



ST. JOSEPH'S COLLEGE
Established 1875

SCHOOL PROFILE
2014 - 2015

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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>

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 139 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. 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 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.

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 INCORPORATED MANAGEMENT COMMITTEE

INCORPORATED MANAGEMENT COMMITTEE 2014-15

Chairperson:	Brother Chan Jeffery (Supervisor)
Members:	Ms Chan Caroline (Principal)
	Brother Alphonsus Breen (Sponsoring Body Manager)
	Brother Thomas Favier (Sponsoring Body Manager)
	Mr Woo Paul (Sponsoring Body Manager)
	Mr Tse Michael (Sponsoring Body Manager)
	Mr Shin Anthony (Sponsoring Body Manager)
	Mr Ng Tony (Sponsoring Body Manager)
	Mr Leung Cheung Hing (Alternate Sponsoring Body Manager)
	Mr Ching KB (Teacher Manager)
	Mr Chan Chris (Alternate Teacher Manager)
	Ms Ma Veronica (Independent Manager)

ADMINISTRATIVE HEADS (with room location)

<i>Prefect-of-Studies:</i>	Ms Wong Yuen Fan (Rm. E)
	Ms Young Maria (Rm. D)
	Mr Ching King Bor (Rm. A)
<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 Chan Alfred (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. Kwok Tik Man (Rm. A)
<i>Teacher-in-Charge of Project Learning:</i>	Mr Wong Terence (Rm. E)
<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>	Ms Chan Sze Mei (Rm D)
✧ <i>Chemistry:</i>	Mr Chan Tony (Rm. A)
✧ <i>Chinese History:</i>	Mr Wong Hon Chau (Rm. A)
✧ <i>Chinese Language:</i>	Ms Wong Yuen Fan (Rm. E)
✧ <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 Lau Bonnie (Fr 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>	Mr Szeto Godwin (Rm. E)
✧ <i>Liberal Studies</i>	Ms Young Maria (Rm. D)
✧ <i>Mathematics:</i>	Mr Ching King Bor (Rm. A)
✧ <i>Music:</i>	Mr Cheng Chris (Rm. B)
✧ <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 – 2014 / 15

Class	Form-teacher
1A	Lo Christopher
1B	Lo Woody
1C	Wong MT/Yeung Rani
1D	Chu Lap Yin
1E	Chow Siu Kit

Class	Form-teacher
2A	To Ching Yee
2B	Ng KK/Fok Jasmine
2C	Tam Kwok Kuen
2D	Chung Yun Lam
2E	Chung Berton

Class	Form-teacher
3A	Wong Esther
3B	Ip Kit Keung
3C	Wong Terence
3D	Cheung Michael
3E	Chan Alfred

4A	Sin Lily
4B	Tse Chun Keung
4C	Chau Dawn
4D	Chen Wei
4E	Lo Amy

5A	Lo Jacky
5B	Tam Jason
5C	Suen Rani
5D	Lo Andy
5E	Hung Steve

6A	Hung Wai Wai
6B	Yam Christine
6C	Chan Peggy
6D	Cheng Steven
6E	Siu King Chung
6F	Ching King Bor

SUBJECT TEACHERS

- | | | |
|-----------------------------|---------------------|------------------------|
| ◆ Br. Chan Jeffrey | ◆ Mr. Chan Chris | ◆ Ms. Chan Sze Mei |
| ◆ Ms. Chan Sun Yee | ◆ Mr. Chan Tony | ◆ Ms. Chan Yuk Wa |
| ◆ Mr. Cheng Chi Shan, Chris | ◆ Mr. Choy Hum Lung | ◆ Ms. Chu Mei Ling |
| ◆ Ms. Chung Yiu King | ◆ Ms. Ho Shuk Yan | ◆ Mr. Jason Dos Santos |
| ◆ Ms. Kwan Susanna | ◆ Mr. Kwok Tik Man | ◆ Ms. Lai Julia |
| ◆ Ms. Lam Wing Yan | ◆ Ms. Lau Bonnie | ◆ Ms. Li Suk Ha, Dawn |
| ◆ Ms. Pang Windsor | ◆ Mr. Shipley Chad | ◆ Mr. Sin Ka Ming |
| ◆ Mr. Szeto Godwin | ◆ Ms. Tai Alice | ◆ Mr. Tang Yiu San |
| ◆ Ms. Ting Po Yee | ◆ Ms. Tsui Pui Shan | ◆ Mr. Wong Hon Chau |
| ◆ Ms. Wong Yuen Fan | ◆ Mr. Wu WK | ◆ Ms. Young Maria |

TEACHING ASSISTANT

- ◆ Mr. Koon Sheung Pong James
- ◆ Mr. Li Tian Yi
- ◆ Mr. Liu Chang
- ◆ Mr. Yeung Ming Him

