



佛 教 黃 鳳 翎 中 學
BUDDHIST WONG FUNG LING COLLEGE

香港佛教聯合會主辦 SPONSORED BY THE HONG KONG BUDDHIST ASSOCIATION

11 EASTERN HOSPITAL ROAD, CAUSEWAY BAY, HONG KONG TEL : 2577 9485 FAX : 2881 0148 Website : <http://www.bwflc.edu.hk>
香港銅鑼灣東院道十一號 電話 : 2577 9485 傳真 : 2881 0148 網址 : <http://www.bwflc.edu.hk>

18th August, 2020

Notice to Parents 2020-2021 Re: A8_e
School Operation and Regulations for Students

Dear Parents,

On behalf of Buddhist Wong Fung Ling College, we welcome your child to become a member of the School. To improve the communication between the School and parents, the following circulars serve to better your understanding of the operation of the school.

1. Discipline policy and mode of operation
2. Policy of handling student absences
3. Arrangement of class teacher period
4. Promoting good reading habit
5. Homework policy
6. Assessment policy
7. Personal data
8. Pay fees to settle
9. Support for needy students
10. Comprehensive school insurance
11. Measures to cope with tropical cyclone and rainstorm warnings
12. Improving vigilance and preventing infectious disease
13. Information about Guidelines for Handling Complaints

The School disapproves of students carrying any valuables such as brand-named school bags, accessories and shoes to school. Lest this shall develop vanity and materialistic desire, causing distorted values of lives, and cases of thefts committed out of greediness. Any loss of properties may be very costly.

Please kindly be aware of the above matters and cooperate with the School. We expect students to make progress in both academics and morality. For any queries, please feel free to contact the class teachers of your child. If you need to make any amendments to your mailing address and phone number, please notify the School immediately for record updates.



Mr. LEE Wai-shing
Principal

Discipline Policy and Mode of Operation

I. Assessment criteria of behavior or conduct

The combination of rewards and punishment serves as guiding principles for grading students' conduct.

The grading criteria comprise the following:

1. Attendance – focuses on the record of attendance of students.

The full mark is 100 points, deduct 1 point for early leave or absence, deduct 3 points for latecomers. (Count of Lateness could be exempted for submission of legitimate leave letter or major traffic collapse).

2. Diligence - assess students' classroom and homework performance.

Students' classroom performance is assessed by the class teacher who will consult all subject teachers for final award of 0-15 points.

The full mark of homework performance is 80 points, deduct 1 point for each overdue homework. Deduct 1-2 more points if the student fails to hand in after due date.

Those who score pass in examination grand average can be awarded 5 extra points.

Students who do not reach 60% of annual attendance will not be assessed of Diligence and explanatory footnote will present in respective Report Cards.

3. Regulatory compliance - Student will be given 80 points at the beginning of each term, which can be boosted or deducted according to his/her behavior or conduct.

At the end of each term, the class teacher adjusts the grade according to students' overall performance (except grade E- and U).

While converting grades, students who have been given demerit would be granted B+ or higher grades only when consensus can be reached between Discipline Committee and respective class teacher.

Conversion table				
Score	Grade			
95 or above	A		64 - 60	C-
94 - 90	A-		59 - 55	D+
89 - 85	B+		54 - 50	D
84 - 80	B		49 - 45	D-
79 - 75	B-		44 - 40	E+
74 - 70	C+		39 - 35	E
69 - 65	C		34 - 30	E-
			9 or below	U

※ D- or below is considered failure

The students who meet the following criteria in both school terms and have no record of demerit can receive Award of Excellent Conduct:

Attendance	A- (90 or above)
Diligence	A- (90 or above)
Regulatory compliance	A- (90 or above)

II. Rehabilitation Programme

1. Raise the grade of regulatory compliance commissions

The counseling team of the School has schemes titled "Self-discipline and Self-improvement" and "Help Others and Help Yourself" for students to rectify their undesirable conduct grade through self-disciplined behaviour or provision of service.

