

中華基督教會灣仔堂基道小學

CCC Wanchai Church Kei To Primary School

Parents Handbook

家長手冊



2026-2027

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School Introduction

School Vision

Nurturing Lives, Witnessing God's love.

School Goals

We provide students with a balanced and high-quality Christian education that emphasizing on six key areas including spiritual, moral, intellectual, physical, social, and aesthetic development.

School Mission

- We uphold biblical principles and Christian beliefs, implementing the spirit of church ministry through education.
- We provide quality education for children and adolescents to cultivate their talents.
- We are dedicated to inspiring students' potential, fostering their holistic growth, and nurturing their morality and spirituality.
- We nurture students to become good citizens who contribute to our society and our country.

School Background

Our school is a Christian whole-day aided primary school and founded by Chinese Christian Church Wai Chai Church in 1968.

A. School Affairs

1. School Hours & Dismissal Arrangements

Whole-day Timetable

Day	Monday-Thursday	Friday
School Hours	8:00 a.m. – 3:15 p.m.	8:00 a.m. – 2:05 p.m.

- 1.1 School gates open at 7:40 a.m. daily.
- 1.2 On rainy days, seats are provided in the small campus for students to tidy uniforms and footwear before entering the school campus.
- 1.3 School may end early on test/examination days, post-exam activity days or special event days.
Please pay attention to school notices.
- 1.4 Dismissal Arrangements:
 - Parent pick-up queue: Parents wait at the playground designated area.
 - Self-dismissal queue: Teachers guide students to cross the roads following the traffic-lights.
- 1.5 Emergency Dismissal
 - Arrangements for class suspension ordered by the Education Bureau during school hours due to Tropical Cyclone Warning Signal No. 8 or above, Red or Black Rainstorm Warning Signal, or other emergencies.
 - P.1-P.3 students MUST be picked up by parents.

Remarks:

- If parents arrive after dismissal, please pick up your child at Room 302.
- Written application from parents is required for any change to student dismissal arrangements.

2. Leave Application Guidelines

- 2.1 For personal leave, parents shall fill in reasons and sign on the Leave Record Form (Student Handbook P.79) to inform the class teacher. Leave is granted only upon school approval.
- 2.2 For sick leave, parents must call the school before school commences on the sick day. Upon the student's return, a medical certificate together with a parent's signature on the Leave Record Form (Student Handbook P.79) is required.
- 2.3 For personal leave when a student returns to school later on the same day, parents should complete and sign on the Leave Record Form (Student Handbook P.79) in the student handbook and submit it to the class teacher for approval before leave is granted.
- 2.4 For leave of 3 consecutive school days or more, apart from the Leave Record Form (Student Handbook P.79), a supporting medical certificate is required.
- 2.5 Absence without approved leave counts as truancy.

Our school discourages parents applying for absence for family travel during school days (including activity days). Students shall cherish every school day. Such applications may be rejected, and absence will be recorded as truancy.

3. Emergency Arrangements under Severe Weather

- 3.1 Under Strong Wind Signal No. 3 or Amber Rainstorm Warning Signal, students should attend school as usual.
- 3.2 Before school hours: If Red or Black Rainstorm Warning is issued before or on the way to school (whole-day and Morning-session schools: 5:30 a.m.-8:00 a.m. Afternoon-session schools: 10:30 a.m.-1:00 p.m.), students do not need to attend school. Students who have not left for school should stay home; those who are on the way to school should decide whether to proceed based on the rain, road, slope, or traffic conditions; and those who have already arrived at school should stay in school until conditions are safe for them to return home. The school will remain open and implement contingency measures to look after students who have arrived at school.
- 3.3 During school hours: If Red or Black Rainstorm Warning is issued during lessons (Whole-day and Morning-session schools: 8:00 a.m. or thereafter Afternoon-session schools: 1:00 p.m. or thereafter), lessons continue until normal dismissal time. Students are released only when conditions are safe. Parents need not rush to school to pick up their children.
- 3.4 If Signal 8 or above Tropical Cyclone Warning is hoisted during school hours, school premises remain open. Parents may come to pick up their children.