STUDENT COUNSELOR

- ◆ Ms. Poon Chui Fan, Bonnie

TELEPHONE DIRECTORY (2014-15)**GENERAL OFFICE 3652 4888 / 2522 1204 FAX NO. 2877 0232**

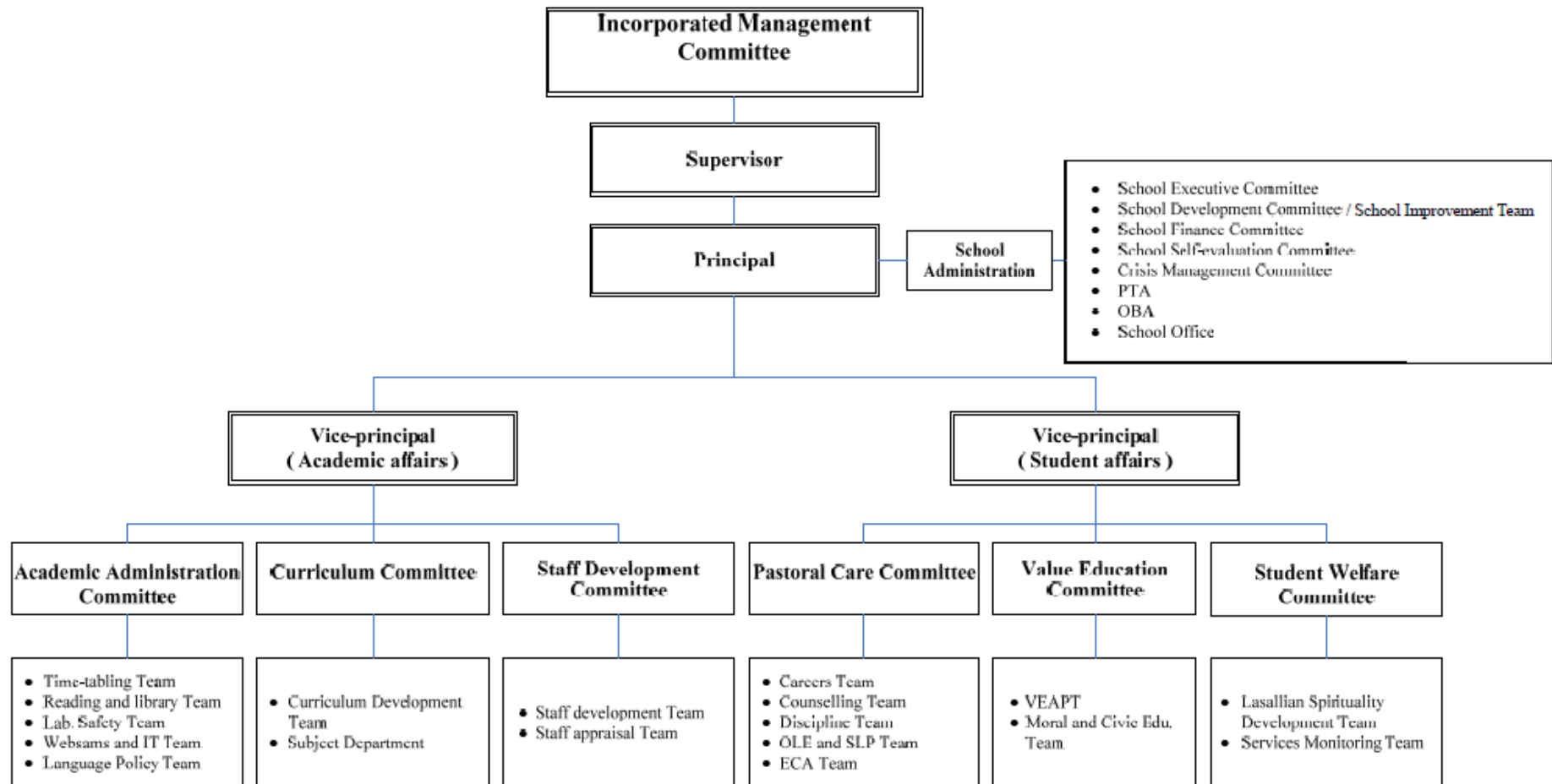
Rm	Name	Tel. No.	Rm	Name	Tel. No.
	Brother Chan Kok Keong, Jeffrey	800	E	Chan Tsui Lin, Peggy	809
	Brother Thomas Favier	888	E	Cheung Wing Kin, Michael	816
	Chan May Mui, Caroline	801	E	Chow Siu Kit	862
A	Chan Wing Keung, Chris	810	E	Chu Lap Yin, David	829
A	Chan Yu Sum, Alfred	819	E	Ho Shuk Yan, Shirley	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	Ching King Bor, Perrick	818	E	Lo Cheuk Ki, Jacky	815
A	Choy Hum Lung	820	E	Ng Kwan Kit, Anthony	846
A	Chung Cheuk Ting, Berton	808	E	Siu King Chung	876
A	Chung Yun Lam	822	E	Szeto Chung Wang, Godwin	850
A	Hung Kar Wai, Steve	861	E	Tam Kwok Kuen	853
A	Ip Kit Keung	830	E	Ting Po Yee, Loretta	856
A	Kwok Tik Man	811	E	Tsui Pui Shan	836
A	Lo Chun Wai, Woody	802	E	Wong Yuen Fan	840
A	Santos Jason James	832	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	Yeung Wing Tsz, Rani	838
A	Tang Yiu San Calvin	855	E	Liu Chang	890
A	Tse Chun Keung	852	E	Poon Chui Fan, Bonnie	890
A	Wong Hon Chau	859			
A	Wong Man Tim	860	F	Chan Sun Yee, Magnolie	851
A	Wu Wan Kwok	866	F	Chung Yiu King	839
A	Yeung Ming Him	847	F	Fok Pui Yee, Jasmine	874
			F	Lai Wai, Julia	805
B	Cheng Chi Shan, Chris	868	F	Lam Wing Yan, Judy	825
B	Kwan Ming Fong, Susanna	833	F	Lo Wei Yee, Amy	823
B	Lau Bonnie	849	F	Pang Yuen Shan, Windsor	870
B	Law Wai Yin, Henry	843	F	Shiple, Chad Leroy	835
B	Lo Christopher	827	F	Koon Sheung Pong, James	895
B	Suen Lam	826			
				Canteen	25375342 / 25376073
C	Chen Wei	817	Lib.	Tai Wai Sze Alice	883
C	Chu Mei Ling	837	Lib.	Ng Makiyo	884
C	Li Jerry	821	社工	Chu Yuen Ki, Winki	887
C	Sin Wing Cheung Lily	858	Office	Chik	885
C	To Ching Yee	831		Chung Patty	875
C	Wong Wun Kiu, Esther	806		Henry Law/ or New Staff	872
				Hung Vonny	888
D	Chan Sze Mei	857		Law Vivian	877
D	Chan Yuk Wa, Chloe	865		Li Chris	879
D	Chau Sze Man, Dawn	807		Yeung Suzanna	878
D	Lo Chun Wah, Andy	845		Printing Room	886
D	Young Mei Li, Maria	869		Reception (School Office)	854
				Dining Room (School Office)	834
	On-duty janitors' counter (side-entrance)	880	MMLC	Tsang Helen	891
	Janitors' Room	889 / 94922951	MMLC	Chan Jacky	892
	周景全, Head of Janitors	94922951	Lab.	Chow Raymond / So Andy	881
	梁偉光, Watchman	90388327	Lab.	Chiu Ricky	882

