacher
3A	Wong Esther
3B	Jim HT
3C	Yam PY
3D	Fok Jasmine
3E	Chan Alfred

4A	Tse CK
4B	Tam Jason
4C	Chau Dawn
4D	Cheng Steven
4E	Ting Loretta

5A	Chung YL
5B	Yim Jeffrey
5C	Yam Christine
5D	Ng YK
5E	To CY

6A	Sin Lily
6B	Wong YF
6C	Siu KC
6D	Lo Amy
6E	Hung WW

SUBJECT TEACHERS

- | | | |
|----------------------------|------------------------|--------------------------|
| ◆ Br Chan Jeffrey | ◆ Mr Chan Chris | ◆ Ms Chan Peggy |
| ◆ Ms Chan Sze Mei | ◆ Mr Chan Tony | ◆ Ms Chan Yuk Wa |
| ◆ Mr Cheng Chi Shan, Chris | ◆ Mr Choy Hum Lung | ◆ Ms Chu Mei Ling |
| ◆ Mr Ip Kit Keung | ◆ Ms Ip Wun Ling | ◆ Mr Kam Ryan |
| ◆ Ms Kwan Susanna | ◆ Mr Kwok Tik Man | ◆ Ms Ku Sze Lai, Jasmine |
| ◆ Ms Lau Bonnie | ◆ Mr Law Henry | ◆ Ms Li Suk Ha, Dawn |
| ◆ Ms Lin Cherry | ◆ Ms Lo Jacky | ◆ Mr Lo Christopher |
| ◆ Mr Ng Anthony | ◆ Ms Pak Ka, Christine | ◆ Mr Shipley Chad |
| ◆ Mr Sin Ka Ming | ◆ Ms Suen Rani | ◆ Mr Szeto Godwin |
| ◆ Ms Tai Alice | ◆ Ms Tsui Pui Shan | ◆ Mr Wong Joseph |
| ◆ Mr Wong Man Tim | ◆ Mr Wong Terence | ◆ Mr Wu WK |
| ◆ Mr Yan Hao Nam | ◆ Ms Young Maria | |

TEACHING ASSISTANT

- ◆ Ms Li Lok Lam
- ◆ Mr Yeung Ming Him
- ◆ Ms Lai Winsy

STUDENT COUNSELOR

- ◆ Mr Ng Hon Ching, Elton

ADMINISTRATIVE ASSISTANT

- ◆ Ms Liu Hoi Sze Gladys

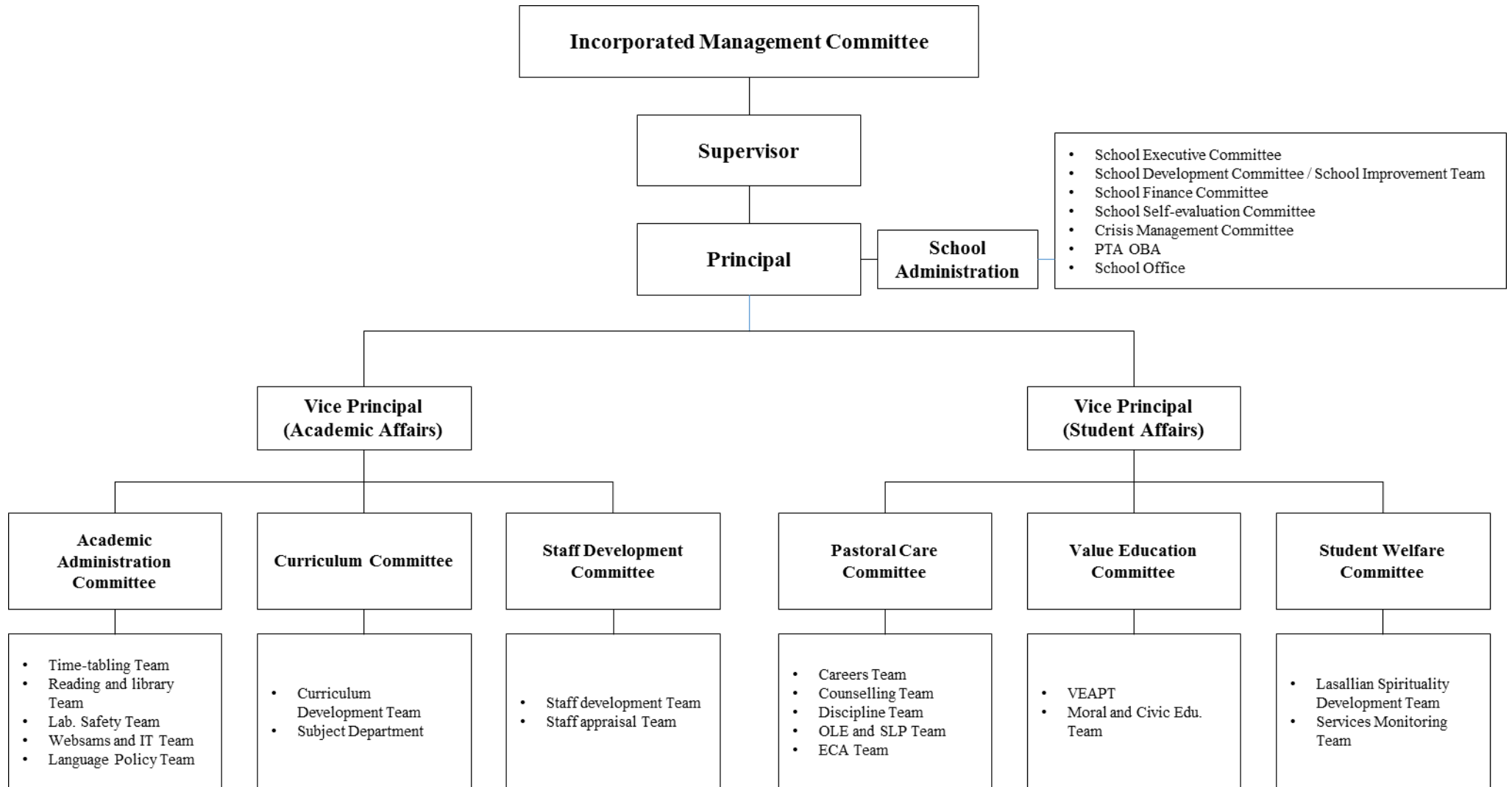
TELEPHONE DIRECTORY**GENERAL OFFICE****3652 4888****FAX NO. 2877 0232**

Rm	Name	Tel. No.	Rm	Name	Tel. No.
	Brother Chan Kok Keong, Jeffrey	800	E	Chan Tsui Lin, Peggy	809
	Ching King Bor, Perrick	801	E	Cheung Wing Kin, Michael	816
A	Chan Wing Keung, Chris	810	E	Chu Lap Yin, David	829
A	Chan Yu Sum, Alfred	819	E	Ho Shuk Yan, Shirley	813
A	Chan Yuen Ko, Tony	812	E	Hung Wai Wai, Jason	841
A	Cheng Steven Wai Kit	803	E	Li Suk Ha, Dawn	842
A	Chow Siu Kit	859	E	Lo Cheuk Ki, Jacky	815
A	Choy Hum Lung	820	E	Ng Kwan Kit, Anthony	846
A	Chung Cheuk Ting, Berton	808	E	Sin Wing Cheung, Lily	862
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	Kwok Tik Man	811	E	Ting Po Yee, Loretta	856
A	Lo Chun Wai, Woody	832	E	Tsui Pui Shan	836
A	Ng Yuk King	855	E	Wong Yik Hong, Terence	863
A	Sin Ka Ming, Frankie	848	E	Wong Yuen Fan	840
A	Tam Chong Yiu, Jason	828	E	Yam Ka Min, Christine	867
A	Tse Chun Keung	852	E	Yeung Wing Tsz, Rani	838
A	Wong Man Tim	860	E	Li Lok Lam, Lawrence	890
A	Wong Siu Lun, Joseph	802	E	Ng Hon Ching, Elton	890
A	Wu Wan Kwok	866			
A	Yeung Ming Him	847	F	Ip Wun Ling	839
A	Vacant	818	F	Jim Hon Ting	874
			F	Kam Wing Yin, Ryan	895
B	Cheng Chi Shan, Chris	868	F	Lin Chi Yan, Cherry	824
B	Kwan Ming Fong, Susanna	833	F	Lo Wei Yee, Amy	823
B	Lau Pik Yu, Bonnie	849	F	Pak Ka, Christine	825
B	Law Wai Yin, Henry	843	F	Pang Yuen Shan, Windsor	870
B	Lo Christopher	827	F	Shiple, Chad Leroy	835
B	Suen Lam	826	F	Yan Haonam, Christopher	805
			F	Lai Wan Yee, Winsy	814
C	Chu Mei Ling	837			
C	Fok Pui Yee, Jasmine	817		Canteen	25375342 / 25376073
C	Ku Sze Lai, Jasmine	821			
C	To Ching Yee	831	Lib.	Tai Wai Sze Alice	883
C	Wong Wun Kiu, Esther	806	Lib.	Ng Makiyo	884
C	Yam Pui Yi	858	社工	Wong Jodie	887
C	Vacant	844	Office	Chan Eileen	872
				Chik	885
D	Chan Sze Mei	857		Chung Patty	875
D	Chan Yuk Wa, Chloe	865		Hung Vonny	888
D	Chau Sze Man, Dawn	845		Law Vivian	877
D	Yim Ka Yen, Jeffrey	807		Li Chris	879
D	Young Mei Li, Maria	869		Liu Gladys	896
				Yeung Suzanna	878
	Counseling Room	893		Printing Room	886
	On-duty janitors' counter (side-entrance)	880		Reception (School Office)	854
	Janitors' Room	889		Dining Room (School Office)	834
			MMLC	Tsang Helen	891
	任達俊 (Head of Janitors)	9022-8043	MMLC	Chan Hei Tung, Jacky	892
	陳健輝 Watchman (Week days & Sun.)	6999-2779	MMLC	Cheung Vanessa	894
	何厚榮 Watchman (Sat. specific statutory holidays)	9357-8766	Lab.	Chow Raymond / So Andy	881
	A(21), B(6), C(7), D(5), E(20), F(10)		Lab.	Chiu Ricky	882