B. Learning & Teaching

1. Curriculum Features

- 1.1 Cross Curriculum Theme-based Learning (P.1-P.6), Integrated Lessons, Personal Growth Lessons, Project-based Learning (P.1-P.6).
- 1.2 Putonghua as the medium of instruction for Chinese (Reading strand) is implemented in P.1-3, English PLP-R/W Scheme (P.1–P.3) and DTS Programme (P.4–P.6).
- 1.3 Outdoor learning for all grades: Civic Education Resource Centre, museums, environmental resource centres, parks etc.
- 1.4 Overseas learning activities, service-learning & P.6 Educational Camp.
- 1.5 Life-and-values education, National Education (including National Security Education).
- 1.6 Chinese Reading Lessons & English Reading Lessons (P.1-P.6).
- 1.7 Life planning education for P.4-P.6.



2. School-based Homework Policy

2.1 Homework Design Principles

- 2.1.1 Align with school major concerns and curriculum content with clear learning objectives.
- 2.1.2 Homework categories vary by subject and content, with an appropriate workload arranged according to actual teaching progress.
- 2.1.3 Objectives and requirements shall be achievable for students; neither overly difficult nor overly simple.
- 2.1.4 Avoid excessive writing, rote memorization and repetitive drills.
- 2.1.5 Assign challenging tasks to stimulate motivation, critical thinking and higher-order thinking skills.
- 2.1.6 Help students plan and regulate their own learning and build good learning habits.
- 2.1.7 Cultivate students' reading habits.
- 2.1.8 Diversified homework formats encourage students to utilize different learning resources such as the internet, libraries, and e-learning platforms to develop self-directed learning and enquiry skills.
- 2.1.9 Teachers may adjust homework difficulty / quantity to cater for students' diverse learning needs.
- 2.1.10 Home-school communication and collaboration.

Full details are available on the school website.

2.1.11 Homework Abbreviation Form

Subject	Homework Type	Handbook Abbreviation	Meaning
Chinese	Chinese Homework	作 (一)	Homework (Chapter 1)
	Vocabulary / Sentence Making	詞 (二) 12 個/ 造 (三) 2 句	Vocabulary (Chapter 2) <u>12</u> vocabularies <u>12</u> lines (2-3 words per line) / Sentence (Chapter 3) Make 2 sentences
	Recitation (Paragraph)	背 (一) 第__段	Recite Paragraph __ of Chapter 1
	Dictation	4/1 中默(三)(6)(7)	4 Jan:(3 rd) Chinese Dictation: Chapter 6-7
	Correction and Signature	考/測/默改簽	Correct exam/test/dictation and sign
	Supplementary Exercise/Classification Exercise/HKAT/TSA	補 P.1-2/分類 P.2-3/ HKAT P.1-2/TSA P.2-3	Supplementary exercise P.1-2 / Classification exercise P.2-3/ HKAT P.1-2/TSA P.2-3
	Self-directed learning (P.1-P.6)	自習 (一)	Self-directed learning and explaining the vocabulary for Lesson 1, drafting comprehension questions on the text, creating mind maps, searching for information, summarizing paragraph main ideas, taking notes, completing extended exercises, etc.
	Writing	作文 (一)	Complete the 1 st Chinese Writing
	Classical Chinese Texts	背詩 P.3	Recite the poem on P.3
	Revision Worksheet (P.1-2)	溫工 (一)	Complete the revision worksheet
	Happy Reading Garden	快閱	Online Happy Reading Garden
	Calligraphy	習字四頁	4 pages of Chinese calligraphy practice
English	Textbook	TB P.1-2	English Textbook P.1-2
	Grammar	GR P.1-2	Grammar P.1-2
	Grammar Booster	GB P.1-2	Grammar Booster P.1-2
	Workbook	WB P.1-2	Workbook P.1-2
	Penmanship	Pen (Dict Part A x3)	Penmanship Copy Dictation Scope -Part A 3 times
	Reading (Highlights/ Book Bag)	HL/Book Bag	Read Highlights E-book / Read assigned books in the Book Bag
	Dictation/ GR/ PW/ RB/ GE Workbook / RaC/ FA Corrections	Dict/GR/ PW/RB/GEB/ WB/RaC/FA Corr	Correct Dictation/ Grammar/ Process Writing / Reading Booklet/GE Booklet/ Reading across Curriculum Booklet / Formative Assessment
	Dictation	2/6 Dict Ch.3	Dictation on Chapter 3 on 2 nd June
	Handwriting (only for P.3 students)	HW P.1	(only for P.3 students) Handwriting P.1
	JumpStart (for P.2-4 students)	JS P.1-3	JumpStart Reading Exercise P.1-3
	HKAT Exercise (for P.5-6 students)	HKAT P.1-2/HKAT1	HKAT P.1-2/ HKAT Mock1
	Worksheets (Follow- up. GE Revision etc)	WS P.1-3	Worksheet P.1-3
	Reading across Curriculum Booklet	RaC P.5	Reading across Curriculum Booklet P.5
	Reading Booklet	RB P.5	Reading Booklet P.5