2. Probation

Demerit issued to a student who commits major mistakes but is normally well-behaved and honest with confession can be put on hold. Such a student must monitor his or her personal behavior, the demerit record on his/her Report Card can be scraped if he or she commits no more serious offence in a month, but the deduction of the point of regulatory compliance shall remain. This practice aims to encourage students to admit their mistakes and make improvement so that their Report Cards can remain clean from any demerit records which may otherwise impede their future development.

III. Operation logistics

1. Attendance

- (a) students who arrive school after 8am or 2:10pm shall fill in the latecomers form at school entrance.
- (b) Students who come to school after 9am shall report to the discipline teacher before going back to the classroom.
- (c) All the students who are late shall attend detention class the very same day.
- (d) Written notification to parents will be issued to students who are late for school upon accumulation of 10 times.
- (e) Students who are late with no sensible explanation will be regarded as committing truancy.

2. Performance

Written notification to parents will be issued to students who do not hand in school assignment for 10 times. Meeting with the parents will be arranged if improvements are not seen.

3. Regulatory compliance

- (a) Written notification to parents will be issued to students with 10 points deducted.
- (b) Students need to meet with the discipline teacher when 30 points are deducted. Reflective written account is mandatory. Meetings with the parents may be arranged if necessary.

*Students who have poor conduct grades may have to repeat or be expelled.

IV. Rule of rewards and punishment

1. Rule of rewards

[Constant reward]	[Regular reward]
<p>Return lost terms of precious value [1-5]</p> <p>Active in voluntary activities (such as dharma assembly and flag selling) with good performance [1-2]</p> <p>Help others for righteous cause, and honest to report offences (such as smearing and damaging public property, intending to cheat, carrying prohibited goods, stealing) [1-5]</p> <p>Represent the school in the public contest with good performance [1-3]</p> <p>Respect the old and take care of the young, sacrifice own interests for the sake of others [1-10]</p> <p>Help others for righteous cause, report serious offence (such as collective cheating, theft and triad activities) [7-24]</p> <p>Behavior gets praised by public and helps improve school reputation [7-40]</p> <p>Render service for school subject and large-scale activities [1-3]</p> <p>Join Scheme of Self-discipline and Self-improvement [1-10]</p> <p>Join Scheme of Help Others and Help Yourself [1-10]</p> <p>Help organize large-scale activities of the school [1-4]</p> <p>Make contribution to the school (such as representing the school in public contest with excellent performance) [4-10]</p> <p>Represent the school in public event with good performance (such as music and sports, upper limit of each term is 10 points) [1-2]</p> <p>Take part in service for the school anniversary/performance [1-6]</p> <p>Assist with large-scale contests or activities of the territory [1-6]</p>	<p>Class committee members [1-5]</p> <p>Class/lunch prefect [1-7]</p> <p>Assist with functional committee work of the school [1-5]</p> <p>Club committee member of extracurricular activities [1-7]</p> <p>Librarians [1-10]</p> <p>Help peers to improve studies or behavior [1-8]</p> <p>Head prefects with good performance [1-14]</p> <p>Student Union committee members with good performance [1-12]</p> <p>Students with good conduct in one school term (with no deduction of conduct points) [5]</p> <p>Committee members of subjects [1-5]</p> <p>Serve the class for long time [1-5]</p> <p>Student leaders showing satisfactory or excellent performance (Student Counseling Team) [1-8]</p>