STAFF EMAIL ADDRESS

Rm	Name	Email	Rm	Name	Email
	Brother Chan, Jeffrey	brjeffrey@sjc.edu.hk	E	Chan Tsui Lin Peggy	pchan@sjc.edu.hk
	Brother Thomas Favier	brthomas@sjc.edu.hk	E	Cheung Wing Kin, Michael	wkcheung@sjc.edu.hk
	Ching King Bor, Perrick	kbching@sjc.edu.hk	E	Chu Lap Yin, David	lychu@sjc.edu.hk
A	Chan Wing Keung, Chris	chrischan@sjc.edu.hk	E	Ho Shuk Yan, Shirley	sho@sjc.edu.hk
A	Chan Yu Sum, Alfred	achan@sjc.edu.hk	E	Hung Wai Wai, Jason	wwhung@sjc.edu.hk
A	Chan Yuen Ko, Tony	tonychan@sjc.edu.hk	E	Li Suk Ha, Dawn	shli@sjc.edu.hk
A	Cheng Steven Wai Kit	scheng@sjc.edu.hk	E	Lo Cheuk Ki, Jacky	jlo@sjc.edu.hk
A	Chow Siu Kit	skchow@sjc.edu.hk	E	Ng Kwan Kit Anthony	anthonyng@sjc.edu.hk
A	Choy Hum Lung	jchoy@sjc.edu.hk	E	Sin Wing Cheung Lily	wcsin@sjc.edu.hk
A	Chung Cheuk Ting, Berton	bchung@sjc.edu.hk	E	Siu King Chung	kcsiu@sjc.edu.hk
A	Chung Yun Lam	ylchung@sjc.edu.hk	E	Szeto Chung Wang, Godwin	szeto@sjc.edu.hk
A	Hung Kar Wai, Steve	shung@sjc.edu.hk	E	Tam Kwok Kuen	kktam@sjc.edu.hk
A	Ip Kit Keung	kkip@sjc.edu.hk	E	Ting Po Yee, Loretta	lting@sjc.edu.hk
A	Kwok Tik Man	tmkwok@sjc.edu.hk	E	Tsui Pui Shan	pstsui@sjc.edu.hk
A	Lo Chun Wai, Woody	wlo@sjc.edu.hk	E	Wong Yik Hong, Terence	twong@sjc.edu.hk
A	Ng Yuk King	yking@sjc.edu.hk	E	Wong Yuen Fan	yfwong@sjc.edu.hk
A	Sin Ka Ming, Frankie	kmsin@sjc.edu.hk	E	Yam Ka Min, Christine	cyam@sjc.edu.hk
A	Tam Chong Yiu, Jason	cytam@sjc.edu.hk	E	Yeung Wing Tsz, Rani	ryeung@sjc.edu.hk
A	Tse Chun Keung	ektse@sjc.edu.hk	E	Li Lok Lam, Lawrence	lli@sjc.edu.hk
A	Wong Man Tim	mtwong@sjc.edu.hk	E	Ng Hon Ching Elton	eng@sjc.edu.hk
A	Wong Siu Lun Joseph	slwong@sjc.edu.hk	F	Ip Wun Ling	wlip@sjc.edu.hk
A	Wu Wan Kwok	wkwu@sjc.edu.hk	F	Jim Hon Ting	gjim@sjc.edu.hk
A	Yeung Ming Him	mhyeung@sjc.edu.hk	F	Kam Wing Yin, Ryan	rkam@sjc.edu.hk
			F	Lin Chi Yan, Cherry	clin@sjc.edu.hk
B	Cheng Chi Shan, Chris	ccheng@sjc.edu.hk	F	Lo Wei Yee, Amy	alo@sjc.edu.hk
B	Kwan Ming Fong, Susanna	skwan@sjc.edu.hk	F	Pak Ka Christine	cpak@sjc.edu.hk
B	Lau Pik Yu Bonnie	blau@sjc.edu.hk	F	Pang Yuen Shan, Windsor	wpang@sjc.edu.hk
B	Law Wai Yin, Henry	hlaw@sjc.edu.hk	F	Shipley, Chad Leroy	clshipley@sjc.edu.hk
B	Lo Christopher	chrislo@sjc.edu.hk	F	Yan Haonam Christopher	hyan@sjc.edu.hk
B	Suen Lam	lsuen@sjc.edu.hk	F	Lai Wan Yee, Winsy	wylai@sjc.edu.hk
			Lib.	Tai Alice	atai@sjc.edu.hk
C	Chu Mei Ling	mlchu@sjc.edu.hk	Lib.	Ng Makiyo	pyng@sjc.edu.hk
C	Fok Pui Yee, Jasmine	jfok@sjc.edu.hk	社工	Wong Jodie	pywong@sjc.edu.hk
C	Ku Sze Lai Jasmine	jku@sjc.edu.hk	Office	Chan Eileen	htchan@sjc.edu.hk
C	To Ching Yee	cyto@sjc.edu.hk		Chik	ccchan@sjc.edu.hk
C	Wong Wun Kiu, Esther	ewong@sjc.edu.hk		Chung Patty	pattychung@sjc.edu.hk
C	Yam Pui Yi	pyyam@sjc.edu.hk		Hung Vonny	vonnyhung@sjc.edu.hk
				Law Vivian	vlaw@sjc.edu.hk
D	Chan Sze Mei	szemeichan@sjc.edu.hk		Li Chris	chrisli@sjc.edu.hk
D	Chan Yuk Wa, Chloe	ywchan@sjc.edu.hk		Yeung Suzanna	syung@sjc.edu.hk
D	Chau Sze Man Dawn	dchau@sjc.edu.hk	AA	Liu Hoi Sze Gladys	gliu@sjc.edu.hk
D	Yim Ka Yen Jeffrey	jyim@sjc.edu.hk	MMLC	Tsang Helen	htsang@sjc.edu.hk
D	Young Maria	myoung@sjc.edu.hk		Chan Jacky	jackychan@sjc.edu.hk
				Cheung Vanessa	vcheung@sjc.edu.hk

St. Joseph's College School Organization Chart



SPONSORING BODY

The sponsoring body of the school is the Institute of the Brothers of the Christian Schools, known as the 'La Salle 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

Ninety-nine staff members work at St. Joseph's College. The staff includes a supervisor, a principal, two vice principals and sixty-one subject teachers. In addition, there are three teaching assistants, one student counsellor, one career and life planning coordinator, three laboratory technicians, one secretary, one administrative assistant, six clerical personnel, one full-time social worker, one library assistant, three IT technicians and thirteen janitor staff.

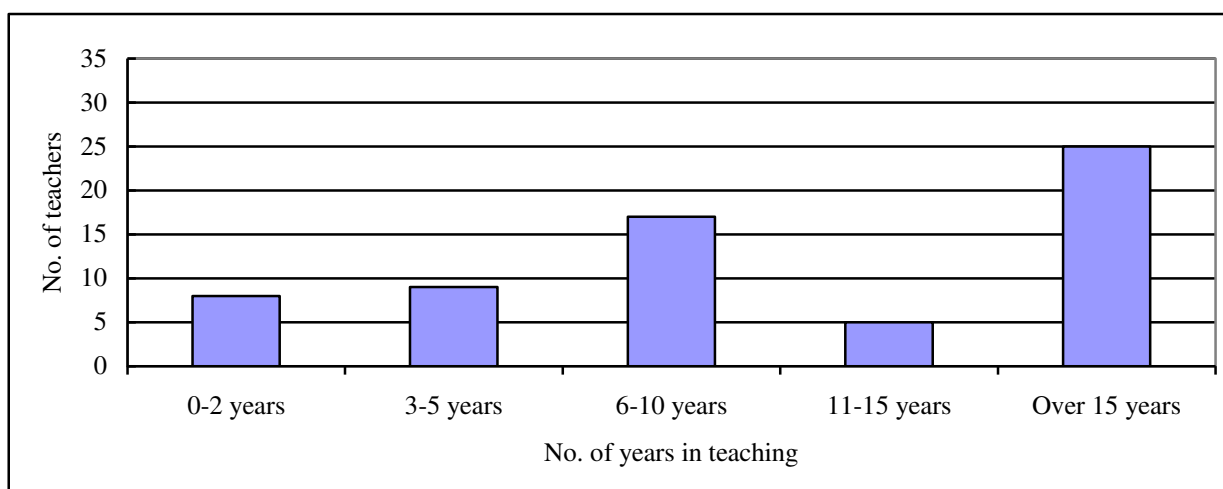
STUDENT POPULATION

The school enrollment is 1,009 (2016/2017). The students of St. Joseph's College are mainly Chinese and the age range of the students is between 12 and 17 years old. The average class size is 30.