	Process Writing	PW P.5	Process Writing P.5
	Life-wide Learning Booklet	LWL P.5	Life-wide Learning Booklet P.5
	Formative Assessment	FA(5)(27/3 Ch 3)	Formative Assessment (5) (27/3 Ch 3)
	General English Booklet	GEB P.5	General English Booklet P.5
	Work Bank	Work Bank	Work Bank for self-learning
	Notebook	NB	Organize Notes
Mathematics	Textbook	書 P.2-3	Mathematics Textbook P.2-3
	Textbook Exercise	練習 7 (6-10) / EX7(6-10)	Textbook Exercise 7 (Exercise:6-10)
	Workbook	作 3/作單練二	Workbook Chapter 3 / Workbook Exercise 2
	Worksheet	工/工 3/ 工作紙 P.5-6	Worksheet/ Worksheet 3/Worksheet P.5-6
	Supplementary Exercise	補 4/補 P.14-15	Supplementary Exercise Chapter 4 / P.14-15
General Studies/ Humanities/ Science	Textbook	書 P.2-3	Textbook P.2-3
	Workbook	作 1/作單一	Workbook Chapter 1 /Workbook Unit Exercise Gas Station 1
	Supplementary Exercise (only for General Studies)	補工	Worksheets printed by school
	Textbook	專冊 P.2-4	Project Learning Booklet P.2-4
	Notebook	筆記(二)P.13(時間線)	Use a timeline to organize content of Textbook P.13
	Revision Worksheet/Revision Notebook (only science)	溫筆(上考)	Revision before the first term exam
	Scientific Inquiry Activity Book	科探冊 1	Sci-Inquiry Activity Book Chapter 1
	Others: collection, painting, clipping, design, etc. (Varies by grades)		
Bible studies	Activity Book	作 1	Activity Workbook 1
	Copy and recite Bible sentences	抄背金句 1	Copy key quotes on Activity Book and recite (Chapter 1)
Putonghua	Putonghua	補工/語工	Complete supplementary worksheet / phonetics worksheet
	Revision Worksheet	溫筆(上考)	Revision before the first term exam
	Homework	作(1)	Workbook Chapter 1
	ChineseRD	中文路×1	One exercise in ChineseRD
PE	Notebook	筆記 P.1-2	Notebook P.1-2
	Worksheet	工(1)	Worksheet (1)
Library	Worksheet	工 P.1-2	Worksheet P.1-2
	Activity Book	冊 P.1-2/ 報告/生詞	Activity Book P.1-2 / Report / Vocabulary
Various online homework	Padlet / Google Form / Listening / Reading/ Speaking / “Flipped Classroom” Exercise / Google Classroom / STAR	Padlet / GF / 聆聽 / 朗讀 / 說話 / 「翻轉教室」練習/ GC/STAR	Complete related online tasks

3. Project-based Learning

3.1 a. Humanities

- Project-based Learning serves as one mode of diversified assessment.
- P.1-P.2 One individual project per academic year, counting for 50 % of one diversified-assessment score.
- P.4-P.5 One individual project per academic year, counting for 10 % of one diversified-assessment score. P.5 students complete one group project in the second term; group project does NOT count towards test/exams marks.

b. General Studies

- Project-learning contributes to examination results.
- P.3 One individual project per academic year, counting for 10 % of second-term General Studies examination score.
- P.6 One individual + one group project per academic year. Individual project counts for 10 % of first-term General Studies examination score; group project carries no examination weighting.

