



## Parent Handbook 2024-2025

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## 1. School Affairs

### 1.1 School Operating Schedule and Procedures

#### 1.1.1 Commencement of the new academic year

The school hours during the first three school days of September will be from 8:20 a.m. to 11:10 a.m.

#### 1.1.2 Normal school hours

The normal school hours, i.e. 8:20 a.m.- 3:45 p.m. (whole day) will take effect from the fourth school day onwards.

#### 1.1.3 Student name-tag

At the outset, each P.1 student will be provided with a name-tag for easy identification. You should remind your children of the need to carry and display their own name-tags every day at school.

### 1.2 Weather Related Occurrences and Contingency Measures

#### 1.2.1 Guidelines for tropical cyclones and heavy persistent rain

Parents should listen to radio or television announcements released by the EDB or the Observatory on weather, road and traffic conditions, and the special arrangements invoked after 5:30 a.m.

Period	Weather Conditions	Contingency Measures
Before School Begins	Tropical Cyclone Warning Signal Pre No. 8 / No. 8 or above	1. School will be closed. 2. Tests and examinations will be postponed.
	RED or BLACK Rainstorm Warning Signal	1. School will be closed. 2. Tests and examinations will be postponed.
During school session	Tropical Cyclone Warning Signal Pre No.8 / No. 8 or above	1. Classes will be suspended immediately for the rest of the day. 2. Students picked up by parents should contact their parents to make immediate arrangements. 3. Students taking the school bus should contact their parents. 4. Other students should go home immediately.
	RED or BLACK Rainstorm Warning Signal	1. School will continue until conditions are safe for students to return home. 2. Parents may make arrangements to pick up students from school in person or at an appropriate time.

## 1.2.2 Closure of school

### 1.2.2.1 Closure of schools in individual districts

- 1.2.2.1.1 In exceptional circumstances, the Education Bureau (EDB) may announce the closure of schools in only one or just a few districts.
- 1.2.2.1.2 Students living in these districts should not go to school. Schools will use their discretion to give allowance to affected students for lateness or absence from school on the day when inclement weather or flooding occurs.

### 1.2.2.2 Closure of individual schools

- 1.2.2.2.1 If the school is affected by weather, traffic, road safety, etc., it will temporarily close, and the school will communicate this information through the Education Bureau or ClassDojo. (please refer to appendix "ClassDojo Usage Guidelines")
- 1.2.2.2.2 In the event of special circumstances, such as an outbreak of influenza, the school will suspend classes for a period of time as required by the Education Bureau. The school will communicate this information through the Education Bureau or ClassDojo.

## 1.2.3 Guidelines for Air Quality Health Index (AQHI)

- 1.2.3.1 In accordance with the Air Quality Health Index (AQHI), released daily by the Environmental Protection Department; an emergency plan will be launched if the index reaches High (7), Very High (8-10) and Serious (10+).

Index	Emergency Plans
7 High	<ul style="list-style-type: none"><li>1. All school activities and PE lessons will carry on as usual.</li><li>2. The intensity and duration of the activities will be at a moderate level.</li><li>3. Students are advised to reduce outdoor physical exertion, and to reduce the time staying outdoors, especially in areas with heavy traffic.</li><li>4. Teachers may suspend the whole activity if necessary.</li></ul>
8-10 Very High	<ul style="list-style-type: none"><li>1. All school activities and PE lessons will carry on as usual.</li><li>2. The intensity and duration of the activities will be at a moderate-to-low level.</li><li>3. Students are advised to reduce outdoor physical exertion, and the time staying outdoors to a minimum, especially in areas with heavy traffic.</li><li>4. Teachers may suspend the whole activity if necessary.</li></ul>
10+ Serious	<ul style="list-style-type: none"><li>1. All PE lessons, physical and outdoor activities will be suspended.</li><li>2. PE theory and knowledge lessons will be taught in the classrooms.</li><li>3. All students will stay in the classroom to have recess.</li></ul>