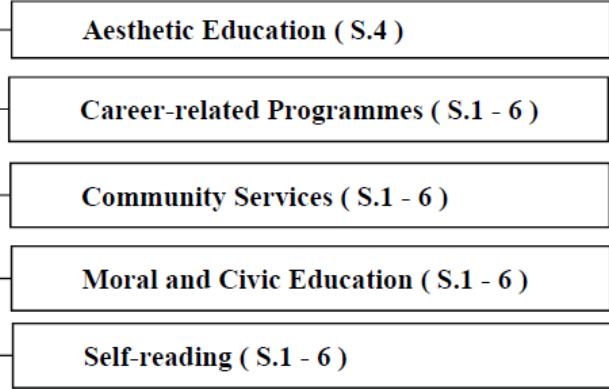
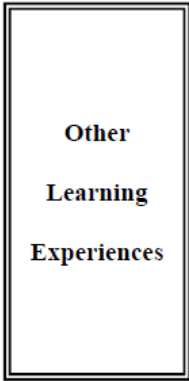
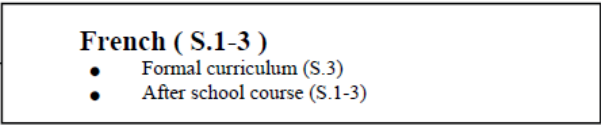
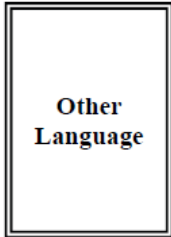
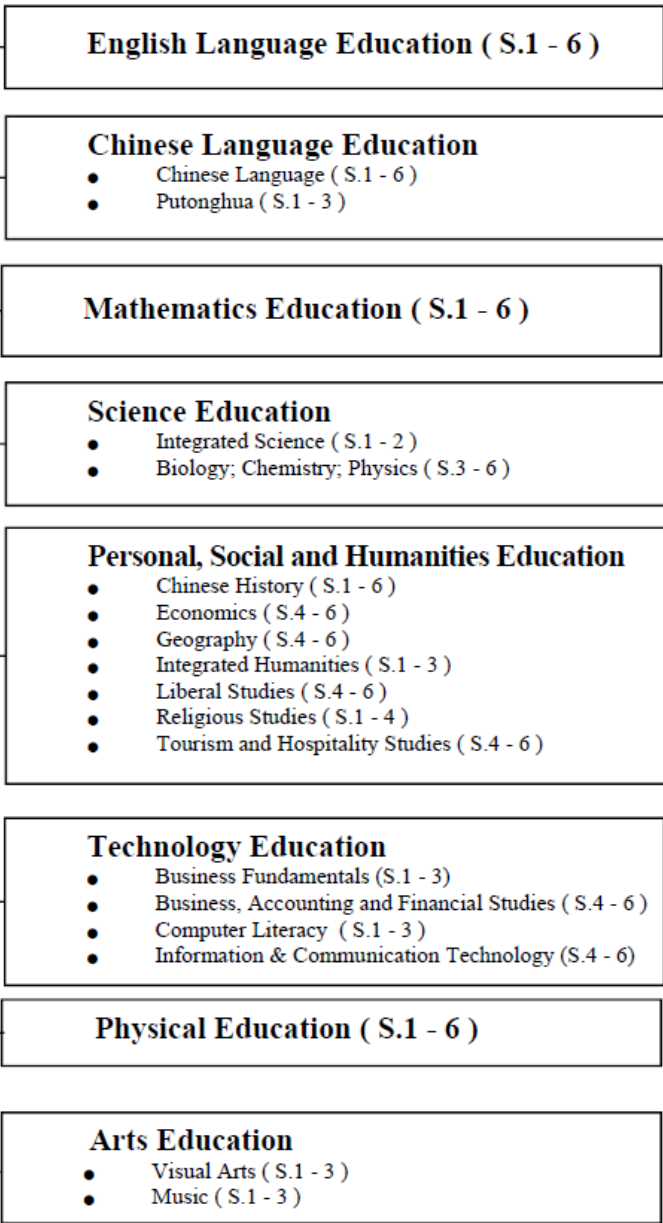
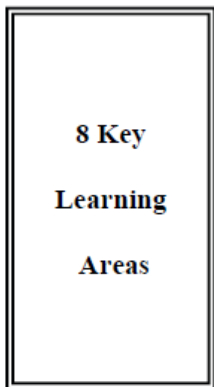
QUALIFICATIONS OF TEACHERS

- Over 95 % of them possess a bachelor's degree.
- Over 50 % of them have higher degrees.
- Over 97 % of them were formally trained in teaching.
- Over 98 % of the lessons were taught by subject-trained teachers.

TEACHING EXPERIENCE



CURRICULUM



TIME TABLE

Winter Time Table

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 Period	LUNCH	
1:45 – 2:25					
2:25 – 3:05	Self-reading (S.1-3) *				Self-reading (S.4-6) **
3:05 – 3:45	MCE (S.1-3) *				MCE (S.4-6) **

* Normal lesson for S. 4 - 6. ** Normal lesson for S. 1 - 3.

Summer Time Table

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			(Tue: 9)		
12:40 – 1:15	Self-reading (S.1-3) *		(Thu: 9)		Self-reading (S.4-6) **
1:15 – 1:50 (1:15 – 1:35 Wed)	MCE (S.1-3) *		Form-teacher Period #		MCE (S.4-6) **

* Normal lesson for S. 4 - 6. ** Normal lesson for S. 1 - 3.

CLASS STRUCTURE

	A	B	C	D	E
S1	Chinese/Chinese in PTH	English (Groups 1 &2)	Maths.(Gp 1 &2) C/C(S)	Chinese/Chinese in PTH (Groups 1 &2)	Chinese/Chinese in PTH
S2	Chinese/Chinese in PTH	English (Groups 1 &2)	Maths.(Gp 1 &2). C/C(S)	Chinese (Groups 1 &2)	Chinese/Chinese in PTH
S3	Chinese in PTH	-	Fr./Chi/Chi in PTH C/C(S)	-	Chinese/Chinese in PTH
S4	NSS (4 core subjects + 2 or 3 electives)				
S5	NSS (4 core subjects + 2 or 3 electives)				
S6	NSS (4 core subjects + 2 or 3 electives)				

* C(S): Simplified Chinese

SUBJECTS OFFERED

Subjects		S1	S2	S3	S4	S5	S6
1	Aesthetic Education				✓		
2	Business, Accounting & Financial Studies				✓	✓	✓
3	Biology			✓	✓	✓	✓
4	Business Fundamentals	✓	✓	✓			
5	Chemistry			✓	✓	✓	✓
6	Chinese History	✓	✓	✓	✓	✓	✓
7	Chinese Language	✓	✓	✓	✓	✓	✓
8	Computer Literacy	✓	✓	✓			
9	Economics				✓	✓	✓
10	English Language	✓	✓	✓	✓	✓	✓
11	French			✓			
12	Geography				✓	✓	✓
13	Information & Communication Technology				✓	✓	✓
14	Integrated Humanities	✓	✓	✓			
15	Integrated Science	✓	✓				
16	Liberal Studies				✓	✓	✓
17	Mathematics	✓	✓	✓	✓	✓	✓
18	Mathematics (Extended Parts: M1 / M2)				✓	✓	✓
19	Music	✓	✓	✓			
20	Physical Education	✓	✓	✓	✓	✓	✓
21	Physics			✓	✓	✓	✓
22	Putonghua	✓	✓	✓			
23	Religious Studies	✓	✓	✓	✓		
24	Tourism & Hospitality Studies				✓	✓	✓
25	Visual Arts	✓	✓	✓			

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 S. 1 - 3: The form-teacher of each class would 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 log in our school eclass at <http://eclass.sjc.edu.hk> using your parent account, choose eService and then eNotice to learn about 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 S4 - 6: Like S. 1 - 3, the assigned homework each day and dates for assessments and tests would be recorded in an "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.

FREQUENCY & AMOUNT OF HOMEWORK AND TESTS FOR DIFFERENT SUBJECTS

AESTHETIC EDUCATION

Level	Course	Assignment / Homework	Frequency
S.4	Music (Integrated Programme)	Worksheet / Reflection	2 per course
	Photography	Portfolio	1 per course
	Illustration and Design Practice	Drawings / crafts	3 per course
	Drama and Movie Appreciation	Worksheet / Appreciation	3 per course

Weighting % of the Homework and Assignment on Examination Marks

Yearly Result

Level	Homework & Assignment (%)	Exam (%)	Total
S.4	100 %	-	100%

BIOLOGY

Level	Assignment	Frequency	No. of Tests
S6	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	1 per year	2 per term
	Revision questions (structured and/or multiple choice questions)	2 per topic	
S5	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	5 per year	2 per term
	Revision questions (structured and/or multiple choice questions)	2 per topic	
S4	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	3 per year	2 per term
	Revision questions (structured and/or multiple choice questions)	2 per topic	
S3	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	1 per term	1 per term
	Revision questions (multiple choice, filling-in-blanks, short, structured questions)	2 per topic	

Weightings of assignments, tests and exams in calculation of report card marks**Half-yearly Exam**

Level	Test(s) (%)	Assignment (%)	Exam (%)	Total
S3	10%	10%	80%	100%
S4	20%*		80%	100%
S5	20%*		80%	100%
S6	20%*		80%	100%

* For S4 – S6 students, the subject teacher may deduct a maximum of 10% from this component according to the everyday performance of the student, including but not limited to punctuality of homework submission, seriousness in homework completion, attitude and participation in lessons, etc.

Final / Mock Exam

Level	Test(s) (%)	Assignment (%)	Exam (%)	Total
S3	10%	10%	80%	100%
S4	20%*		80%	100%
S5	20%*		80%	100%
S6	-		100%	100%

* For S4 – S5 students, the subject teacher may deduct a maximum of 10% from this component according to the everyday performance of the student, including but not limited to punctuality of homework submission, seriousness in homework completion, attitude and participation in lessons, etc.