3.2 Parents' Role

Most project work is completed in school. Parents are encouraged to support their children as facilitators by helping them schedule progress and collect information. Parents should avoid over-involvement and offer advice only, without completing tasks like cutting, coloring, drawing, or writing for them. If excessive parental help is detected, teachers may request a redo or deduct marks accordingly.

4. Assessment Policy

One test and two examinations per academic year (except P.1 first term), 1 Exam in the first term; 1 Test and 1 Exam in the second term. Oral-assessment subjects (Speaking, Music, PE, Putonghua, IT etc.) are assessed 1-2 weeks before written papers or on exam days.

Test & Examination Regulations

1. Subjects assessed one to two weeks before written examinations:
 - ◆ Chinese: Oral
 - ◆ English: Oral
 - ◆ Putonghua: Oral
 - ◆ Music (P.1-P.6): Singing; Sight-reading (P.2-6 first term Exam); Recorder (P.3-P.6)
 - ◆ PE: Practical skills & physical fitness
 - ◆ Visual Arts: Artwork
 - ◆ Information Technology: Practical tasks and written paper

*P.1 first term has no formal tests / exams; learning outcomes are assessed by formative assessment (scores for reference only).
2. One regular in-term Chinese dictation and one English dictation will be selected as test marks for the respective term.
3. General Studies (P.3 and P.6)

P.3 students are required to complete one individual project during the academic year, with the score counting towards the second term General Studies examination results (accounting for 10%); P.6 students are required to complete one individual project and one group project throughout the year. The score of the individual project will also be included in the first term General Studies examination results (accounting for 10%), while the group project will not count towards the examination marks.
4. Humanities (P.1, P.2, P.4 and P.5)
 - Two diversified assessments per assessment period, six in total per school year.
 - Assessment methods include information collection, learning portfolio records, drawing, students' work and project presentations.
 - P.1-P.2: Each diversified assessment counts for 50 % of the assessment period mark; no summative assessment (test/exams).
 - P.4: Each diversified assessment counts for 20 % (total 40 %); summative assessment accounts for 60 % per assessment period.
 - P.5: Each diversified assessment counts for 10 % (total 20 %); summative assessment accounts for 80 % per assessment period.
5. Science (P.1, P.2, P.4 and P.5)
 - Two diversified assessments per assessment period, six in total per school year.
 - Assessment methods include information collection, learning portfolio records, drawing, students' work and project presentations.
 - P.1-P.2: Each diversified assessment counts for 50 % of the assessment-period mark; no summative assessment (test/exams).

- P.4: Each diversified assessment counts for 20 % (total 40 %). Summative assessment accounts for 60 % per assessment period.
 - P.5: Each diversified assessment counts for 10 % (total 20 %). Summative assessment accounts for 80 % per assessment period.
6. Exam papers will be returned after assessment. All P.5-P.6 SSPA papers are only reviewed in-class and NOT sent home.
7. Late arrival, absence and supplementary exams
- To ensure fairness in the test and examinations, students absent due to illness must present a medical certificate, and parents must apply to the school in writing for a supplementary examination.
 - Students who are late for more than 15 minutes will not be allowed to take the assessment for that session. Parents may apply in writing to the school for a make-up examination.
 - Once listening examinations (Chinese, English, Putonghua, Music) have commenced, students will not be allowed to enter the classroom for the assessment. Parents may apply in writing to the school for a make-up examination.
 - Applications for make-up examinations made via the “School and Parent Communication Column” in the student handbook will not be accepted. Therefore, parents must submit a formal written application to the school.
 - No marks will be deducted for results obtained in school-approved make-up examinations. If parents fail to apply to the school for a make-up examination, the student will be regarded as absent, and it will be recorded on the report card.
 - Students absent for two days or more during the test/exam period will be exempted from the entire subject examination. In addition, if absent students fail to take the make-up exam within the designated make-up period (the school-designated make-up day / the two school days following the exam period), the subject from which they were absent will be granted exemption.
8. Examination misconduct
- Students found cheating will receive disciplinary penalties from Student Development Team, with a 25% deduction of marks for the exam. A 5% deduction will apply to students who answer beyond the permitted examination time.
 - If a candidate’s misconduct disrupts the examination, the student may be required to stop taking the exam in serious cases.
9. Mathematics assessments cover knowledge from current and previous school years. Please keep textbooks from prior grades for revision.
10. Students failing overall average mark and Chinese, English, and Mathematics in the 2nd term will be subject to conditional promotion or grade repetition in the next school year. If performance does not show significant progress during conditional promotion, repetition may be arranged.
11. P.6 students who fail the annual overall average and Chinese / English / Mathematics, or attain conduct grade D or below, will only receive a certificate of attendance.