### 1.3 Hygiene and Epidemic Prevention

#### 1.3.1 Stay vigilant against communicable diseases

- 1.3.1.1 As advised by the Center for Health Protection (CHP) of the Department of Health (DH), outbreaks of communicable diseases such as human swine influenza, influenza, chickenpox, hand, foot and mouth disease may occur in institutions and schools from time to time.
- 1.3.1.2 Before the commencement of the new school year, we have thoroughly cleaned and disinfected the school premises. We would urge all students/staff members to pay attention to their personal hygiene and environmental hygiene of the school.
- 1.3.1.3 For maintaining the health of students, we ask you, in addition to maintaining a clean and healthy household environment, to remind your children to observe personal hygiene and to keep the school environment clean. Please take note of the following measures:
  - 1.3.1.3.1 If your child has symptoms such as diarrhea, vomiting, rash, fever, sore throat, cough, or similar flu-like symptoms, they must immediately wear a mask and seek medical attention as soon as possible. You should also inform the school and keep the child at home to rest, following the doctor's sick leave instructions, or until the symptoms disappear and they have been fever-free for at least two days (whichever is longer) before returning to school.
    - 1.3.1.3.1.1 Inform the school immediately if children have been admitted to hospital.
    - 1.3.1.3.1.2 Cooperate with the school by picking up children not feeling well from school and consulting the doctor immediately.
    - 1.3.1.3.1.3 Provide children with handkerchiefs or tissues and remind them not to share towels or tissues with others.
  - 1.3.1.3.2 Remind children to keep hands clean, cover their nose and mouth while sneezing or coughing and dispose of used tissues properly.
  - 1.3.1.3.3 Before sending children to school, measure their body temperature.
- 1.3.1.4 At the beginning of the new school year, we have urged drivers and attendants of school buses/nanny vans not to drive/board these vehicles and make appropriate arrangements if they have a fever or any influenza symptoms. They should also inform the school and parents of the situation immediately.
- 1.3.1.5 If students are absent due to sickness, we will provide learning support for them so that their learning progress is not affected.

### 1.3.2 Stay vigilant against head lice

- 1.3.2.1 Students who have head lice are advised to stay at home.
- 1.3.2.2 The school will distribute promotional leaflets from the Department of Health to increase the awareness of students and parents about hair hygiene.
- 1.3.2.3 Parents should regularly check their child(ren) for head lice, especially after a long vacation.
- 1.3.2.4 Parents should take their child(ren) to see a doctor immediately if their child(ren) develops symptoms of head lice such as an itchy scalp.
- 1.3.2.5 If the school suspects a student to have head lice, we will request the parents to take their child(ren) to see a doctor immediately.

### 1.3.3 Stay vigilant against flu

#### 1.3.3.1 Prevention

- 1.3.3.1.1 Students and teachers who are suffering with the flu are advised to stay at home.
- 1.3.3.1.2 Remind children to keep hands clean and wash their hands properly.
- 1.3.3.1.3 1:99 bleach will be used to clean the school.
- 1.3.3.1.4 The school will send out news from the Center for Health Protection (CHP) of the Department of Health (DH) about epidemic prevention from time to time.

#### 1.3.3.2 Outbreak of flu

- 1.3.3.2.1 Rooms will be cleaned intensively. The floor and the students' desks will be cleaned with 1:99 bleach. After 30 minutes, the desks will be washed and dried.
- 1.3.3.2.2 If a student vomits, 1:49 bleach will be used to clean up the area.
- 1.3.3.2.3 Students' hands will be cleaned with alcohol spray during recess.

#### 1.3.3.3 Check up

- 1.3.3.3.1 The state of school hygiene will be checked by the School Executive Officer.

#### 1.3.3.4 Follow up action

- 1.3.3.4.1 If at any time it is discovered that two or more students in the same class have contracted an influenza outbreak, the school will report this to the Department of Health and the district office.

#### 1.4 Arrangements for Sick and/or Injured Students

- 1.4.1 If a student is unwell or injured, the school staff will make an initial assessment and provide basic care.
- 1.4.2 For the safety of the student, the school will call the parents to pick up their child from school and take him/her to the doctor. If parents cannot pick up their child, the school will take the student to the hospital. Parents will then need to pick up their child at the hospital and pay the fee concerned. If parents fail to go to the hospital, our school will pass the case to the hospital police.