BUSINESS, ACCOUNTING AND FINANCIAL STUDIES**Business Fundamentals**

Secondary	Work	Frequency	Time Spent
1	1. Worksheet	Once every 3 lessons (3, 4)	30 mins
	2. Test	Once a term	30 mins
2	1. Worksheet	Once every 3 lessons (3, 4)	30 mins
	2. Test	Once a term	30 mins
3	1. Worksheet	Once every 3 lessons (6, 8)	30 mins
	2. Test	Once a term	30 mins

Business, Accounting and Financial Studies

Secondary	Work	Frequency	Time Spent
4 AC	1. Assignment	Once every 4 lessons (10, 13) 1 st term: 2, 2 nd term: 3	45 minutes
	2. Test		40 minutes
4 BM	1. Assignment	Once every 8 lessons (5, 7) 1 st term: 1, 2 nd term: 3	45 minutes
	2. Test		40 minutes
5 AC	1. Assignment	Once every 5 lessons (10, 13) 1 st term: 2, 2 nd term: 3	45 minutes
	2. Test		40 minutes
5 BM	1. Assignment	Once every 8 lessons (6, 8) 1 st term: 1, 2 nd term: 3	45 minutes
	2. Test		40 minutes
6 AC	1. Assignment	Once every 5 lessons (10, 4) 1 st term: 3, 2 nd term: 1	45 minutes
	2. Test		40 minutes
6 BM	1. Assignment	Once every 8 lessons (6, 2) 1 st term: 3, 2 nd term: 1	45 minutes
	2. Test		40 minutes

For S1 to S3, the test and homework results will be counted as continuous assessment, making up 10% of the total marks.

For S4 and S6, the test results will be counted as continuous assessment, making up 20% of the total marks.

For S5, 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.

It was also proposed that 1% of the total marks (up to the maximum of 10% of the total marks) should be taken off from the exam result if the student fails to hand in his assignment on time.

* () expected number of frequency (tentative)

CHEMISTRY

Level	Assignments	No. of assignments	No. of Tests
S3	MC questions, Structured questions, Past papers practice, Experiment worksheets / reports	1 st term – 3 2 nd term – 5	1 st term – 1 2 nd term – 1
S4	MC questions, Structured questions, Past papers practice, Experiment worksheets / reports	1 st term – 6 2 nd term – 7	1 st term – 1 2 nd term – 2
S5	MC questions, Structured questions, Past papers practice, Experiment worksheets / reports	1 st term – 6 2 nd term – 7	1 st term – 1 2 nd term – 2
S6	MC questions, Structured questions, Past papers practice, Experiment worksheets / reports	1 st term – 4 2 nd term – 1	1 st term – 1 2 nd term – 1

Weighting % of the Assignment and Tests Scores on Half-yearly and Final Examination

Level	Tests and/or Assignments	Exam (%)	Total
S.3	20 %	80 %	100 %
S.4	10 %	90 %	100 %
S.5	10 %	90 %	100 %
S.6	-	100 %	100 %

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%	
		2 小時	80%	
		2 小時	80%	
	中六	2 小時	80%	
2 小時		80%		

CHINESE LANGUAGE (S 1-6)

Level	Assignment	Frequency	Test
S6	Writing: including (1) Essay writing bi-weekly (2) Composition (1 st term: 4 pieces; 2 nd term: 1 pieces) (3) integrated writing (4 times a year)	Twice every 6 lessons	1 st term -1 2 nd term-1
	Language exercise weekly (including reading comprehension or listening and integrated writing or oral practice)		
	Dictation 2 times (1 st term: 2 times)		
	SBA Book report (3 times a year)		
	Elective Assessment(2 times a year)		
S5	Writing: including (1) Essay writing bi-weekly (2) Composition (1 st term: 4 pieces; 2 nd term: 4 pieces) (3) Integrated Writing (4 times a year)	Twice every 6 lessons	1 st term – 1 2 nd term - 1
	Language exercise weekly (including writing or reading comprehension or listening or usage or oral practice)		
	Dictation 6 times (1 st term: 3 times; 2 nd term: 3 times)		
	SBA book report (5 times a year)		
	Joint school oral practice(2 times a year)		
	Elective Assessment(6 times a year)		
S4	Writing: including (1) Essay writing bi-weekly (2) Composition (1 st term: 4 pieces; 2 nd term: 4 pieces) (3) Integrated Writing (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 or oral practice)		
	Dictation 6 times (1 st term: 3 times; 2 nd term: 3 times)		
	SBA book report(8 times a year)		
	Cultural project presentation		
S1-S3	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)		
	S3: Oral practices and listening (6 times a year)		
	S1-S2: Oral practices (6 times a year)		
	Extensive Reading: Oral Book Report (12 books a year)		
	Summer assignments: Workbook		
	<u>Exclusive for S1: Chinese Project</u>		

- The final results for S1- S3 students contain 30 marks (10%) for continuous assessment, including tests and compositions.
- The final results for S4- S5 students contain 60 marks (20%) for continuous assessment, including tests and compositions.
- The final results for S6 students contain 30 marks (10%) for continuous assessment, including tests and compositions. However, the mock exam for S6 students will not contain any component of continuous assessment.

COMPUTER LITERACY (S1-3) / INFORMATION & COMMUNICATION TECHNOLOGY (S4-6)

ICT	Assignment / Homework	No. of HW
S6	Tests / Revision questions of each chapter /	1 st term - 4
	Past Paper Structured / MC questions practice	2 nd Term - 2
S5	Tests / Revision questions of each chapter /	1 st term – 5
	Past Paper Structured / MC questions practice	2 nd Term - 8
S4	Tests / Revision questions of each chapter /	1 st term - 5
	Past Paper Structured / MC questions practice	2 nd Term - 8

Computer Literacy	Assignment / Homework	No. of HW
S3	Practical exercise	1 st term – 8 2 nd Term – 14
S2	Dictation/Workbook / Revision questions of each chapter /Tests	1 st term – 8 2 nd Term – 14
S1	Dictation/Workbook / Revision questions of each chapter /Tests	1 st term – 8 2 nd Term - 14

The mark distribution of Half-yearly and Final Examinations for each form is as follows:

Half-yearly

S1 :	Dictation	10%	S2:	Homework	10%
	Homework	10%		Assessment	10%
	Test	10%		Exam	80%
	Exam	70%			
S3 :	Homework:	20%	S4-6:	Homework	10%
	Assessment	10%		Test	10%
	Exam	70%		Exam	80%

Final

S1 :	Dictation	10%	S2:	Homework	10%
	Homework	10%		Assessment	10%
	Assessment	10%		Cross subject Project	10%
	Cross subject Project	10%		Exam	70%
	Exam	60%			
S3 :	Homework:	20%	S4-6:	Homework	10%
	Assessment	10%		Test	10%
	Exam	70%		Exam	80%

ECONOMICS

S4		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE hour)	10%
	ONE Test	10%
2 nd Term	FIVE Assignments (each requires ONE hour)	10%
	TWO Tests	10%
S5		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE hour)	10%
	ONE Test	10%
2 nd Term	FIVE Assignments (each requires ONE hour)	10%
	TWO Tests	10%
S6		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE hour)	10%
	ONE Test	10%
2 nd Term	One Assignment plus overall revision exercises	---

ENGLISH LANGUAGE**Secondary 1 – [Writing word limit: approximately 200 words]**

10% of English Paper (Half-yearly & Yearly Exams): Continuous Assessment (criteria: class participation, writings, dictations, Reader's logbook, WS & assignments, Online Homework, etc.)

Assignment (CW/HW) and Test	Term	Secondary 1
Writing 1 & Corrections	1 st	3 times
	2 nd	4 times
Reader's Logbook	1 st	4 times
	2 nd	5 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 April (excluding holidays) (Part of the Final Exam GE Mark)

* based on texts covered

Secondary 2 – [Writing word limit: approximately 250 words]

10% of English Paper (Half-yearly & Yearly Exams): Continuous Assessment (criteria: class participation, writings, dictations, Reader's logbook, WS & assignments, Online Homework, etc.)

Assignment (CW/HW) and Test	Term	Secondary 2
Writing 1 & Corrections	1 st	3 times
	2 nd	4 times
Reader's Logbook	1 st	4 times
	2 nd	5 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

* based on texts covered

Secondary 3 [Writing word limit: approximately 300 words]

Around 5% of English Paper (Half-yearly & Yearly Exams): Continuous Assessment (criteria: class participation, writings, dictations, WS & assignments, Online Homework, etc.)

Assignment (CW/HW) and Test	Term	Secondary 3
Writing 1 & Corrections	1 st	3 times
	2 nd	4 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 texts covered

Secondary 4 [Writing word limit: Short Task: 200 words; Long Task: approximately 350 words]

Continuous Assessment: 10% of the subject mark. All assignments will form part of the Half Yearly and Final Exam Score.

Assignment (CW/HW) and Test	Term	Secondary 4
Reading	1 st	6 times
	2 nd	8 times
Writing 1 & Corrections	1 st	3 times
	2 nd	4 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 Activities	1 st	1 time (Part of the Half Yearly Exam Mark)
	2 nd	1 time (Part of the Final Exam Mark)

*separated into short and long tasks

Secondary 5 [Writing word limit: Short Task: 200 words; Long Task: approximately 400 words]

Continuous Assessment: 10% of the subject mark. All assignments will form part of the Half Yearly and Final Exam Score.