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	Brother Chan, Jeffrey	brjeffrey@sjc.edu.hk	E	Chan Tsui Lin Peggy	pchan@sjc.edu.hk
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A	Ip Kit Keung	kkip@sjc.edu.hk	E	Ting Po Yee, Loretta	lting@sjc.edu.hk
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B	Lo Christopher	chrislo@sjc.edu.hk	F	Koon Sheung Pong, James	jkoon@sjc.edu.hk
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C	To Ching Yee	cyto@sjc.edu.hk		New Staff	To be confirmed
C	Wong Wun Kiu, Esther	ewong@sjc.edu.hk		Hung Vonny	vonnyhung@sjc.edu.hk
D	Chan Sze Mei	szemeichan@sjc.edu.hk		Law Vivian	vlaw@sjc.edu.hk
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D	Lo Chun Wah Andy	cwlo@sjc.edu.hk	MMLC	Tsang Helen	htsang@sjc.edu.hk
D	Young Maria	myoung@sjc.edu.hk	MMLC	Chan Jacky	jchan@sjc.edu.hk

St. Joseph's College

School Organization Chart 2014-15



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

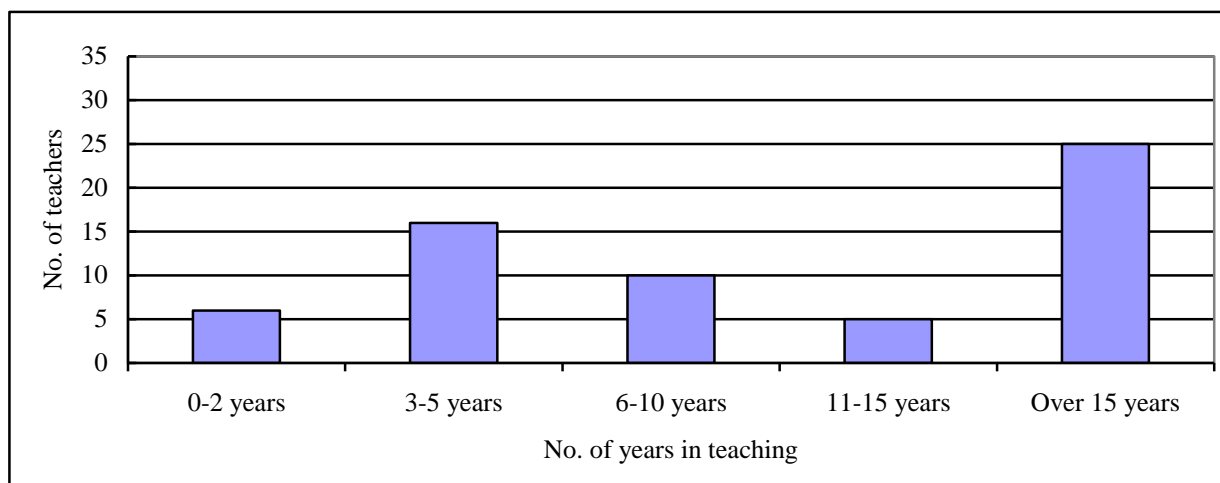
STUDENT POPULATION

The school enrollment is 1,012 (2014/2015). 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 33.