#### 1.5 Fines/ Charges/ Fees for Specific Purposes

- 1.5.1 The table of fees is for reference only. All fees are subject to change from time to time. The school will not automatically issue receipts for any payments received. Receipts will only be issued if requested by parents.

Item		Amount
1	School-based Chinese Curriculum textbooks and workbooks	around \$200-\$300 per term per set
2	P.1 School-based Mathematics Curriculum workbook and learning materials	around \$30-\$40 per year per set
3	School exercise books	around \$50-\$120 per term
4	Visual Arts materials fee	around \$210-\$270 per term
5	Charges for non-standard items	\$450 per student per annum
6	Extra supplementary exercise books	dependent upon class needs
7	After school arts or sports activity class	around \$100
8	Parent-Teacher Association fee	\$100 per year
9	Entrance examination fee	\$50
10	Replacement of graduation certificate	\$35 per copy
11	Report Card (second copy)	\$35 per copy



Item		Amount
12	Fine for serious damage to or loss of library book	The original cost of the book plus 20% for handling charges
13	Replacement of Parent Card	\$10 per copy
14	Fine for serious damage to or Loss of school-based Chinese curriculum learning materials	Full replacement cost of the book
15	Willful damage to school property	The full repair/ replacement cost of the item

#### 1.5.2 Special Notes:

- 1.5.2.1 In case of any special payment obligations, the school will usually notify the parents either through a school letter or a short message in the student handbook.
- 1.5.2.2 If payment is to be made in cash, the exact amount should be put in an envelope with the student's name and class on it and handed to the class teacher during the class teacher lesson in the morning.
- 1.5.2.3 Payment by cheque should be made payable to “The Incorporated Management Committee of Li Sing Tai Hang School”. The Parent-Teacher Association membership fee should be made payable to “Li Sing Tai Hang School Parent-Teacher Association” with the students' name and class written on the back of the cheque.

#### 1.6 Communication between School and Parents

##### 1.6.1 School email/ telephone/ fax/ mail/ parent-school electronic communication platform

- 1.6.1.1 School email address: [lising@lsths.edu.hk](mailto:lising@lsths.edu.hk)
- 1.6.1.2 School telephone number: 2577-5188
- 1.6.1.3 School fax number: 2882-4510
- 1.6.1.4 School mailing Address: 73 Wun Sha Street, Causeway Bay, Hong Kong
- 1.6.1.5 School web-site: [www.lsths.edu.hk](http://www.lsths.edu.hk)
- 1.6.1.6 Parent-School Electronic Communication Platform: ClassDojo (Message Platform) (please refer to appendix “ClassDojo Usage Guidelines”) and GRWTH (leave application, school notice and check homework) (please refer to appendix “GRWTH Usage

Guidelines")

1.6.2 Handling different messages from parents

If there is a case when there are different instructions from a set of parents, and one parent wants the school to ignore the first instruction given by the other parent and accept another instruction, they must put this in writing with a signature from each parent or submit a valid legal document. Otherwise, the school will follow the initial instruction given by the legal guardian.

1.6.3 Parents Day

A meeting will be arranged at the end of each term for the parents and the class teacher to discuss the performance of their child/children.

1.6.4 School Newsletter

Three issues per year. The school newsletter will include school policy, news, student activities and achievements in-school and out of school and examples of students' work.