[] refers to the rewarded points

2. Rule of punishment

<p style="text-align: center;">School uniform and appearance</p> <p>The school uniform and appearance do not meet school requirement (first offence) [1]</p> <p>The school uniform and appearance do not meet school requirement (repeat offence) [2]</p> <p>The school uniform and appearance do not meet school requirement (frequent offence) [3-5]</p> <p>Severely violate the rule of school uniform and appearance [3-8]</p> <p style="text-align: center;">Class/ Study Performance</p> <p>Copy homework or assist with homework copying [1-3]</p> <p>Fail to go to class on time without proper explanation [1-2]</p> <p>Break the rule of classroom/special room [1-3]</p> <p>Keep books and other personal items in the classroom after school [1]</p> <p>Throw chalk, duster, spitball, trash. Play with rubber band [1-2]</p> <p>Eat in class [1-3]</p> <p>Eat publicly in class [4-10]</p> <p>Listen to music, read comics/magazine/novel in class [3]</p> <p>Leave seats without permission [1-2]</p> <p>Keep talking in class [1-3]</p> <p>Disrupt class order [1-3]</p> <p>Shout and yell in class [3]</p> <p>Use mobile phone in class or between lessons [5-10]</p> <p>Play mobile games during lessons [4-10]</p> <p style="text-align: center;">Performance between classes/assembly</p> <p>Enter other classroom without permission [2]</p> <p>Chase and play in classroom/corridor/stairs [1-2]</p> <p>Break the order in line/assembly/between classes [1-4]</p> <p>Play ball games in classroom/corridor [1-3]</p> <p>Unauthorized entry into classroom [1-2]</p> <p>Leave classroom without permission [1-5]</p> <p>Change seats without permission [1]</p> <p>Late for assembly without proper explanation [3-5]</p>	<p style="text-align: center;">Forging</p> <p>Forge signature on parents' letter and student handbook [3-10]</p> <p>Alter school documents [3-10]</p> <p>Forge parent/school communication [10-24]</p> <p style="text-align: center;">Bad behavior</p> <p>Not report but keep lost items [1-2]</p> <p>Speak vulgar language [1-3]</p> <p>Speak foul language [4-10]</p> <p>Draw/write obscene painting/words [3-10]</p> <p>Sing obscene songs [3-10]</p> <p>Behave dishonestly [1-20]</p> <p>Smoke, hide cigarette [10]</p> <p>Smoke, hide cigarette (repeat offence) [15]</p> <p>Disorderly conduct in campus and public area [3-40]</p> <p>Keep obscene magazine or object [3-24]</p> <p>Behave recklessly, neglect others' safety [3-15]</p> <p>Instigate classmate to offer false testimony [3-10]</p> <p>Offer false testimony to teacher [3-10]</p> <p>Play cards/card games in campus without permission [2-10]</p> <p>Deliberately defy school discipline [4-40]</p> <p>Spread undesirable messages online [4-40]</p> <p style="text-align: center;">Criminal acts</p> <p>Blackmail classmate [10-40]</p> <p>Maliciously damage classmate's object [1-6]</p> <p>Deliberate vandalism [3-40]</p> <p>Steal others' object [4-40]</p> <p>Help keep stolen goods [4-40]</p> <p>Play with fire [10-40]</p> <p>Gamble [10-24]</p> <p>Threaten classmates [10-40]</p> <p>Beat up classmates [10-40]</p> <p>Fight [10-40]</p> <p>Fabricate a charge against others [10-40]</p>
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Absence	Others
<p>Refuse the summoning [1-3]</p> <p>Absent from detention / extra lessons [3]</p> <p>Absent from detention / extra lessons (repeat offence) [4-5]</p> <p>Late for detention / extra lessons [1-2]</p> <p>Truant [4-20]</p> <p>Truant (repeat offence) [15-20]</p> <p>Leave campus without permission in school hours [10-20]</p> <p>Leave campus without permission during lunch [5-10]</p> <p>Leave campus without permission during extra-curricular activities [5-15]</p> <p>Absent from school activities without proper explanation [3-8]</p> <p>Absence without proper explanation [3-9]</p>	<p>Forget to bring back handbook [1-2]</p> <p>Forget to bring back student identity card (3 times) [1]</p> <p>Eat beyond the permitted area [1-3]</p> <p>Not complying with leave-application procedures [1-8]</p> <p>Smear public property [1-6]</p> <p>Break rules of test [1-6]</p> <p>Break rules of examination [1-15]</p> <p>Have outsiders wait for picking up outside the school entrance [3]</p> <p>Dispose of trash randomly [1-2]</p> <p>Smear handbook/school documents [1-3]</p> <p>Bring food to class without proper explanation [1-3]</p> <p>Return overdue book [1-6]</p> <p>Take lift without permission [1-3]</p> <p>Unauthorized occupation of locker [2-5]</p> <p>Bring objects irrelevant to studies to school [1-8]</p> <p>Break rules of lunch [1-5]</p> <p>Deliberately not handing out the mobile phone for safe-keeping [3-5]</p>
Impolite behavior	
<p>Impolite to teachers and school staff [3-40]</p> <p>Impolite to school prefects/classmates [1-40]</p>	
Bullying	
<p>Tease classmates [1-2]</p> <p>Take classmate's property without permission [2-5]</p> <p>Bully classmates [3-10]</p> <p>Tease classmates maliciously [4-15]</p>	
Cheating	
<p>Cheat in dictation / test [3-6]</p> <p>Cheat in Uniform Test and Exam [10-24]</p> <p>Cheat in make-up test [5-8]</p>	