Assignment (CW/HW) and Test	Term	Secondary 5
Reading	1 st	6 times
	2 nd	8 times
Writing 1 & Corrections	1 st	3 times
	2 nd	4 times
Writing 2 (Reader's Response Logbook)	1 st	3 times
	2 nd	4 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
Common Tests	1 st	2 times (Part of the Half Yearly Exam Mark)
	2 nd	3 times (Part of the Final Exam Mark)
SBA	1 st	1 time (trial)
	2 nd	2 times

*separated into short and long tasks

Secondary 6 [Writing word limit: Short Task: 200 words; Long Task: approximately 400 words]

Continuous Assessment: 10% of the subject mark. All assignments will form part of the Half Yearly Exam Score.

Assignment (CW/HW) and Test	Term	Secondary 6
Reading	1 st	6 times
Writing 1 & Corrections	1 st	3 times
Writing 2 (Reader's Response Logbook)	1 st	5 times
Listening & Integrated Skills	1 st	4 times*
Common Tests	1 st	2 times (Part of the Half Yearly Exam Mark)
SBA	1 st	Elective: 1 time

*separated into short and long tasks

Weighting of Exam Papers

Secondary 1

	GE		Writing	Dictation	Oral	Reading		Continuous Assessment
First Term	95	5	90	20	15	40	10	25
	Exam	Online HW	Exam	Exam	Exam	Exam	CA	--
Second Term	95	5	90	20	15	40	10	25
	Exam	Online HW	Exam	Exam	Exam	Exam	CA	--
Duration	1 hr to 1 hr15 min		1 hr	30 min	2 min	40 min		---

Secondary 2

	GE		Writing	Dictation	Oral	Reading			Continuous Assessment
First Term	100		90	20	15	40	5	5	25
	Exam		Exam	Exam	Exam	Exam	CA	Summer HW	--
Second Term	100		90	20	15	45	5		25
	Exam		Exam	Exam	Exam	Exam	CA		--
Duration	1 hr to 1 hr15 min		1 hr	30 min	1 – 2 min (Individual) 3 – 4 min (group)	40 min			---

Secondary 3

	GE		Writing	Dictation	Oral	Reading		Continuous Assessment
First Term	95	5	90	30	20	45	5	10
	Exam	Online HW	Exam	Exam	Exam	Exam	Summer HW	--
Second Term	95	5	90	30	20	50	---	10
	Exam	Online HW	Exam	Exam	Exam	Exam	---	--
Duration	1 hr to 1 hr15 min		1 hr	30 min	1 – 2 min (Individual) 3 – 4 min (group)	35 to 40 min		---

Secondary 4 to 6

	Paper 1 Reading	Paper 2 Writing		Paper 3 Integrated Listening	Paper 4 Oral	Reading		Continuous Assessment
		Task 1	Task 2					
First Term	70	28	42	90	20	25	5	20
	Exam	Exam	Exam	Exam	Exam	Test	Summer Assignments	--
Second Term	70	28	42	90	20	30	--	20
	Exam	Exam	Exam	Exam	Exam	Test	--	--
Mock Exam	85	35	50	100	30	--		--
	Exam	Exam	Exam	Exam	Exam			--
Duration	1.5 hr	2 hr		Approx. 2 hr	20 min per group of 4	35 to 40 min		--

FRENCH

Continuous Assessment Criteria:

Performance in classwork / homework assignments, quizzes & tests.

Level	Assignment: Classwork / Homework	Frequency
S3	Grammar exercises	1 Grammar Workbook unit upon completion of each covered unit of the textbook
	Reading Comprehension exercises	2 monthly at least (mostly from newspapers / magazines)
	Writing exercises : essay draft + improved version (after Teacher's underlying of problems) + post-marking corrections	1-2 topic(s) monthly
	Speaking exercises : Role Plays / General Conversations Participation in the annual French Speech Competition (Choral Speaking + Individual Poetry Recitation) organized by AFLE	Every lesson Once a year, in November (involving weeks of rehearsals)
	Vocabulary Quizzes Participation in the annual Dictation Competition organized by the AFLE	Once upon completion of each covered unit of the textbook Once a year, in May (involving weeks of revisions of the materials provided in advance for preparation)
	Comprehensive Unit Tests	Once at the end of each covered unit of the textbook

Allocation of marks**1st /2nd Term**

Level	Continuous Assessment	1 st Assessment	Half-yearly/ Final Exam	Total
S3	20%	30%	50%	100%

GEOGRAPHY

Level	Assignment	Term	Frequency	Time spent each time	Test *
S4	Assignments at the end of each chapter	1 st / 2 nd	3/3	40 mins	2/3
S5	Assignments at the end of each chapter	1 st / 2 nd	4/5	40 mins	2 / 3
S6	Assignments at the end of each chapter	1 st / 2 nd	4/2	40 mins	2 / 1 + Mock Exam

*** All assessment tests will constitute 30% of the total marks respectively for the half-yearly and final examinations respectively.

INTEGRATED HUMANITIES

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S1	Continuous Assessment: Individual Work (e.g. reading & writing exercises, newspaper commentary worksheet, information search)	1 st	Once every 2 teaching weeks	1.5 hours per week	10% of 1 st term total subject marks
		2 nd	Once every 2 teaching weeks	1.5 hours per week	10% of 2 nd term total subject marks
	Continuous Assessment: Group work (2nd Term: Project)	2 nd	1	3-4 hours	10% of 2 nd term total subject marks
	Tests	1 st	1	1 period or 35 minutes	10% of 1 st term total subject marks
		2 nd	2	1 period or 30 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	70% of 2 nd total subject marks

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S2	Continuous Assessment: Individual Work (e.g. reading & writing exercises, newspaper commentary, worksheet, information search, role play, group presentation)	1 st	Once every 2 teaching weeks	1.5 hours per week	10% of 1 st term total subject marks
		2 nd	Once every 2 teaching weeks	1.5 hours per week	10% of 2 nd term total subject marks
	Tests	1 st	1	1 period or 35 minutes	10% of 1 st term total subject marks
		2 nd	2	1 period or 30 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

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S3	Continuous Assessment: Individual Work/ Group Work (e.g. reading & writing exercises, newspaper commentary worksheet, information search, role play, group presentation)	1 st	Once every 2 teaching weeks	1.5 hours per week	10% of 1 st term total subject marks
		2 nd	Once every 2 teaching weeks	1.5 hours per week	10% of 2 nd term total subject marks
	Tests	1 st	1	1 period or 35 minutes	10% of 1 st term total subject marks
		2 nd	2	1 period or 30 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)	2 nd	1	6 months	20% of 2 nd term total subject marks

Homework and Assessment Schedule

Level	Assignment / Homework	Frequency	No. of Tests
S1	Worksheet / Workbook	2 (monthly)	1 st Term : 1 2 nd Term : 1
	Reading tasks	3 (yearly)	
	e-learning activities	2 (yearly)	
	Experiment worksheet / report	4 (yearly)	
S2	Worksheet / Workbook	2 (monthly)	1 st Term : 1 2 nd Term : 1
	Reading tasks	2 (yearly)	
	e-learning activities	2 (yearly)	
	Experiment worksheet / report	2 (yearly)	
	Scientific Investigation (Project Learning)	1 (yearly)	

Format of Assessment Tests and Written Examinations

Level	Assessment	Format	Duration
S1	1 st Assessment Test	Comprehensive paper Multiple-choice questions, fill-in-the-blank, assertion, short questions and structured questions	30 minutes
	Half-yearly Exam		1 hour
	2 nd Assessment Test		30 minutes
	Final Exam		1 hour
S2	1 st Assessment Test	Comprehensive paper Multiple-choice questions, fill-in-the-blank, assertion, short questions and structured questions	30 minutes
	Half-yearly Exam		1 hour
	2 nd Assessment Test		30 minutes
	Final Exam		1 hour

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

Grade	Continuous Assessment (%)	Practical Exam (%)	Written Exam (%)	Total (%)
S1	Assignment and Tests : 15	-	85	100
S2	Assignment and Tests : 15	10	75	100

Final Exam (June)

Grade	Continuous Assessment (%)	Practical Exam (%)	Written Exam (%)	Total (%)
S1	Assignment and Tests : 15	-	85	100
S2	Assignment and Tests : 10 Scientific Investigation : 10	10	70	100

Secondary 4

Class	Term	Items	Frequency	Time spent
S4	1 st & 2 nd	Homework	Once every ten lessons	30 minutes
	1 st	Test	Once	40 minutes
	2 nd	Test	Twice	40 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3% each)	4	12%
Test (35-40 mins)	1	8%
Half Yearly Exam (1 hr 30 mins)	1	80%

Final Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3% each)	5	15%
Quiz (15-20 mins)	1	3%
Test (35-40 mins)	2	12%
Final Exam (2 hrs)	1	70%

Secondary 5

Class	Term	Items	Frequency	Time spent
S5	1st & 2nd	Homework	Once every ten lessons	30 minutes
	1st	Test	Once	40 minutes
	2nd	Test	Twice	40 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3% each)	3	9%
Newscut (3% each)	1	3%
Quiz (15-20 mins)	2	4%
Test (40 mins.)	1	4%
Half Yearly Exam (2 hrs)	1	80%

Final Examination

Component	Frequency	Weighting (of exam mark)	
Assignment (3% each)	3	9%	
Newscut (3% each)	2	6%	
Quiz (Paper 2 format 25-30 mins)	1	3%	
Test (40 mins.) (6% each)	2	12%	
Final Exam	Paper 1 (2 hrs)	1	70%
	Paper 2 (1 hr 15 mins)		

Secondary 6

Class	Term	Items	Frequency	Time spent
S6	1st & 2nd	Homework	Once every ten lessons	30 minutes
	1st	Test	Once	40 minutes

Half-Yearly Examination

Component		Frequency	Weighting (of exam mark)
Assignment (3% each)		5	15%
Test (40 mins.)		1	5%
Half-Yearly Exam	Paper 1 (2 hrs)	1	80%
	Paper 2 (1 hr 15 mins.)		