Subject Assessment Weighting Table

Subject	Components	Test	Exam / Scaling Exam	Scaling-subject Weighting
Chinese	Language Knowledge & Reading	60 %	40 %	200 %
	Writing	30 %	30 %	
	Dictation	10 %	10 %	
	Listening	—	10 %	
	Speaking	—	10 %	
English	Grammar, Reading & Writing	90 %	70 %	200 %
	Dictation	10 %	10 %	
	Listening	—	10 %	
	Speaking	—	10 %	
Mathematics	Written Paper	100 %	100 %	200 %
General Studies	(P.3,6 tests, P.3 first-term exam, P.6 second-term exam) Written Paper	100 %	100 %	200 %
	(P.3 second-term exam, P.6 first-term exam) Written Paper + Individual Project	—	90 % / 10 %	
Humanities (P.1-2)	Diversified Assessment (100 %)	—	—	100 %
Humanities (P.4)	Written Paper / Diversified Assessment	60 % / 40 %	60 % / 40 %	100 %
Humanities (P.5)	Written Paper / Diversified Assessment	80 % / 20 %	80 % / 20 %	100 %
Science (P.1-2)	Diversified Assessment (100 %)	—	—	100 %
Science (P.4)	Written Paper / Diversified Assessment	60 % / 40 %	60 % / 40 %	100 %
Science (P.5)	Written Paper / Diversified Assessment	80 % / 20 %	80 % / 20 %	100 %
Putonghua (P.1-3)	Written (phonetics) / Listening / Oral	—	20 % / 30 % / 50 %	100 %
Putonghua (P.4-6)	Written (phonetics) / Listening / Oral	—	30 % / 30 % / 40 %	100 %
Bible Studies	Written Paper	—	100 %	100 %
Music	(P.1 second-term exam, P.2-5 first-term exams and P.2 second-term exam) Singing / Sight-reading (1st term) / Listening (2nd term)	—	70 % / 30 %	*Grade only
Music	(P.3-6 second-term exams, P.6 first-term exam) Singing / Recorder / Sight-reading(1st term/SSPA) / Listening (2 nd term/SSPA)	—	50 % / 20 % / 30 %	* Grade only
Visual Arts	Artworks	—	100 %	* Grade only
PE (P.1-3, P.6)	Skills / Physical Fitness / Attitude	—	40 % / 30 % / 30 %	* Grade only
PE (P.4-5)	Knowledge / Skills / Physical Fitness / Attitude	—	10 % / 40 % / 40 % / 10 %	* Grade only
IT	Written Paper / Practical Tasks	—	30 % / 70 %	* Grade only

*Music and Visual Arts marks must be submitted for P.5 and P.6 SSPA.

*Bible Studies marks for all levels will no longer be submitted starting from the 2025–2026 academic year.

*PE, Humanities, and Science marks for P.5 will be submitted starting from the 2026–2027 academic year.

5. Report Cards and Merit-Demerit Records

5.1 Report Card

5.1.1 One test and two exams each academic year.

5.1.2 Subjects are reported by grade. Class rank and grade rank are shown on academic report.

5.2 Merit-Demerit Records

5.2.1 Merit-demerit records are shown on academic report.

5.2.2 Recorded items are divided into two categories: Service and Rewards/Penalties.

5.3 Recording Principles

Service-related entries

5.3.1 Class monitors, prefects and student helpers receive service records.

5.3.2 Participation in student-leadership programmes and uniform groups will be recorded.

5.3.3 Representing school in external competitions (e.g. Speech Festival, Music Festival, STREAM competitions) will be recorded.