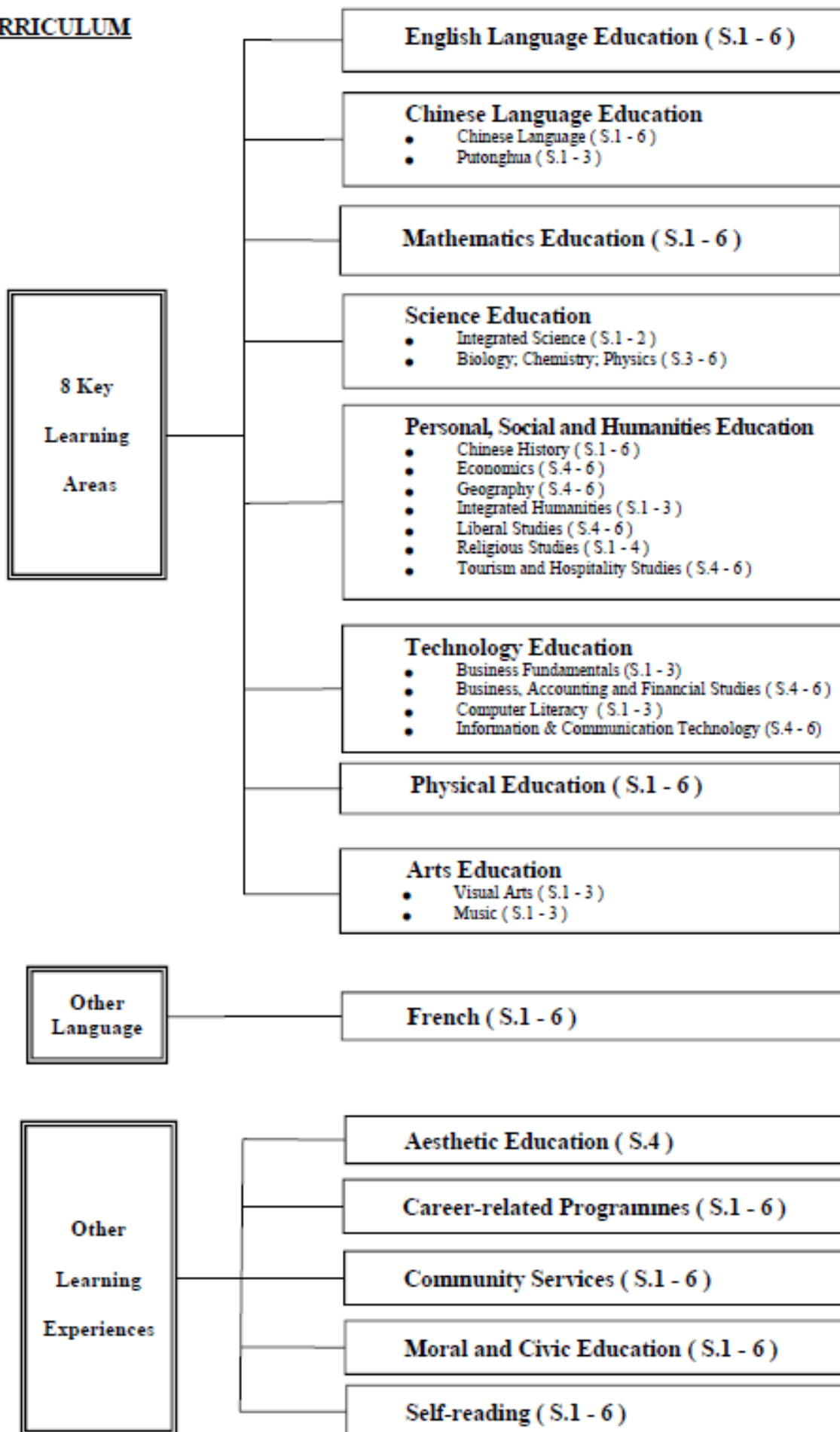
QUALIFICATIONS OF TEACHERS

- Over 98 % of them possess a bachelor's degree.
- Over 47 % of them have higher degrees.
- Over 92 % of them were formally trained in teaching.
- Over 98 % of the lessons were taught by subject-trained teachers.

TEACHING EXPERIENCE



CURRICULUM



TIME TABLE

St. Joseph's College
Winter Time Table: 2014-15

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.

St. Joseph's College
Summer Time Table: 2014-15

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	-	English (Groups 1 &2)	Fr./Chi/Chi in PTH Maths.(Gp 1 &2)	Chinese (Groups 1 &2)	Chinese/Chinese in PTH
S2	Chinese in PTH	English (Groups 1 &2)	Fr./Chi/Chi in PTH Maths,(Gp 1 &2).	Chinese (Groups 1 &2)	Chinese/Chinese in PTH
S3	Chinese in PTH	-	Fr./Chi/Chi in PTH		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)				

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	No. of Tests
S4	Intermediate Choir	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
S4	100 %	-	100%

BIOLOGY

Level	Assignment / Homework	Frequency	No. of Tests
S6	Experiment reports and drawings	2 per term	1 st term - 2
	Revision questions and Past Public exam questions	2 per topic	2 nd Term - 1
S5	Experiment reports and drawings	2 per term	1 st term - 2
	Revision questions: Structured questions, Multiple Choice	2 per topic	2 nd Term - 2
S4	Experiment reports and drawings	2 per term	1 st term - 2
	Revision questions: Structured questions, Multiple Choice	2 per topic	2 nd Term - 2
S3	Experiment worksheet	1 per term	1 st term - 1
	Revision questions: MC / Filling in Blanks / short questions	2 per topic	2 nd Term - 1

Weighting % of the Homework, Assignment and Tests Scores on Examination Marks**Half-yearly Exam (December)**

Form	1 st Assessment (%)	Homework & Assignment (%)	Exam (%)	Total
S3	10%	10%	80%	100%
S4		20 %	80%	100%
S5		20 %	80%	100%
S6		10 % Test + 10% SBA	80%	100%

Final Exam (June)

Form	2 nd Assessment (%)	Homework & Assignment (%)	Exam (%)	Total
S3	10%	10%	80%	100%
S4		20 %	80%	100%
S5		20 %	80%	100%
S6		-	100%	100%

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

Level	Work	Frequency	Time Spent
S1	1. Worksheet	Once every 3 lessons (2, 5)	30 mins
	2. Test	Once a term	30 mins
S2	1. Worksheet	Once every 3 lessons (2, 5)	30 mins
	2. Test	Once a term	30 mins
S3	1. Worksheet	Once every 3 lessons (6, 10)	30 mins
	2. Test	1 st term: 1, 2 nd term: 2	30 mins

Business, Accounting and Financial Studies

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

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.