Mock Examination

Component		Frequency	Weighting (of exam mark)
Essays		2	--
Mock Exam	Paper 1 (2 hrs)	1	100%
	Paper 2 (1 hr 15 mins.)		

MATHEMATICS

Teachers should assign daily homework for all forms.

Minimum frequency of detailed correction for each form:

S1 & 2 – twice a week; S3 – once a week; S4, 5 & 6 – once every two weeks.

There are five form tests for S1 – 3. For S4,5 & 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)

S 1, 2 & 3: 1st term	The 1 st Assessment constitutes 6% and the 1 st uniform test constitutes 4% of the total marks for the half-yearly examination.
S 1 & 3: 2nd term	The 2 nd Assessment constitutes 6% and the 2 nd uniform test constitutes 4% of the total marks for the final examination.
S 2 2nd term	The 2 nd Assessment constitutes 3%, the 2 nd uniform test constitutes 2% and the project constitutes 5% of the total marks for the final examination.
S6	3 test in first term
S4-5	3 tests in first term and 3 tests in second term
S6 (module 1 or 2)	4 tests in first term
S4-5 (module 1 or 2)	4 tests in first term and 4 tests in second term

MUSIC**Secondary 1****Half Yearly Assessment**

Content	Format of assessment	Marks
Performing		
• Voice ¹²³⁴	Summative	15
• Instrument ²	Summative	15
Listening	Summative	15
Class work ³	Formative	5
Total		50

Final Assessment

Content	Format of assessment	Marks
Performing		
• Voice ¹	Summative	10
• Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Secondary 2**Half Yearly Assessment**

Content	Format of assessment	Marks
Performing		
• Voice ¹	Summative	10
• Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Final Assessment

Content	Format of assessment	Marks
Performing		
• Voice ¹	Summative	10
• Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Secondary 3**Final Assessment**

Content	Format of assessment	Marks
Performing		
- Voice ¹	Summative	10
- Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Note:

1. Voice examination for Junior/ Senior Choir members (with 80% or more attendance) will be replaced by the assessment of this practice.
2. Instrumental examination for School Orchestra members (with 80% or more attendance) will be replaced by the assessment of this practice.
3. Class work will be given in the forms of manuscript and worksheet.
4. Concert reviews are to be turned in in the beginning of the terms, but to be filled in in the term before. E.g. Secondary 2 Half-Yearly Assessment Concert Review is to be turned in in the beginning of Secondary 2 First Term, but to be filled in in Secondary 1 Second Term. Concerts chosen should be within 4 months form the assessment periods, and student should choose School-related concerts (e.g. Green and White Concert) whenever possible.

PHYSICAL EDUCATION

Project guidelines

S1 Topic: Demonstration of a kind of sport skills using video clips

Aims: Enable students to tell the details of the sport skill
Enable students to demonstrate it
Enable students to record and edit the video

Areas covered: Students are encouraged to find a skill in any sports, use a video to record and edit it.

Deadline: 14/4/2017

Details:

- 2 students in a group
- Use any **video editing software** to do this project.
- Hand in the project in softcopy.
- Upload the softcopy to e-class before the deadline.
- A 2-minute video clip must be submitted.

S2 Topic: Demonstration of a team sport tactic using video clips

Aims: Enable students to tell the details of the sport tactic
Enable students to demonstrate it
Enable students to record and edit the video

Areas covered: Students are encouraged to find a team sport tactic, use a video to record and edit it.

Deadline: 14/4/2017

Details:

- 4 in a group
- Use any **video editing software** to do this project.
- Hand in the project in softcopy.
- Upload the softcopy to e-class before the deadline.
- A 2-minute video clip must be submitted.

PHYSICS**Homework and Assessment Schedule**

Level	Assignment / Homework	Frequency	No. of Tests
S6	Exam-type questions practice	2 (monthly)	1 st Term : 2
	Experiment worksheet / report	2 (yearly)	2 nd Term : 1
S5	Practice questions / worksheet	2 (monthly)	1 st Term : 2
	Experiment worksheet / report	3 (yearly)	2 nd Term : 2
S4	Practice questions / worksheet	2 (monthly)	1 st Term : 2
		3 (yearly)	2 nd Term : 2
S3	Practice questions / worksheet	10 (yearly)	1 st Term : 1
	Experiment worksheet	3 (yearly)	2 nd Term : 2

Format of Assessment Tests and Examinations

Level	Assessment	Format	Duration
S6	Half-yearly Exam	Comprehensive paper Section A Multiple-choice questions (35%) Section B Short questions, structured questions and essay questions (65%)	2½ hours
	Mock Exam	Paper 1A Multiple-choice (33 questions) (26.25%) Paper 1B Short questions, structured questions and essay questions (11 questions) (48.75%)	2½ hours
		Paper 2 8 multiple-choice questions and 1 structured question set on each of the two elective topics of the curriculum (each carries 12.5%)	1 hour
S5	Half-yearly Exam	Comprehensive paper Section A Multiple-choice questions (35%) Section B Short questions, structured questions and essay questions (65%)	1½ hours
	Final Exam		2 hours
S4	Half-yearly Exam	Comprehensive paper Section A Multiple-choice questions (35%) Section B Short questions, structured questions and essay questions (65%)	1½ hours
	Final Exam		2 hours
S3	1st Assessment Test	Comprehensive paper Section A Multiple-choice questions (40%) Section B Short questions and structured questions (60%)	30 minutes
	Half-yearly Exam		1 hr
	2 nd Assessment Test		30 minutes
	Final Exam		1 hr

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

Level	Continuous Assessment (%)	Exam (%)	Total (%)
S3	Assignment and Tests : 20	80	100
S4	Assignment and Tests : 20	80	100
S5	Assignment and Tests : 20	80	100
S6	-	100	100

Final Exam (June) / Mock Exam

Level	Continuous Assessment (%)	Exam (%)	Total (%)
S3	Assignment and Tests : 20	80	100
S4	Assignment and Tests : 20	80	100
S5	-	100	100
S6	-	100	100

PUTONGHUA

- Assignment:** Students will be given assignment (eg. textbook, workbook or worksheet exercises) each week.
- Group Project Competition:** An Intra-class Putonghua Group Project Competition will be held for S1 and S2 students during Lunar New Year Holiday or Easter Holiday. S1 students are required to prepare a set of tongue twisters. S2 students are required to prepare a sound clip of radio drama. Students should complete their project in a group of 5-6 students. Submission of their project should be in the forms of powerpoint or CD respectively, with a written report for assessment. The marks for this competition will constitute 10% of the total mark of the Putonghua Final Examination in the Second Term.
- 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.

S1-S3

Item	Term	Frequency	Time spent
Assignment	1 st /2 nd	Once a week	30mins.
Group Project Competition (S1, S2)	2 nd	Once a year	2 nd term
Test	1 st /2 nd	Once a term	30mins.
Exam (S1-S2)	1 st /2 nd	Once a term	40mins.
Exam (S3)	1 st /2 nd	Once a term	30mins.

Allocation of marks

Half-yearly Exam (December)

Level	1 st Assessment (%)	Others (%) (Please state, e.g.: Homework / Project)	Exam (%)		Total
			Written Exam	Oral Exam	
S1	10%	----	60%	30%	100%
S2	10%	----	60%	30%	100%
S3	20%	----	50%	30%	100%

Final Exam (June)

Level	2 nd Assessment (%)	Others (%) (Please state, e.g.: Homework / Project)	Exam (%)		Total
			Written Exam	Oral Exam	
S1	10%	10%	50%	30%	100%
S2	10%	10%	50%	30%	100%
S3	20%		50%	30%	100%

RELIGIOUS STUDIES

Level	Assignments	Term	Frequency	Time Spent each time
S1-3	Homework / Classwork exercises	1st & 2nd	Once every 5 lessons	30 mins.
	Test / Examination	1st & 2nd	Once a term	30 mins
S 4	Homework / Classwork exercises	1st & 2nd	Once every 6 lessons	35 mins
	Examination	1st & 2nd	Once a term	30 mins

- For S.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 S.4, homework will constitute 40% (10 marks out of 25 marks) of the total marks for the half-yearly examinations and final examinations respectively.
- S4 – Only MARKS will be printed in the report card

TOURISM & HOSPITALITY STUDIES

Class	Term	Items	Frequency	Time spent
S4	1 st	Essay-type questions	4	20 minutes
	2 nd	Essay-type questions	5	30 minutes
	1 st	Tests	2	30 minutes
	2 nd	Tests	2	40 minutes
S5	1 st	Essay-type questions	4	20 minutes
	2 nd	Essay-type questions	5	30 minutes
	1 st	Tests	2	30 minutes
	2 nd	Tests	3	40 minutes
S6	1 st	Essay-type questions	5	30 minutes
	2 nd	Essay-type questions	2	30 minutes
	2 nd	Tests	3	40 minutes

S4 Half-Yearly Examination

Component	Frequency	Weighting(of exam mark)
Essay-type questions (2.5% each)	4	10%
Tests (30 mins)	2	10%
Half Yearly Exam (1 hr)	1	80%

S4 Final Examination

Component	Frequency	Weighting(of exam mark)
Essay-type questions (2% each)	5	10%
Tests (40 mins)	2	10%
Final Exam (1 hr 20 mins)	1	80%

S5 Half-Yearly Examination

Component	Frequency	Weighting(of exam mark)
Essay-type questions (2.5% each)	4	10%
Tests (30 mins)	2	10%
Half Yearly Exam (1 hr 30 mins)	1	80%

S5 Final Examination

Component	Frequency	Weighting(of exam mark)
Essay-type questions (2% each)	5	10%
Tests (40 mins)	3	10%
Final Exam (2 hrs)	1	80%

S6 Half-Yearly Examination

Component	Frequency	Weighting(of exam mark)
Tests (40 mins.)	3	10%
Half Yearly Exam (2 hr 30 mins)	1	90%

S6 Mock Examination

Component	Weighting(of exam mark)
Paper 1 (1¼ hrs)	100%
Paper 2 (1¾ hrs)	

VISUALARTS

1. Frequency and amount of class work and homework

Level	Work	Term	Frequency	Time spent each time
S1, 2 & 3	Class work	1 st & 2 nd	Once a week	1 hour
S1, 2 & 3	Homework	1 st & 2 nd	Once every 6 double lessons	4-8 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

1. 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 S 6 students, the Final Examination is replaced by Mock Examination to be held in February 2016.