[] refers to the deducted points

V. Other important Reminders:

1. To avoid disruption to class order, students shall not bring mobile phone to school. Those who have to shall hand in the mobile phone to the class teacher for safekeeping at school, but can take it back when school is over.
2. To guarantee students' safety, if the students have to leave school early due to illness, they have to be picked up by parents or people entrusted by parents. If parents cannot come to school in time, students concerned will have to rest at school or be sent to nearby hospital for treatment in necessary condition, under no circumstance can the students leave the School alone.
3. Students cannot have hair dyed or coloured, the school will request the parents to pick up their child for such offence, who cannot return to school until such problem is properly handled.
4. Students must wear school uniform to school during non-school days unless school permission granted otherwise.
5. Parents shall read the rules and regulations attached to the handbook carefully. For any queries or problems, please contact our Discipline Team.

Policy of Handling Student Absences

The School hopes all students to focus on studying and not be absent for wilful reasons. For absence from class not only affects one's studies, but also adversely affects socialisation. It is of paramount importance that the School and parents pay joint-effort to cultivate students' habit of going to school on time. The leaves students take are generally categorized as "casual leave" and "sick leave".

I. Casual Leave

Student shall apply to the class teacher in written notification in advance (can be written in the handbook). Leave for personal reason for 2 days or above shall be approved by the class teacher, but the School will not grant approval to leave for reasons such as "travel" or "visiting relatives". All students shall form the habit of going to school on time and avoid random leave.

II. Sick leave

If student asks for a sick leave, the parents shall call the school office before 9:30am, and complete the designated page on handbook to be submitted on the day the student returns to school. Those whose sick leave exceeds 1 day shall attach a medical certificate (medical certificate is mandatory for sick leaves during Uniform Test and Examination).

If the student is absent and does not apply for sick leave in accordance with the above procedure, the School office will call the parents concerned in after 9:30am to verify the reasons for absence.

Sick leave in the afternoon is regarded as early leave. The student shall apply to the school office with the handbook in lunch time and cannot leave the school until receiving school approval. If the student needs to leave early due to illness, the school will call the parents concerned or some entrusted person to take home the student or seek medical attention.

The School summarize the attendance of students every month, if the student is absent for 10 days or more, the School will issue written notification to parents followed by phone call. If the student is absent for 20 days or more, the School will arrange a meeting with parents concerned. If the student is absent for 60 days or more, the student will have to repeat next year. If the student's attendance is below 60% each term, his/her Report Card of that term will not show any grade for "Diligence".

Arrangement of Class Teacher Period

The School emphasizes the cultivation of student's moral value, the 8th lesson of Monday will be designed as either weekly assembly or class teacher period.

Guest speakers will introduce correct moral concepts to students in weekly assembly in the forms of talks, debate, film appreciation and competition to strengthen the awareness of civic education. There will be no prior notification if the weekly assembly ends late and affects the dismissal time. Please contact the School if you have any further questions or problems.