* () 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	1 st term – 1
		2 nd term – 5	2 nd term – 1
S4	MC questions, Structured questions, Past papers practice, Experiment worksheets / reports	1 st term – 6	1 st term – 1
		2 nd term – 7	2 nd term – 2
S5	MC questions, Structured questions, Past papers practice, Experiment worksheets / reports	1 st term – 7	1 st term – 1
		2 nd term – 8	2 nd term – 2
S6	MC questions, Structured questions, Past papers practice, Experiment worksheets / reports	1 st term – 4	1 st term – 2
		2 nd term – 2	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 / 中五 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 (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 or usage or oral practice)		
	Dictation 2 times (1 st term: 2 times)		
	SBA Book report (3 times a year)		
	Elective Assessment(3 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 - 2 2 nd term - 2
	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)		
	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)		

Form	Assignment	Frequency	Test
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)		
	Oral practices & listening practices (6 times a year)		
	Extensive Reading: Oral Book Report (12 books a year)		
	Summer assignments: Workbook		

- The final results for S1- 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 / Past Paper Structured / MC questions practice	1 st term - 4 2 nd Term - 2
	Tests / Revision questions of each chapter / Past Paper Structured / MC questions practice	1 st term - 5 2 nd Term - 8
S5	Tests / Revision questions of each chapter / Past Paper Structured / MC questions practice	1 st term - 5 2 nd Term - 8
	Tests / Revision questions of each chapter / Past Paper Structured / MC questions practice	1 st term - 5 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:	Dictation	10%
	Homework	10%		Homework	10%
	Test	10%		Test	10%
	Exam	70%		Exam	70%
S3 :	Homework:	10%	S4-6:	Homework	10%
	Test	10%		Test	10%
	Exam	80%		Exam	80%

Final

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

ECONOMICS

S4		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE hour)	20%
	ONE Test	10%
2 nd Term	FIVE Assignments (each requires ONE hour)	20%
	TWO Tests	10%
S5		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE hour)	20%
	ONE Test	10%
2 nd Term	FIVE Assignments (each requires ONE hour)	20%
	TWO Tests	10%
S6		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE hour)	10%
	ONE Test	20%
2 nd Term	One Assignment plus overall revision exercises	---

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	4 times
	2 nd	6 times
Reader’s Logbook	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 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	4 times
	2 nd	6 times
Reader’s Logbook	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 April (excluding holidays) (Part of the Final Exam GE Mark)

* 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	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 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	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 / Activities	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

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	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 / Common Tests	1 st	3 times (Part of the Half Yearly Exam Mark)
	2 nd	5 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	4 times
Writing 2 (Reader's Response Logbook)	1 st	5 times
Listening & Integrated Skills	1 st	4 times*
Reading / Common Tests	1 st	2 – 3 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	95	5	90	20	15	40	5	5	25
	Exam	Online HW	Exam	Exam	Exam	Exam	CA	Summer HW	--
Second Term	95	5	90	20	15	45	5		25
	Exam	Online HW	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 Task 1 Task 2		Paper 3 Integrated Listening	Paper 4 Oral	Reading		Continuous Assessment
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 Homework & Classwork assignments)

S1 & S2	Assignment	Frequency
	Grammar exercises	1 weekly at least
	Reading Comprehension	2 monthly at least
	Writing	1-2 topic(s) monthly
	Speaking: Role Plays	1 weekly at least
	Dictation/Vocabulary Quiz	Alternative week
	Unit Test	At the end of 1-2 unit(s) covered

S3	Assignment	Frequency
	Grammar exercises	1 weekly at least
	Reading Comprehension	2 monthly at least
	Writing	1-2 topic(s) monthly
	Speaking: Role Plays / Oral Topic Presentation	Alternative week
	Dictation/Vocabulary Quiz	Alternative week
	Unit Test	At the end of 1-2 unit(s) covered

S4	Assignment	Frequency
	Grammar exercises	1 weekly at least
	Reading Comprehension	2 monthly at least
	Writing	1-2 topic(s) monthly
	Speaking: General Conversation / Oral Topic Presentation	Alternative week
	Dictation/Vocabulary Quiz	Alternative week
	Unit Test	At the end of 1-2 unit(s) covered

S5	Assignment	Frequency
	Grammar exercises	1 weekly at least
	Reading Comprehension	2 monthly at least
	Writing	1-2 topic(s) monthly
	Speaking: General Conversation / Oral Topic Presentation	Alternative week
	Dictation/Vocabulary Quiz	Alternative week
	Practice with Past Public Exam Papers	1-2 Paper(s) monthly
	Test based on the seen texts of each Past Public Exam Paper + unseen texts of similar topics from other sources	At the end of each covered Paper

S6	Assignment	Frequency
	Grammar exercises	1 weekly at least
	Reading Comprehension	2 monthly at least
	Writing	1-2 topic(s) monthly
	Speaking: General Conversation / Oral Topic Presentation	Alternative week
	Dictation/Vocabulary Quiz	Alternative week
	Practice with Past Public Exam Papers	1-2 Paper(s) monthly
	Test based on the seen texts of each Past Public Exam Paper + unseen texts of similar topics from other sources	At the end of each covered Paper

Allocation of marks**1st Term**

Level	Continuous Assessment (%)	1 st Assessment (%)	Half-yearly Exam (%)	Total (%)
S1	10	20	70	100
S2	10	20	70	100
S3	10	20	70	100
S4	10	20	70	100
S5	10	20	70	100
S6	10	20	70	100

2nd Term

Level	Continuous Assessment (%)	2 nd Assessment (%)	Final Exam (S1-S5) Mock Exam(S6) (%)	Total (%)
S1	10	20	70	100
S2	10	20	70	100
S3	10	20	70	100
S4	10	20	70	100
S5	10	20	70	100
S6	10	20	70	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 20% 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 HW (e.g. reading & writing exercises, newspaper commentary worksheet, information search)	1 st	Once every 2 teaching weeks	2 hours per week	10% of 1 st term total subject marks
		2 nd	Once every 2 teaching weeks	2 hours per week	10% of 2 nd term total subject marks
	Continuous Assessment: Group Work - Group Project	2 nd	1	Around 4 hours	10% of 2 nd term total subject marks
	Tests 1. First Assessment Test 2. Second Assessment Test 3. 3 rd Test	1 st	1	35 minutes	10% of 1 st term total subject marks
		2 nd	2	35 minutes	10% of 2 nd term total subject marks
		1 st	1	1 hour	80% of 1 st term total subject marks
	Examinations	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 HW (e.g. reading & writing exercises, newspaper commentary, worksheet, information search)	1 st	Once every 2 teaching weeks	2.5 hours per week	10% of 1 st term total subject marks
		2 nd	Once every 2 teaching weeks	2.5 hours per week	10% of 2 nd term total subject marks
	Continuous Assessment: Group Work - Group Project	2 nd	1	Around 4 hours	10% of 2 nd term total subject marks
	Tests 1. First Assessment Test 2. Second Assessment Test 3. 3 rd Test	1 st	1	35 minutes	10% of 1 st term total subject marks
		2 nd	2	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	70% of 2 nd term total subject marks