5.3.4 Award List

Award	Frequency	Quota of Awards
1. P.6 Academic Award (Annual)	Once per school year	3 per class
2. P.6 Conduct Award (Annual)	Once per school year	1 per class
3. Academic Award	Once per term	3 per class
4. Conduct Award	Once per term	1 per class
5. Service Award	Once per term	2 per class
6. Most Improved Academic Award	Once per school year	1 per class
7. Small Group Teaching Most Improved Award	Once per school year	1 per form
8. Small Group Teaching Outstanding Subject Performance Award	Once per term	1 per form
9. Chinese Subject Excellence Award	Once per term	1 per class
10. English Subject Excellence Award	Once per term	1 per class
11. Mathematics Subject Excellence Award	Once per term	1 per class
12. GS / Humanities / Science Subject Excellence Award	Once per term	1 per class
13. Bible Studies Excellence Award	Once per term	1 per class
14. Putonghua Excellence Award	Once per term	1 per class
15. Most Promising Athlete	Once per school year	1 boy, 1 girl
16. Prefect Service Award	Once per school year	6 students
17. Overall Outstanding Academic Achievement Award	Once per school year	3 per form
18. Scholarship	Once per school year	Over10 recipients
19. Outstanding Artistic Performance Award (PTA)	Once per school year	10 recipients
20. Christ's Little Soldiers (Yau Ma Tei Keito Church)	Once per school year	3 recipients
21. Outstanding Creative Performance Award	Once per school year	1 recipient
22. Outstanding Service Performance Award	Once per school year	1 recipient

* Recipients of academic awards must obtain passing grades in Chinese, English, and Mathematics; otherwise, their award eligibility will be disqualified.

* P.1 first-term awards: only Conduct Award and Service Award are issued.

C. Student Development

1. Values Education

Morning Assembly Timetable (P.1-P.3)

	Mon	Tue	Wed	Thu	Fri
Morning Assembly	Flag-raising Ceremony and Speech under the National Flag	Class Administration	Religious Assembly (Hymns & Message)	Martial Arts Drill/Class Administration	Values-focused Morning Assembly
Venue	Hall	Classroom	Hall	Hall / Classroom	Hall

Morning Assembly Timetable (P.4-P.6)

	Mon	Tue	Wed	Thu	Fri
Morning Assembly	Flag-raising Ceremony and Speech under the National Flag	Religious Assembly (Hymns & Message)	Class Administration	Martial Arts Drill / Class Administration	Values-focused Morning Assembly
Venue	Hall	Hall	Classroom	Hall / Classroom	Hall

2. Student Uniform and Grooming

2.1 Uniform

- Students must wear official school uniform.
- Wear full school uniform according to timetable. For PE lessons: sports uniform, plain white short socks (no lace / brand logos), all-white sports shoes.
- School uniform is required for school-organized activities on non-school days (except Sunday School).
- Girls' skirts must reach knee-length. Boys can wear black belts.
- In summer, students must wear white underclothing; in winter, students may wear plain-coloured underclothing.
- In summer, all students wear plain black short socks (no lace / logos). Winter: girls may wear black knee-high socks or tights.
- When temperature drops to 12 °C or below: plain-coloured warm outer jackets are permitted. Girls may wear black long trousers or winter sports uniform.

2.2 Hairstyle & Accessories

- Hair must be kept clean and neatly trimmed; non-standard hairstyles are forbidden. Boys are not allowed to perm their hair, and girls with hair touching or past the shoulders must tie it back.
- Hair accessories worn by girls should mainly be dark blue or black. Matching should be simple, and conspicuous or exaggerated hair ornaments are not permitted.
- Wearing bracelets or accessories is not allowed. Students in P.3 or above may apply to wear an electronic watch, provided that a parent's letter stating the reason is submitted to the class teacher. The class teacher will notify the student upon approval.
- The school does not encourage ear piercing. Boys are not allowed to wear earrings; girls may only wear a pair of small gold hoops, gold studs, or simple coloured stone studs.
- Fingernails must be kept trimmed regularly, and nail polish is not allowed.
- If students need to wear glasses, plain and simple styles should be chosen.

2.3 Uniform Inspection

- Periodic whole-school uniform checks will be conducted. Non-compliance cases will be referred to class teacher / Student Development Team for parent follow-up. Repeated violations will be treated as disciplinary offences.