Promoting Good Reading Habit

The School runs series of programmes to promote good reading habit and improve students' language proficiency.

I. Morning reading

From 7:55am to 8:20 am on each Monday, Tuesday and Friday, teachers and students will have a reading session. Friday is for English reading, and some Tuesdays are designed as liberal studies reading in senior form. The students shall prepare the books they like to read, or engage in learning activities as instructed. Apart from completing the "reading journal", students are asked to deliver book sharing in class to boost their speaking skills.

II. English and Chinese reading programme

The Chinese subject uses text books of Kai See Press in junior secondary curriculum and those of Pearson Publisher for senior secondary. Both press houses offer further online reading material for students to improve their reading ability and skill. As online study programme is a general trend, the English subject has set up an online English reading scheme and study platform to help students consolidate their class learning. The exercises developed match to the English class teaching for interdisciplinary English training to improve students' English skill.

III. Extensive reading programme

To promote extensive reading habit, Chinese and English subjects purchase books for students every year while the library has a bountiful stock of books. This year, we are equipped with Hyread electronic library to encourage electronic reading among students. The School also runs regular subscription of newspapers and magazines. Other subjects also introduce on-line reading assignments to enrich reading material for students.

Students shall cultivate good learning attitude and reading habit, actively improve language ability to be well prepared for the future.

Homework Policy

Homework is an integral part of teaching and learning. It is students' duty to hand in homework on time. Teachers will closely monitor over students who do not hand in homework regularly. The Prefect of Studies, counselling teachers or discipline teachers will arrange for a meeting with parents concerned to address such problems.

The followings are the rules and regulations of homework.

- I. Students shall complete homework as the teachers instruct, be aware of tidiness and accuracy, as well as fill in the date and contents page for every piece of homework.
- II. Students shall hand in homework on time. If they forget to bring the homework to school, they shall hand in the homework to the teacher the following day.
- III. After the homework is marked and returned, the students shall do correction as the teachers instruct and keep good order of it or file for revision. If they lose the homework, they shall try to make it up.
- IV. Students shall complete homework as soon as possible, and seek help from classmates or teachers if they meet any problems. Students shall not copy from others.
- V. If students are absent due to illness, they have to hand in the homework within two days after they return to school, and ask the class teacher to delete the record of not handing in homework. If they don't submit in the homework, such record will remain.

- VI. If the student is late, he/she shall hand in the homework during the first recess after returning to school, and ask the class teacher to delete the record of not handing in homework. If they do not hand in on time, the record will remain.
- VII. Students shall take initiative to finish homework and prepare for lessons so as to boost learning effectiveness.

Assessment Policy

- I. The full mark (highest level) and passing mark (passing grade) of the subjects are as follows:

Level and subject	Full mark	Pass mark
S1 to S3		
Chinese, NCS Chinese and English	300	150
Maths, Science, Integrated Humanities (S2)	200	100
Computer, Visual Arts, Music, PE	50	25
Other subjects (including Putonghua, BMVE(Buddhist Moral and Value Education), S1 Life and Society, History, Chinese History; S3 Physics, Chemistry, Biology, History and Geography)	100	50
STEM Education	A	E
S4		
① Core subjects:		
Chinese, NCS Chinese, English, Maths, Liberal Studies	200	100
② Elective subjects:		
Chinese History, Chemistry, Biology, Ethics and Religious Studies, Geography, Physics, Information and Communication Technology, Visual Arts, Economics, M1/M2, Business, Accounting and Finance Studies	100	50
③ Other subjects:		
PE, ASD, BMVE*	100	50

S5 to S6		
① Core subjects:		
Chinese, NCS Chinese, English, Maths, Liberal Studies	200	80
② Elective subjects:		
Chinese History, Chemistry, Biology, Ethics and Religious Studies, Geography, Physics, Information and Communication Technology, Visual Arts, Economics, History, M1/M2, Business, Accounting and Finance Studies, Tourism & Hospitality Studies	100	40
③ Other subjects:		
PE, ASD, BMVE*	100	40

* The grades of PE, ASD, BMVE of senior secondary will be listed on report card, but will not affect the grand average score.