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S3	Continuous Assessment: Individual HW (e.g. reading & writing exercises, newspaper commentary worksheet, information search)	1 st	Once every 2 teaching weeks	3 hours per week	10% of 1 st term total subject marks
		2 nd	Once every 2 teaching weeks	3 hours per week	10% of 2 nd term total subject marks
	Continuous Assessment: Integrated Humanities Project (Brother Thomas Award Scheme) (Proposal Writing, Data Collection and Analysis & Presentation of Findings)	2 nd	1	Whole year project	20% of 2 nd term total subject marks
	Tests 1. First Assessment Test 2. Second Assessment Test 3. 3 rd Test	1 st	1	35 minutes	10% of 1 st term total subject marks
		2 nd	2	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

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	5 (yearly)	
	Experiment worksheet / report	4 (yearly)	
S2	Worksheet / Workbook	2 (monthly)	1 st Term : 1 2 nd Term : 1
	Reading tasks	5 (yearly)	
	Experiment worksheet / report	3 (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

S4 Half-Yearly Examination 2014-2015

Component	Frequency	Weighting (of exam mark)
Essay	1	3%
Data Response questions	3	9%
Test (40 mins.)	1	8%
Half Yearly Exam (1 hr 30 mins.)	1	80%

S4 Final Examination 2014-2015

Component	Frequency	Weighting (of exam mark)
Assignment: Essay (3% each)	2	6%
Data Response questions (3% each)	4	12%
Test (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

S5 Half-Yearly Examination 2014-2015

Component	Frequency	Weighting (of exam mark)
Essay (3% each)	2	6%
Test (40 mins.)	1	8%
Newscut: essay-type (2% each)	3	6%
Half Yearly Exam (2 hrs)	1	80%

S5 Final Examination 2014-2015

Component	Frequency	Weighting (of exam mark)	
Assignment (4% each)	3	12%	
Test (40 mins) (6% each)	2	12%	
Newscut: 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
S6	1st & 2nd	Homework	Once every ten lessons	30 minutes
	1st	Test	Once	40 minutes

S6 Half-Yearly Examination 2014-2015

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

S6 Mock Examination 2014-2015

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

- **Only class work will be given in the forms of manuscript and worksheet**

Secondary 1

Half Yearly Examination (Total 50 marks)

Content	Marks
Performing	
• Voice	15
• Instrument	15
Listening	15
Class Involvement	5

Final Examination (Total 50 marks)

Content	Marks
Performing	
• Voice	15
• Instrument	15
Listening	15
In-class performance	5

Secondary 2

Half Yearly Examination (Total 50 marks)

Content	Marks
Performing	
• Voice	15
• Instrument	15
Listening	15
In-class performance	5

Final Examination (Total 50 marks)

Content	Marks
Performing	
• Voice	15
• Instrument	15
Listening	15
In-class performance	5

Secondary 3

Final Examination (Total 50 marks)

Content	Marks
Performing (voice/ instrument)	20
Listening	20
In-class performance	10

PHYSICAL EDUCATION

Project guidelines

S1 Topic: Design a mascot for representing a school sport team in 140th school anniversary

- Aims:
- Enable students to know different mascots in different sports events
 - Enable students to develop their creativity in sports
 - Enable students to learn sports in different aspects

Areas covered: Students are encouraged to study the rationale of designing a mascot in different sports. The design of a mascot is suggested to be cute and touchable sport ambassadors.

Deadline: 14/11/2014

Details:

- 2 in a group
- A 3D mascot must be submitted.
- Budget is limited within \$200 for a group.
- The size of the mascot is restrained in the range of :
10cm-15cm (*width*) X 10cm-15cm (*length*) X 15cm-20cm (*tall*)
- A short description is needed to explain the rationale of the mascot.
- The description should be written not more than two A4 size printed pages.
- A peer observation form must be completed and submitted to gather with the mascot and the description.

S2 Topic: Conduct a model to display a sports venue of a big sport event

- Aims:
- Enable students to learn the history of the venue
 - Enable students to know how to make a model
 - Enable students to learn sports in different aspects

Areas covered: Students are encouraged to conduct a sports venue in Olympic Games.

The model should be in ratio.

Deadline: 14/11/2014

Details:

- 4 in a group
- A 3D model must be submitted.
- Budget is limited within \$200 for a group.
- The size of the model is restrained in the range of :
30cm-50cm (*width*) X 20cm-30cm (*length*) X 25cm-30cm (*tall*)
- A short description is needed to explain the history of the sport venue.
- The description should be written not more than two A4 size printed pages.
- A peer observation form must be completed and submitted to gather with the model and the description.