3. Merits and Demerits

3.1 Merit & Minor Merit

- Full-term submission of homework, zero absence and zero late arrivals: 1 Merit.
 - Representing school in external competitions: 1 Merit.
 - Representing school in external competitions with outstanding results: 1 Merit.
 - Acts of kindness, helpfulness and exemplary conduct: nominated by subject / class teacher and approved by Student Development Team → 1 Merit.
 - Excellent performance as a prefect / student helper: 1 Merit.
- ※ 3 Merits = 1 Minor Merit; 3 Minor Merits = 1 Major Merit.

3.2 Demerits & Minor Demerits

- 10 instances of missing homework (physical or e-homework): 1 Demerit.
- 5 late arrivals: 1 Demerit; 15 late arrivals: 1 Minor Demerit.
- (Exception: If parents provide a reasonable written explanation with supporting proof to the Principal on the next day, the Principal may waive the lateness from counting towards a “Lateness Demerit”. Nevertheless, the lateness will remain on record and be shown on the report card, disallowing the student from receiving a full merit.)
- The following offences may incur 1 Demerit or 1 Minor Demerit:
 - -Truancy (unauthorized absence)
 - -Vandalism of school property
 - -Conduct harming school reputation outside campus
 - -Using school name for events / activities without official consent
 - -Theft / shop-lifting
 - -Altering handbook marks, exercise books marks or teacher comments
 - Examination cheating, forging parent signatures
 - Disruptive classroom behavior
 - Disrespect towards teaching staff
- Bullying-related offences may incur 1 Demerit or 1 Minor Demerit:
 - Fights
 - Verbal bullying / foul language
 - Abuse of position of authority
- Violations of National Security-related legislation may incur 1 Minor Demerit or 1 Major Demerit.

※ 3 Demerits = 1 Minor Demerit; 3 Minor Demerits = 1 Major Demerit.

※ Merits and demerits cannot offset each other.

D. Student Affairs

1. Lunch Arrangements

1.1 Ordering lunch from the supplier

- 1.1.1 The supplier provides lunch boxes for students who order in advance. Lunch ordering is calculated on a monthly basis, and orders for individual days are not accepted.
- 1.1.2 If a student withdraws halfway through, paid fees are non-refundable.
- 1.1.3 The supplier prepares a small number of spare meal boxes daily for walk-in retail sales, available on a first-come, first-served basis while stocks last.

1.2 Students bringing own lunches

- 1.2.1 Self-prepared lunches should be healthy, simple, and convenient.
- 1.2.2 No hot soup, hot congee or hot noodle soup for safety reasons.
- 1.2.3 Use food containers with plastic or stainless-steel inner liners for safety reasons.
- 1.2.4 Students shall take all food containers home for cleaning after lunch.

1.3 Parents delivering lunch to school

- 1.3.1 Parents can deliver lunch via Reclamation Street between 12:25 p.m.-12:45 p.m. and place the lunch boxes or food containers into designated plastic boxes in the playground. School staff will distribute meals to classrooms.
- 1.3.2 Please leave the campus promptly after delivery and avoid lingering to prevent disruption to student PE activities.

2. Student Health Service & Dental Care

Every school year, the school joins the “Student Health Service” and “School Dental Care Service” offered by the Department of Health.

General Reminders

1. Online Student Profile Book

An online “Student Profile Portfolio” can be prepared for your child to store important documents and information, including report cards, merit certificates, awards, activity photos, etc.

2. Opening a bank account

Open a bank account for fee payment by cheque.

3. Daily preparation and reminders

3.1 Refer to school calendar for holidays, assessment dates and special events.

3.2 Read and sign student handbook and all school notices promptly.

3.3 Pack the schoolbag according to timetable; bring student handbook every school day.

3.4 Stationery items: pencil, 18 cm ruler, eraser, blue / red ball-point pen, colour pencil, handkerchief or tissue paper.

3.5 Mark personal belongings and jackets with student name and class. Seal cash for payment and write down amount. Do not bring over HK\$30 cash to school unless required.

3.6 Visual Arts lesson kit: drawing mat (not newspaper), oil pastels (ordered via school), round-tip scissor, glue, white glue, apron, art-sleeve protectors, visual-arts notebook, damp towel in container.