- II. To record students' non-academic performance such as extra-curricular activities, leisure reading and service performance, the School includes "Record of Other Learning Experiences" to the Report Card to let parents understand the students' pertaining to whole person development.
- III. In order for a comprehensive assessment to promote learning performance across the whole term, the Report Card will include scores of coursework assessment, Uniform Tests and Examination, in the proportion of 20%, 20% and 60% respectively. Subjects such as Visual Arts, Music and PE are assessed on cumulative daily basis, and hence the arrangement of assessment may be different. Please ask for details from subject teachers for any queries.
- IV. For the calculation of coursework marks, each subject has different arrangements, which subject teacher will explain to students when school starts. The items included may be quiz, project, reading report, newspaper clipping/comment, learning portfolio, class assessment, experiment performance/report, homework performance, on-line homework, field-trip report, etc.

Personal Data

To offer whole person education, the School will ask parents to provide the students' personal data if necessary. The collected data will only be used in the following situations, including

- I. Contact between school and parents;
- II. Guidance and discipline support for students;
- III. Enrollment with subject and extra-curricular activities;
- IV. School statistics and record; and
- V. matters directly related to school education.

The School will also ask parents to submit students' health record if necessary.

Parents have to ensure the accuracy and integrity of the data. If parent cannot provide the needed data, or provide wrong or incomplete data, the experience rendered by the School to students may be affected.

The personal data of students may need to be handed over to the Education Bureau, HKEAA or other government departments but the School will not pass such data to other agencies or use them for purposes other than the above without parent consent.

Please note that during school activities, the School will take photos and recordings of the students. The photos and recordings will only be used in the School's website, contacts, introduction, and banners, etc.

In addition, the School had installed CCTV for security purposes. The recordings can only be assessed under investigation of any violation of order and the Principal's authorization.

Please contact class teacher if parents want to review or correct personal data or have any further questions or problems about it.

Pay Fees to Settle

- I. According to the policy of the Education Bureau, S1 to S6 students can receive free education. S4 to S6 however need to pay tong fai of \$340 for the whole year. For convenience sake, the school will charge senior secondary students a one-off of \$340. If students drop out, he or she can apply for partial refund of the tong fai.
- II. The handbook and exercise book will be distributed when class resumes, the charge is as follow:

Class	S1ACDE	S1B	S2ACDE	S2B	S3	S3D (NCS)	S4ABC
Charge (HKD)	103.6	93.1	111.1	97.6	103.6	92.1	126.6

Class	S4D	S4E	S5ABC	S5A (NCS)	S5D	S6ABC	S6D
Charge (HKD)	134.7	117.1	113.8	106.3	128.4	104.6	107.9

- III. The charge for printing and equipment maintenance for the school year is \$100.
- IV. For students to prepare photos for the handbook and other certificates, the School will arrange for photograph-shooting service when class resumes, the cost of which is \$10 for 12 photos.
- V. Junior and senior secondary students use different student ID cards. S1 freshmen and S4 students promoted from S3 shall pay \$30 for the new student ID card.
- VI. The Parent Teacher Association is to strengthen cooperation between the School and parents to improve education quality and learning effectiveness. Parents are automatically members of Parent Teacher Association for better communication. The annual fee of Parent Teacher Association is \$100 (if the parents have more than one child studying in the School, they shall fill out an application form for refund with the school office when class resumes). For further queries, please write to the Parent Teacher Association.
- VII. All students are members of Hong Kong Buddhist Youth Group, which receives sponsorship from Buddhist Association. It holds various activities for students with an annual fee of \$1.
- VIII. The Buddhist Youth Center on the 8th floor of the school holds various activities. To encourage S1 to S3 students to become members of the Center, the membership fee after discount is \$20.