PHYSICS**Homework and Assessment Schedule**

Level	Assignment / Homework	Frequency	No. of Tests
S6	Exam-type questions practice	2 (monthly)	1 st Term : 3
	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 : 3
S4	Practice questions / worksheet	2 (monthly)	1 st Term : 2
	Experiment worksheet / report	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	30 minutes
	Half-yearly Exam	Section A Multiple-choice questions (40%) Section B Short questions and structured questions (60%)	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 : 10 and Tests : 10	80	100
S4	Assignment : 10 and Tests : 10	80	100
S5	Assignment : 10 and Tests : 10	80	100
S6	-	100	100

Final Exam (June) / Mock Exam

Level	Continuous Assessment (%)	Exam (%)	Total (%)
S3	Assignment : 10 and Tests : 10	80	100
S4	Assignment : 10 and Tests : 10	80	100
S5	-	100	100
S6	-	100	100

PUTONGHUA

- Assignment:** Students will be given assignment each week.
- Group Project Competition:** An Intra-class Putonghua Group Project Competition will be held for Secondary 2 and 3 students during Lunar New Year Holiday. S2 students are required to prepare a sound clip of radio drama. For S3 students, they are required to film a video drama. Students should complete their project in a group. Submission of their project should be in the form of powerpoint, CD or VCD for assessment respectively. For both forms, the marks for this competition will constitute 10% of the total mark of the Putonghua Final Examination in the 2nd term.
- Cross-subjects Project Learning:** This project will be conducted in S1 throughout the academic year. It will be organized and implemented through the co-ordination of the resources of Putonghua and other two subjects. The objectives of the Project are arousing students' interests in Putonghua; and ameliorating their language and presentation skills. In the project, students will have chances to experience the processes of information collection, interview, analysis, research, investigation and presentation of specific literacy works. The overall marks will constitute 10% of the total mark of the Putonghua Final Examination in the 2nd 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
Homework	1 st /2 nd	Once a week	30mins.
Group Project Competition (S2 - 3)	2 nd	Once a year	2 nd term
Cross-subjects Project Learning (S1)	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

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	10%	----	60%	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	10%	10%	50%	30%	100%

RELIGIOUS STUDIES

	Work	Term	Frequency	Time Spent each time
S1-3	Homework / Classwork exercises (e.g. doing questions, drawing pictures, PowerPoint Presentation slides)	1st & 2nd	Once every 5 lessons	30 mins.
	Test / Examination	1st & 2nd	Once a term	one lesson (30 mins.)
S 4	Homework / Classwork exercises	1st & 2nd	Once every 6 lessons	35 mins
	Examination	1st & 2nd	Once a term	one lesson (30 mins.)

- For S1-3, each test constitutes 10% (5 marks out of 50 marks) respectively of the total marks for the half-yearly and final examinations respectively.
- For S4, 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
S4	1 st & 2 nd	Homework	Once every six lessons	20 minutes
	1 st & 2 nd	Test/Quiz	Twice a term	30 minutes
S5	1 st & 2 nd	Homework	Once every six lessons	30 minutes
	1 st & 2 nd	Test/Quiz	Twice a term	40 minutes
S6	1 st & 2 nd	Homework	Once every six lessons	30 minutes
	1 st	Test/Quiz	Twice a term	40 minutes
	2 nd	Test/Quiz	Once a term	40 minutes

S4 Half-Yearly Examination

Time allowed: 1 hour

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

S4 Final Examination

Time allowed: 1 hour 20 minutes

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

S5 Half-Yearly Examination

Time allowed: 1 hour 30 minutes

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

S5 Final Examination

Time allowed: 2 hours

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

S6 Half-Yearly Examination

Time allowed: 2 hours 30 minutes

Mark allocation: Half-Yearly Examination 90% + Tests 10%

S6 Mock Examination

Time allowed: Paper 1: 1¼ hours

Paper 2: 1¼ hours

Mark allocation: Mock Examination 100%

VISUAL ARTS

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.

3. As F.3 Visual Arts lesson has been reduced to 1 lesson, all students' scores will only be recorded in the school year-end report.

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 2015.

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 12-35)* 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. Lo Woody	Room A
S2	Mr. Chu Lap Yin	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	Mr. Tse Chun Keung	Room A
S5	Ms. Chan Sze Mei	Room D
S6	Mr. Ng Kwan Kit	Room E

(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 or 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 letter of excuse 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	Room E
S2	Ms. Fok Jasmine	Room F
S3	Ms. Lo Jacky	Room E
S4	Ms. Sin Lily	Room C
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. Winki Chu

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

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 (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 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 / 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 Legend of Mary

Service

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

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
Business Society	Geography Society	Science Society
Chinese Culture Society	English Society	Mathematics Society
Tourism & Hospitality Studies Society		
Liberal Studies & Integrated Humanity Society		

Interest

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

Publication

Editorial 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**,
<http://eclass.sjc.edu.hk> (Login by parent account and Click eService →eNotice)
 Parent account login example: Student ID: 2014002, HKID: A123456(4). Login ID: p2014002 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 12th Sept., 2014****

St. Joseph's College
Holiday List of 2014-2015

Holidays	Dates	No. of days
1. The day following Mid-Autumn Festival	Tuesday 9 – 9 – 2014	1
2. The National Day	Wednesday 1 – 10 – 2014	1
3. Chung Yeung Festival	Thursday 2 – 10 – 2014	1
4. The Catholic School Teachers' Day	Monday 17 – 11 – 2014	1
5. Christmas and New Year Holidays (Christmas Day: 25-12-2014)	Tuesday 23 – 12 – 2014 to Wednesday 31 – 12 – 2014	9
6. New Year's Day	Thursday 1 – 1 – 2015	1
7. Sports Day Holiday	Monday 2 – 2 – 2015	1
8. Parents' Day Holiday	Tuesday 17 – 2 – 2015	1
9. Lunar New Year Holidays (Lunar New Year's Day: 19-2-2015)	Wednesday 18 – 2 – 2015 to Thursday 26 – 2 – 2015	9
10. St. Joseph's Feast Day Holiday	Friday 20 – 3 – 2015	1
11. Good Friday	Friday 3 – 4 – 2015	1
12. The day following Ching Ming Festival	Monday 6 – 4 – 2015	1
13. Easter Holidays (Good Friday: 3-4-2015)	Tuesday 7 – 4 – 2015 to Wednesday 15 – 4 – 2015	9
14. St. La Salle Feast Day Holiday	Thursday 16 – 4 – 2015	1
15. Labour Day	Friday 1 – 5 – 2015	1
16. The Buddha's Birthday	Monday 25 – 5 – 2015	1
17. Tuen Ng Festival	Saturday 20 – 6 – 2015	1
18. HKSAR Establishment Day	Wednesday 1 – 7 – 2015	1
19. Summer Vacation	Wednesday 15 – 7 – 2015 to Monday 31 – 8 – 2015	48
Total:		90