3.7 Lunch-set items: plastic table mat, cutlery, two damp towels (for hand-wiping and table-wiping).

4. One Sport, One Art for All

Students are encouraged to take at least one sports activity and one arts activity outside class to foster whole-person development. Students report their participation at the end of the school year. A certificate will be awarded for sustained participation. This record is also used for assessing the Outstanding Artistic Performance Award.

5. Reading Incentive Scheme

Our school has always been committed to promoting a reading culture. In addition to central library lessons and classroom library periods, we also run a school-based Reading Award Scheme. The school encourages students to apply for a public library card, and parents are kindly requested to take their children to a public library to apply for one.

6. Information Technology Education

- 6.1 Since 2021, our school has been recognized as a Google Reference School — the first and only subsidized primary school in Hong Kong with this recognition, awarded for outstanding educational technology deployment.
- 6.2 Apart from weekly IT classes, teachers often use Information Technology to support teaching across different subjects.
- 6.3 Google Classroom is adopted as the core e learning platform. Parents are advised to prepare compatible digital devices for home online learning.
- 6.4 Parents are encouraged to participate in various courses or parent-child workshops with their children, so that Information Technology can effectively unlock students' learning potential while fostering proper and effective attitudes towards the use of electronic products.

7. Replacement of lost report-card documents

- 7.1 Please safely keep all report cards and certificates of your child for each academic year.
- 7.2 Written application plus HK\$35 administrative fee per item is required for replacement of lost report-cards or merit-demerit transcripts.
- 7.3 Certificates cannot be re-issued.

8. Procedures for Applying for a Recommendation Letter for Secondary School Admission

(Applicable only to DSS or private secondary school applications)

- 8.1 Submit an application letter together with the student's online profile book.
- 8.2 Eligibility criteria:
 - * Conduct: grade B+ or above
 - * Overall academic performance at upper-middle level (P.5 second-term / P.6 all terms)
 - * Pass Chinese / English / Mathematics OR outstanding arts/sports achievements(Note: Based on latest available report card grades.)
- 8.3 Please allow seven working days for our school to process the letter.

9. eClass Campus Management System

Our school uses the “Class System” for student attendance, library borrowing, and fee collection. Students must carry their eClass Smart Card daily. Parents should install the “eClass Parent App” and “AlipayHK” app to view attendance/payment records, receive e-notices, and pay online. Please check e-notices regularly for updates. A written request and a \$40 fee are required for card replacement.

10. Religious Activities

Our school is a Christian aided primary school. One of our missions is to uphold biblical principles and Christian beliefs and realize the church’s spirit of evangelism and service through school education. Through activities including religious morning assemblies, Bible Studies lessons, Religious Week and the P.6 Educational Camp, the school actively promotes life education, fosters positive values among students and encourages them to live out the spirit of Christ.

Our school respects the diverse religious beliefs of different families and attaches great importance to the holistic development of every student. All students are therefore required to take part in the school’s religious activities. This enables them to engage fully in campus life, build character and spirituality, and grow up healthily.

11. For security purposes, closed-circuit television (CCTV) systems have been installed within the school premises. Our school will strictly hold, handle, and use the surveillance records to protect personal data privacy.

12. Classroom video recording may take place for teacher professional development, lesson observations and pedagogical sharing.

13. Our school respects personal data privacy and undertakes to strictly comply with all relevant provisions of the Personal Data (Privacy) Ordinance in the collection, use, retention, disclosure and transfer of any person’s personal data. The family-related communication records of students held by our school are mainly used for communication and contact, follow-up or response to school-related matters, data statistics and submission of returns to the Education Bureau. Our school will use students’ family personal data only for the purposes stated at the time of data collection.

14. Student photos taken with parental consent may be published on school websites, social-media channels and teaching materials.
15. Student learning-platform login instructions are printed in the student handbook.

Note: This handbook is distributed once per family upon admission. Please keep it safely.

Warm Reminder:

To help students build responsibility, students must check their own homework and bring all necessary supplies to school. Delivering forgotten items to school creates dependency in children; therefore, we will not accept or forward homework or items to students from parents. Thank you for your cooperation.