Fees of all the items above will be collected upon class resumption. S1 to S3 students will have this amount settled via Electronic Payment System, S4 to S6 students shall pay in cash or by cheque made payable to "The Incorporated Management Committee of Buddhist Wong Fung Ling College". As Electronic Payment System is no more applicable to S4 students or above, parents of S4 need not deposit money into the old account while the remaining balance will be refunded later.

Note: total fee to settle for each class

Class	Tong fai per year (HKD)	Cost of student ID card # (HKD)	Exercise books charge (HKD)	Charge for printing and equipment for maintenance (HKD)	Photograph -shooting cost (HKD)	Reading fund (HKD)	Annual fee of Parent Teacher Association (HKD)	Annual fee of Buddhist Youth Group (HKD)	Annual fee of Buddhist Youth Center (HKD)	Total (HKD)
S1 ACD	-	30	103.6	100	10	80	100	1	20	444.6
S1B	-	30	93.1	100	10	----	100	1	20	354.1
S2 ACD	-	-	111.1	100	10	80	100	1	20	422.1
S2B	-	-	97.6	100	10	----	100	1	20	328.6
S3	-	-	103.6	100	10	80	100	1	20	414.6
S3D NCS	-	-	92.1	100	10	----	100	1	20	323.1
S4 ABC	340	30	126.6	100	10	80	100	1	-	787.6

S4D	340	30	134.7	100	10	80	100	1	-	795.7
S4E	340	30	117.1	100	10	----	100	1	-	698.1
S5 ABC	340	-	113.8	100	10	80	100	1	-	744.8
S5A NCS	340	-	106.3	100	10	----	100	1	-	657.3
S5D	340	-	128.4	100	10	80	100	1	-	759.4
S6 ABC	340	-	104.6	100	10	40	100	1	-	695.6
S6D	340	-	107.9	100	10	40	100	1	-	698.9

S1 freshmen and S4 students promoted from our school shall pay \$30 for the new student ID card.

Support for Needy Students

For allowing equal learning opportunities, the School can help students to apply for bursary (examples are Tzu-Chi Foundation, Grantham Maintenance Grants, Needy Student Supporting Fund by Mr. Ho Tak Sum, Needy Students Admission Subsidy (Funded by Alumni Association) etc.), as Student Activities Support Grant and School-based After-school Learning and Support Programmes. Students can enjoy various extra-curricular activities such as cross-border study tour, adventure, robot making, English class, outdoor learning activity, physics model making, musical instrument class and other music activities.

Timely assistance can be offered only if the School can know about the students' need as early as possible. Please contact Ms. Siu for queries.

Comprehensive School Insurance

The Government takes out a Block Insurance Policy for school, following are the key points of the Insurance Policy.

- I. The Block Insurance Policy (BIP) is a kind of liability insurance to protect the schools against financial losses arising out of their business which results in accidental injury to any persons and employees; and / or accidental loss of or damage to any property.
- II. The students may, under the common law process, claim compensation from the school. It is the court to rule whether compensation is warranted and its amount.
- III. Taking into consideration that there are accidents may have to go through complicated and long common law suit to prove negligence, if any. On the part of the school, the BIP includes a personal accident insurance for Students, providing some financial consolation to Students who suffer from Accidental Death or Permanent Disablement whilst participating in any school activities. The maximum benefit is HK\$200,000 per Student according to scale. But this cover should not be seen as a comprehensive personal insurance coverage.

- IV. If parents wish to have a comprehensive personal insurance coverage for their children, they may acquire it separately at their own costs from any insurance company.

Measures to Cope with Tropical Cyclone and Rainstorm Warnings

The signal of 'tropical cyclone and rainstorm' issued by Hong Kong government is to reduce the chaos caused by tropical cyclone or rainstorm. The School will take the following measures for typhoon and rainstorm signal hoisted. Please make corresponding decision in bad weather to ensure students' safety.