NOTE:

All days mentioned in this list are inclusive.

School re-opens for the new academic year (2015/2016) on **Tuesday, September 1, 2015.**

School Calender

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
2014								
Sept.		1	2	3	4	5	6*	6: S.1 Parents Orientation Day 2 9: Day following Mid-Autumn Festival 18: Swimming Gala 26: School Opening Mass 30: Dress Casual Day (tentative)
	7	8	(9)	10	11	12	13	
	14	15	16	17	18*	19	20	
	21	22	23	24	25	26*	27	
	28	29	30					
Oct.				(1)	(2)	3	4	1: National Day 2: Chung Yeung Festival 3: Winter Time-table starts 5: Academic Prize-giving Ceremony 6-8: Recruitment Days 14-29: First Assessment & Test (S.1,2,3) 16, 24: Inter-school Swimming Competition 18: A.G.M. of PTA (tentative) 24: Staff Development 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		
Nov.							1	1: Talk on NSS (S.3 & Parents) 4: Sports Day (Heat: PM) 8: Walkathon 10-14: Students' Festival (Tentative) 12: School Cross Country Competition 15: PTA Outing 17: Catholic School Teachers' Day 21: AGM of OBA 27: Inter-school Cross Country Competition 29: New S.1 Admission Talk
	2	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							
Dec.		1	2	3	4	5	6*	6-20: Half-Yearly Exam. (Saturday included) 22: Christmas Mass & Christmas Party 23/12 – 1/1: Christmas & New Year Holidays 26: Green & White Ball
	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)				
2015								
Jan.					(1)	2	3	1: New Year's Day 12: Sports Day Final 13: Staff Development Day 2 & Staff Meeting 15: Blood Donation Day (19: 2 nd term for S.3 VA & Music) 25: Parents' Day
	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	
Feb.	1*	(2)	3*	4*	5*	6*	7*	1: 140 th Anniversary Open Day (Tentative) 2: Sports Day Holiday 3-16: S.6 Mock Exam (Saturday included) 4, 9, 12: Inter-school Athletic Meet 12: Poster Design Competition 17: Parents' Day Holiday 18-26: Lunar New Year Holiday 19: 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	

2015	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
March	1	2	3	4	5	6	7	7: S. 1 DP Interview
	8	9*	10*	11*	12*	13*	14	9-24: Second Assessment (S.1,2,3)
	15	16*	17*	18*	19*	(20)	21	19, 20: St. Joseph's Feast Day & day followed
	22	23*	24*	25	26	27	28	21: Internal Talent Quest (tentative)
	29	30	31					23-27: Chinese Culture Week & Fruit Week (30, 31: DSE Exam: Chinese)
April				1*	2*	(3)	4	(1: DSE Exam: L.S.) (1,2: Music Days)
	5	(6)	(7)	(8)	(9)	(10)	11	3: Good Friday
	12	(13)	(14)	(15)	(16)	17	18	6: Day following Ching Ming Festival
	19	20	21	22	23	24	25	7-15: Easter Holidays
	26	27	28	29	30			(13, 14, 15: DSE Exam: English & Math) 16: St. La Salle Feast Day Holiday 20-24: Religious Week 27-30: Putonghua Week 27, 29: S.3 TSA (Oral) (Tentative)
May						(1)	2	1: Labour Day
	3	4	5	6*	7	8	9	4: Summer Time-table starts
	10	11	12	13	14	15	16	6: St. La Salle Feast Day
	17	18	19	20	21	22	23	9: PTA Annual Dinner (tentative)
	24	(25)	26	27	28*	29	30	25: The Buddha's Birthday
	31							28: ECA Prize-giving Ceremony
June		1	2	3	4	5*	6*	5-20: S.3 Final Exam. (Saturday included)
	7	8*	9*	10*	11*	12*	13*	6-23: S.1 – 5 Final Exam. (Saturday included)
	14	15*	16*	17*	18*	19*	20	20: Tuen Ng Festival
	21	22*	23*	24	25	26	27	23, 24: S.3 TSA
	28	29	30					
July				(1)	2	3	4	1: SAR Establishment Day
	5	6	7	8	9	10*	11	2: Talk on NSS (S.3 students) (Tentative)
	12	13	14	(15)	(16)	(17)	18	10: Staff Development Day 3 (Tentative)
	19	(20)	(21)	(22)	(23)	(24)	25	12: Annual School Concert (Tentative)
	26	(27)	(28)	(29)	(30)	(31)		15/7 – 31/8: Summer Vacation 15: HKDSE result disclosed. (Tentative)
August							1	20, 21 & 24: S.1 Orientation
	2	(3)	(4)	(5)	(6)	(7)	8	28: Staff Meeting
	9	(10)	(11)	(12)	(13)	(14)	15	29: S.1 Parents Orientation Day 1
	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 2014-15

(Kennedy Road)

South Block / New Building