2. Assessment Tests

These are uniform tests for S 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.

3. 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.

Please refer to the *Policy on Homework & Tests (Pages 12-36)* for more details.

4. Yearly Result

A student's yearly result is for the school to assess whether the student is eligible for promotion to a higher form. The yearly result is composed of one-third of the half-yearly exam score and two-thirds of the final exam score.

5. Promotion Criteria

Whether a student is promoted or not is based on both his academic performance and conduct over the whole academic year.

Summer Class

S1 – S3:

A student who fails in any of the three core subjects (Chinese, English and Mathematics) in the Final Exam must attend the summer classes of the respective subject(s).

S4 – S5:

(a) A student who fails in any of the four core subjects (Chinese, English, Mathematics and Liberal Studies) in the Final Exam must attend the summer classes of the respective subject(s).

(b) Students passing all core subjects in the Final Exam but failing all electives must attend the summer class of the core subject in which they achieved the lowest score in the final exam.

Supplementary Exam:

S1-S3: There is no supplementary exam.

S4-S5: The supplementary exam will take place when the summer class is over.

WISENEWS

The school has subscribed to the WiseNews which is a database that provides access to content from newspapers and magazines in China, Hong Kong, Macau, Taiwan, U.S.A., etc.

Teachers and students can access WiseNews for Hot Search Options, Article Image, Subject Search, Web Monitor and Comics Search through the following link:

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

(Campus area use only. No login / Password is needed)

Please be reminded that copyright rules apply.

School Pastoral Care**I. School Discipline****(a) The School Discipline Board:****Discipline Mistress: Ms. Tsui Pui Shan (Staff Room E)****Junior Form Co-ordinator: Mr. Siu King Chung / Mr. Kwok Tik Man (Staff Room E / A)**

Level	Discipline Teachers	Staff Room
S1	Mr Chu Lap Yin	Room E
S2	Mr Ng Kwan Kit	Room E
S3	Mr Wong Man Tim	Room A

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

Level	Discipline Teachers	Staff Room
S4	Ms Chan Sze Mei	Room D
S5	Mr Lo Woody	Room A
S6	Mr Tse Chun Keung	Room A

(b) School Uniform

Students of this college should wear school uniform on all prescribed school days and school functions. Students' uniform should conform to the requirements stated in the Student Diary. Students without proper school 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 intend to be absent.
2. Students absent from school should, on their first day back to school, give a letter of excuse from their parents and a medical certificate to the Form Teacher before school.
3. Students coming late are not allowed to enter the classrooms, unless they have obtained the "admission slip" from the Discipline Mistress or Senior/Junior Form Discipline Coordinators .
4. On the seventh day of the student's continuous absence disregard of the reasons for absence, the Principal will report the case to the Education Bureau(EDB) through Websams and refer it to the Counselling Team as well as the School Social Worker for follow-up work.
5. Students asking for early leave on any day should get permission from the Discipline Mistress or Senior/Junior Form Discipline Coordinators. A medical certificate **and** a letter of excuse from their parents should be submitted to the form-teacher on their first day back to school.
6. Students who have to go aboard on behalf of the school or the HKSAR should inform the Discipline Mistress directly and obtain approval from the Principal at least 7 school days in advance.
7. Students who absent themselves from school at any time without reasonable excuse and/or without following the procedures stated above will be penalized.

(d) Safety in School

1. Students should 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 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. Secondary 1 students are given an exclusive area (Triangular playground) to play.

(e) Use of mobile phones

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

1. Students are not allowed to use the mobile phone during the lesson/test/exam. All mobile phones should be turned to “off ” mode. If the phone is in use/emits sound during lesson/test/exam, it (including the SIM card in use) will be confiscated for 7 school days and will not be returned until after the said period AND a parent’s letter is given.
2. Students should make sure their wireless connection is off (including 3G & 4G) so as not to act as a hotspot for others.

(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

Coordinators in Each Level:

Level	Coordinators	Staff Room
S1	Ms. Li Dawn & Mr. Yan Christopher	Room E/ Room F
S2	Ms Fok Jasmine	Room C
S3	Ms Lo Jacky	Room E
S4	Ms Sin Lily	Room E
S5	Mr Tam KK	Room E
S6	Ms Li Dawn	Room E

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. Wong Jodie

Contact Phone Numbers: 3652 4887 (school)
 2549 5106 (office)

Service at school: Monday, Wednesday, Thursday and Friday (9:00a.m.-5:30p.m.)

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

V. Careers

I. The Careers Team:

Career Mistress:	Ms Susanna Kwan	(Room B)
Team Members:	Mr Chung YL	(Room A)
	Ms Dawn Chau	(Room D)
	Mr Christopher Lo	(Room B)
	Mr. Yim Jeffrey	(Room D)

Career and Life

Planning Coordinator:	Mr Henry Law	(Room B)
Members:	Mr Woody Lo	(Room A)
	Mr Jason Tam	(Room A)
	Mr David Chu	(Room E)
	Ms Shirley Ho	(Room E)
	Ms Jasmine Ku	(Room C)
	Ms Jacky Lo	(Room E)
	Ms Cherry Lin	(Room F)

Duty:

To assist students in making informed career decisions and guide them to achieve the best match amongst career options, further education opportunities, their capabilities and aspirations.

II. Transcripts and Letters of Recommendation

1. To apply for a transcript, students should ask their parents to write directly to the Principal through the school office 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 school office together with photocopies of the documents required.
3. To apply for predicted grades, students should fill in the application form obtained from the school office and return it to the school office together with photocopies of the documents required.
4. It will take at least 5 working days to prepare the transcripts or letters of recommendation.
5. 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.
6. 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.
7. 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.
8. Under normal circumstances, the school will help a student to process recommendations for not more than 4 overseas schools / 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 (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：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 (including assessments, form tests, oral exams, SBA exams, half-yearly exams, final exams and mock exams) should bring a letter of excuse signed by parents and a **medical certificate** to the school office within the first three school days 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.
- Should any need arise, parents may phone the school office at 3652 4888. 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）。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 Legion of Mary

Service

1st HK Group Scout Group HK Red Cross Youth Unit 17 Interact Club
 Junior Police Call Social Service Group St. John Ambulance

Sports

Aquatic Club Basketball Club Table Tennis Club
 Athletic Club Football Club Tennis Team
 Badminton Club Handball Club Volleyball Society

Academic

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

Interest

Aesthetic Society Campus TV HK Award for Young People
 Astronomy Society Chess Club LEAD Club
 Aviation Society Computer Society Library Society
 Bridge Club Drama Club Music Society
 Camera Club History Society Radio and Electronics Club

Publication

Editorial Board Web Publishing & IT Support Team

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**,
<http://eclass.sjc.edu.hk> (Login by parent account and Click eService →eNotice)
 Parent account login example: Student ID: 2016002, HKID: A123456(4). Login ID: p2016002 PW: A1234564
- (b) as specimen signature for future correspondence of authentication of letters of excuse.

Name of Student: _____ () Class: S _____

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 7th Sept., 2016****

St. Joseph's College
Holiday List of 2016-2017

<u>Holidays</u>	Dates	No. of days
1. The day following Mid-Autumn Festival	Friday 16 – 9 – 2016	1
2. The National Day	Saturday 1 – 10 – 2016	1
3. The day following Chung Yeung Festival	Monday 10 – 10 – 2016	1
4. Sports Day Holiday	Monday 21 – 11 – 2016	1
5. Christmas Holidays (Christmas Day: 25-12-2016)	Thursday 22 – 12 – 2016 to Sunday 1 – 1 – 2017	11
6. The day following New Year's Day	Monday 2 – 1 – 2017	1
7. Parents' Day Holiday	Wednesday 25 – 1 – 2017	1
8. Lunar New Year Holidays (Lunar New Year's Day: 28-1-2017)	Thursday 26 – 1 – 2017 to Sunday 5 – 2 – 2017	11
9. Ching Ming Festival	Tuesday 4 – 4 – 2017	1
10. St. Joseph's Feast Day Holiday	Monday 10 – 4 – 2017	1
11. Easter Holidays (Good Friday: 14-4-2017)	Tuesday 11 – 4 – 2017 to Tuesday 18 – 4 – 2017	8
12. St. La Salle Feast Day Holiday	Wednesday 19 – 4 – 2017	1
13. Labour Day	Monday 1 – 5 – 2017	1
14. The Buddha's Birthday	Wednesday 3 – 5 – 2017	1
15. The Catholic School Teachers' Day	Tuesday 16 – 5 – 2017	1
16. Tuen Ng Festival	Tuesday 30 – 5 – 2017	1
17. HKSAR Establishment Day	Saturday 1 – 7 – 2017	1
18. Summer Vacation	Monday 17 – 7 – 2017 to Thursday 31 – 8 – 2017	46
Total:		90

NOTE:

All days mentioned in this list are inclusive.