- I. Once the HK Observatory issued typhoon signal no 8 or red/black rainstorm warning and the Education Bureau will announce the suspension of classes before 6am, and students shall stay at home. If relevant information is published between 6am to 8am, students who have not left home can stay at home, students who have left home can stay in safe places or at the School, and return home when the condition is stable.
- II. If the Education Bureau only announces suspension of classes in certain areas, please be aware whether your residence is located in that area. The School is located on Eastern Hospital Road which belongs to Wan Chai District.
- III. Students who cannot return to school or come to school late due to tropical cyclone/rainstorm will not face any punishment.
- IV. Red/Black Rainstorm signal issued during school hours does not imply suspension of classes, and school will finish as scheduled. If Black Rainstorm signal is still in effect after school, all students are required to stay in the School (except for those escorted home by parents). If Red Rainstorm signal is still in effect after school, the School will assess the weather condition according to the information given by the HKO and traffic updates before deciding whether students would be allowed to leave the premise on their own. Such announcement would be made before 4:30 p.m. that day (parents who want to escort their children home should notify the School by phone before 4 p.m.).
- V. The announcement of suspension of classes by Education Bureau does not necessarily apply to public exam. Unless HKEAA announces the cancelation or postponement of public exams, the exam is to be held as scheduled.

Improving Vigilance and Preventing Infectious Disease

According to announcement of Center for Health Protection, some infectious diseases such as swine flu, flu, acute conjunctivitis, hand-foot-and-mouth disease and Enterovirus 71 may occasionally break out in school. The School therefore carries out full-scale sterilization and disinfection of the campus during summer holiday. The School will also ask the staff to take preventive measures to ensure personal and school hygiene. The school would ask the parents to be aware of home hygiene and implement the following measures:

- I. Have temperature check before going to school. If the student has a fever, he/she should not go to school (temperature measurement taken with an oral thermometer shall not be higher than 37.5°C). If ear or anal thermometer is used, as the temperature reading will be 0.5°C higher than that of oral thermometer, the reading of ear thermometer or anal thermometer shall not be higher than 38°C.
- II. Always be aware of students' health condition; please do not go to school if he/she suffers any respiratory tract infection, diarrhea, emesis or hand-foot-and-mouth disease. The student should wear a surgical-mask and seek for medical attention.
- III. Such students should take rests at home and return to school for class or examination in accordance with doctor's advice.
- IV. Please notify the school once the student is ill. The school may need to submit a report and contact information of the student to the Centre for Health Protection if necessary.
- V. If the student is feeling unwell at school, parents concerned need come to pick up the student as soon as possible and seek for medical attention.
- VI. For precaution, please advise your child to:
 - Wash hands with soap before going to school, prevent touching eyes, nose and mouth with hands;
 - Not to share towel or cutlery with others;
 - If she or he develops mild respiratory symptoms, wear a mask to reduce pathogen transmission;
 - Maintain good personal hygiene, carry handkerchief or tissue, cover nose and mouth when sneezing or coughing, wash hands at once and discard the used tissue properly.
- VII. To prevent Dengue fever, the School has arranged to clean the campus and stagnant water and take anti-mosquito measures. Please advise your child to take the measures during class time.

If the student is absent due to illness, the School will try to offer necessary learning support so that his or her learning progress will be not affected.

Effective precaution against infectious diseases is the concerted effort of all parties who need to remain alert for personal hygiene and clean environment. The school wishes to solicit for support from parents to make possible a satisfactory level of home hygiene which is of paramount importance to student's health. Parents should also remind student to maintain good personal hygiene and adopt all measure to prevent infectious diseases.

Information about Guidelines for Handling Complaints

To ensure a proper handling of enquiries, complaints and suggestions, the School has joined the Project initiated by Education Bureau on Enhancement of Complaint Management in Schools, and has drafted, in accordance with the relevant guidelines issued by the Education Bureau, the school-based Guidelines for Handling Complaints which stipulate the handling mechanism and procedures. These efforts are put forth with the purpose of raising effectiveness in the handling of complaints and enhancing communication between parents and the School. You are cordially invited to visit the 「About us」 web page in the School website for more details.