School re-opens for the new academic year (2017-18) on **Friday, September 1, 2017.**

St. Joseph's College
School Calendar 2016-2017

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
2016								
Sept.					1	2	3	3: S. 1 Parents Orientation Day 2 16: Day following Mid-Autumn Festival 23: Swimming Gala 29: Dress Casual Day (tentative) 30: School Opening Mass
	4	5	6	7	8	9	10	
	11	12	13	14	15	<u>(16)</u>	17	
	18	19	20	21	22	23*	24	
	25	26	27	28	29	30		
Oct.							<u>(1)</u>	1: National Day 2: Academic Prize-giving Ceremony 3: Winter Time-table starts 4-7: Recruitment Days 8: A.G.M. of PTA (Tentative) 10: Chung Yeung Festival followed 17-31: First Assessment & Test (S.1,2,3) 21, 28: Inter-school Swimming Competition 28: Staff Development Day 1
	2*	3	4*	5*	6*	7*	8	
	9	<u>(10)</u>	11	12	13	14	15	
	16	17*	18*	19*	20*	21*	22	
	23	24*	25*	26*	27*	28*	29	
	30	31*						
Nov.			1	2*	3	4	5	2: School Cross Country Competition 5: Talk on NSS (S. 3 & Parents) 10: Sports Day (Heat) (PM) 12: PTA Outing 18: Sports Day (Final) (PM) 18: AGM of OBA 19: Walkathon 21: Sports Day Holiday 24: Inter-school Cross Country Competition 26: New S. 1 Admission Talk
	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				
Dec.					1	2	3*	3-19: Half-Yearly Exam. (Saturday included) 20: Christmas Mass 21: Christmas Party 22/12 – 1/1: Christmas Holidays 26: Green & White Ball
	4	5*	6*	7*	8*	9*	10*	
	11	12*	13*	14*	15*	16*	17*	
	18	19*	20	21	(22)	(23)	(24)	
	25	<u>(26)</u>	<u>(27)</u>	(28)	(29)	(30)	(31)	
2017								
Jan.	1	<u>(2)</u>	3	4	5	6	7	2: New Year's Day followed 15: Anniversary Open Day (Tentative) 22: Parents' Day 25: Parents' Day Holiday 26/1-5/2: Lunar New Year Holiday 28: Lunar New Year's Day
	8	9	10	11	12	13	14	
	15*	16	17	18	19	20	21	
	22*	23	24	(25)	(26)	(27)	(28)	
	29	<u>(30)</u>	<u>(31)</u>					
Feb.				(1)	(2)	(3)	4	6-21: S. 6 Mock Examination 10: Staff Development Day 2 & Staff Meeting 16: Poster design competition (Tentative) 20, 23, 28: Inter-school Athletic Meet
	5	6*	7*	8*	9*	10*	11*	
	12	13*	14*	15*	16*	17*	18*	
	19	20*	21*	22	23	24	25	
	26	27	28					

2017	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
March				1	2	3	4	4: S. 1 DP Interview
	5	6*	7*	8*	9*	10*	11	6-16: Second Assessment (S.1,2,3)
	12	13*	14*	15*	16*	17	18	20-24: Students' Festival (Tentative)
	19	20	21	22	23	24	25	27: St. Joseph's Feast Day
	26	27*	28	29	30	31		27-31: Religious Festival
April							1	(3-8: DSE Exam: major subjects)
	2	3	(4)	5	6	7	8	4: Ching Ming Festival
	9	(10)	(11)	(12)	(13)	(14)	(15)	10: St. Joseph's Feast Day Holiday
	16	(17)	(18)	(19)	20	21	22	11-18: Easter Holidays
	23	24*	25*	26*	27*	28*	29*	19: St. La Salle Feast Day Holiday
	30							24: St. La Salle Feast Day
May		(1)	2	(3)	4	5	6*	1: Labour Day
	7	8	9	10	11	12	13	2: Summer Time-table starts
	14	15	(16)	17	18*	19	20	3: The Buddha's Birthday
	21	22	23	24	25	26	27	6: PTA Annual Dinner (Tentative)
	28	29	(30)	31				16: Catholic School Teachers' Day
June					1	2*	3*	18: ECA Prize-giving Ceremony
	4	5*	6*	7*	8*	9*	10*	30: Tuen Ng Festival
	11	12*	13*	14*	15*	16*	17*	2-17: S. 3 Final Exam. (Saturday included)
	18	19*	20*	21*	22	23	24	3-20: S. 1 - 5 Final Exam. (Saturday included)
	25	26	27	28	29	30		20, 21: S. 3 TSA
July							(1)	1: SAR Establishment Day
	2	3	4	5*	6	7*	8	7: Annual School Concert (Tentative)
	9	10	11	12*	13	14	15	10: Staff Development Day 3 (Tentative)
	16	(17)	(18)	(19)	(20)	(21)	(22)	12: HKDSE result disclosed. (Tentative)
	23	(24)	(25)	(26)	(27)	(28)	(29)	(13: S1 Registration)
	30	(31)						(14: S1-4 Entrance Exam.)
August			(1)	(2)	(3)	(4)	(5)	(18: Pre-S1 Attainment Test)
	6	(7)	(8)	(9)	(10)	(11)	(12)	17/7 - 31/8: Summer Vacation
	13	(14)	(15)	(16)	(17)	(18)	(19)	
	20	(21)	(22)	(23)	(24)	(25)	(26)	
	27	(28)	(29)	(30)	(31)			

Key :

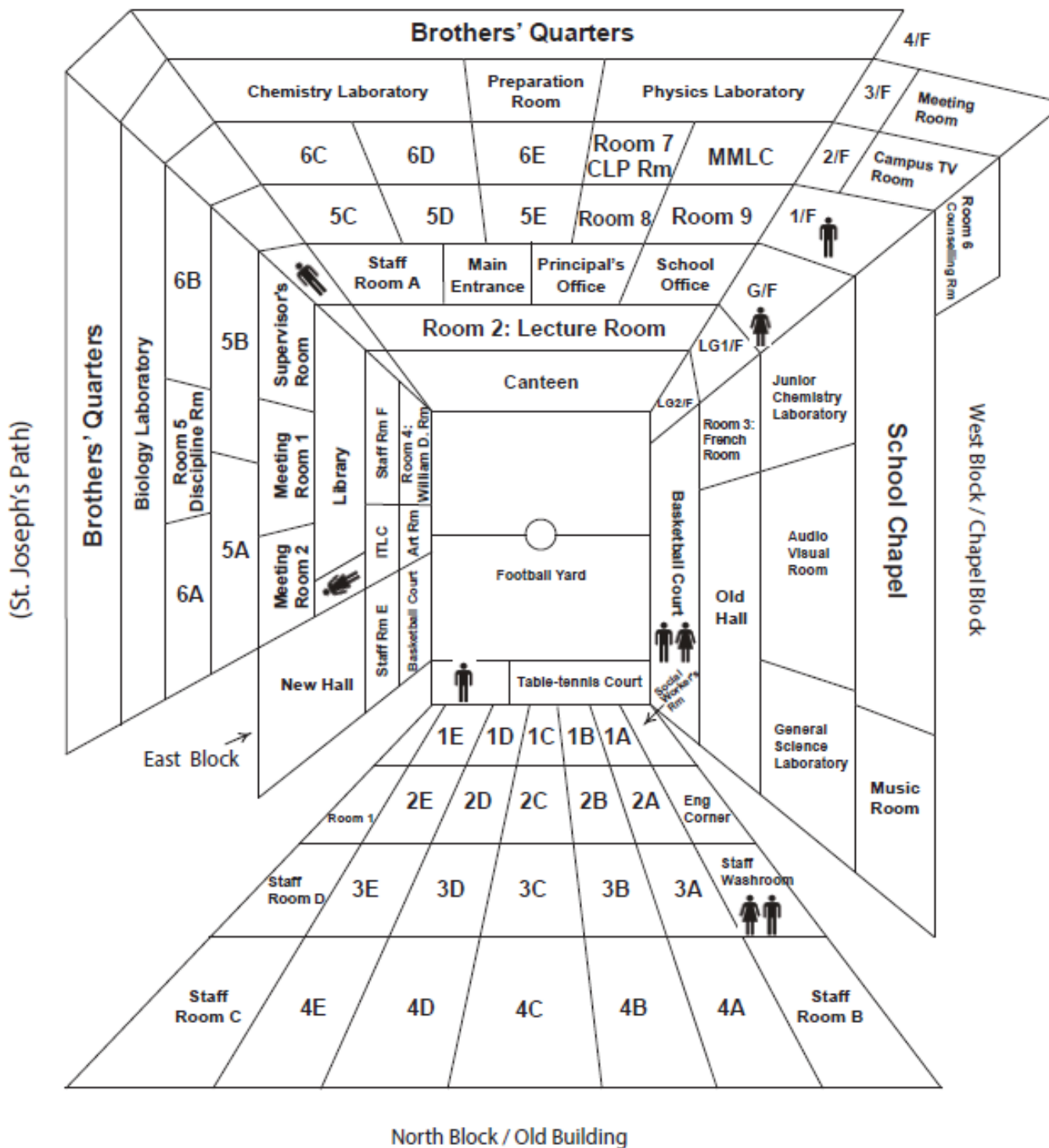
()	School Holiday
(_)	Public Holiday
Date *	Special Functions (e.g. School Exam, Parents' Day, Sports Day etc.)

St. Joseph's College

School Map 2016-17

(Kennedy Road)

South Block / New Building



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)*