1.6.5 LSTHS Parent-Teacher Association

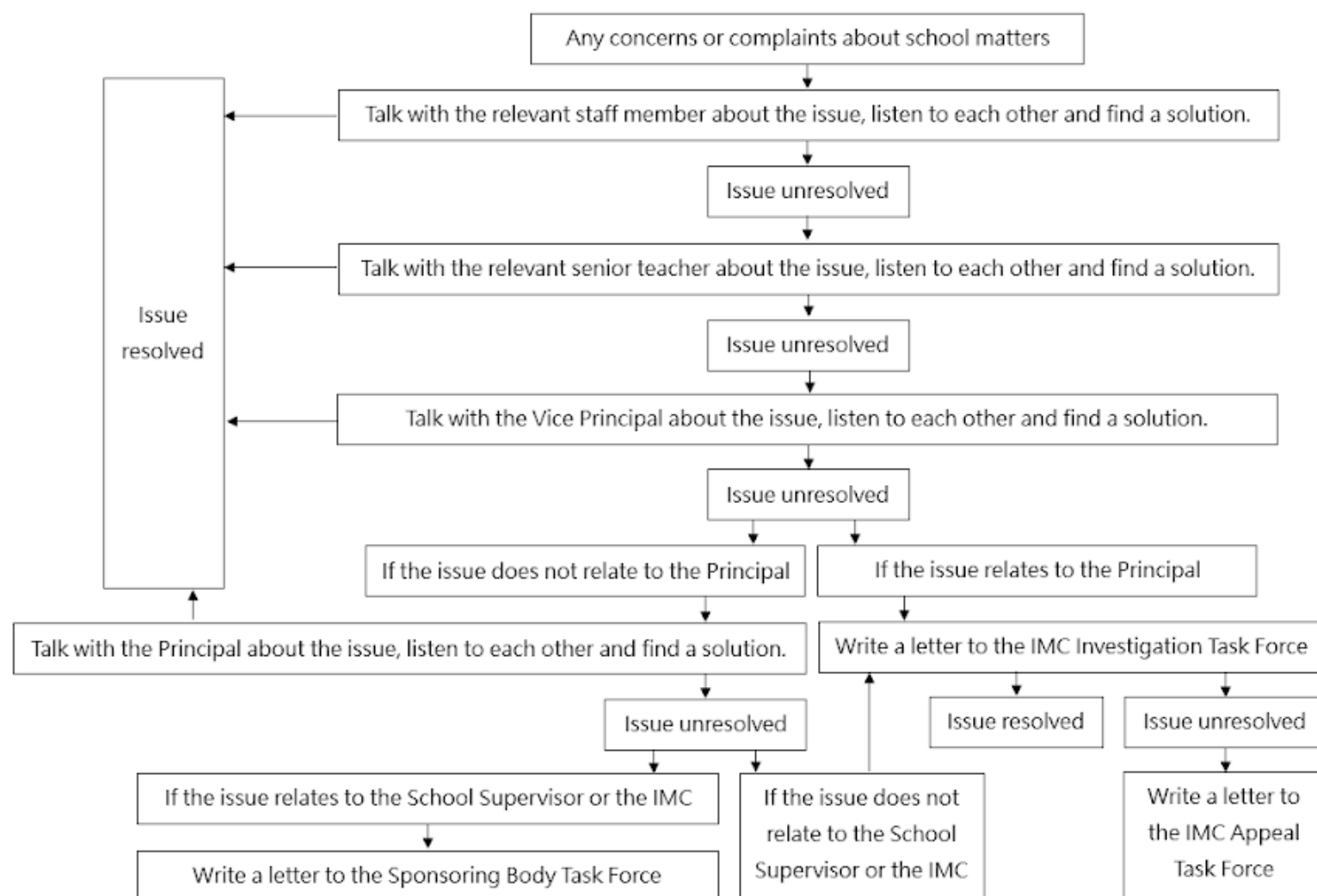
1.6.5.1 The establishment of the Parent-Teacher Association aims to strengthen the bond between families and the school, in the hope of forging a better relationship between parents and teachers, as well as improving students' well-being. In line with the rules, each member (a maximum of one seat per family) has voting rights to elect and be elected in any meeting they are entitled to attend.

1.6.5.2 All committee members are volunteers. There is no salary or allowance for committee members.

1.6.5.3 LSTHS Parent-Teacher Association Newsletter

The newsletter issued yearly includes news, activities and other information.

### 1.6.6 Communicating concerns



## 1.7 Communication between School and Alumni

### 1.7.1 LSTHS Alumni Association

1.7.1.1 The establishment of the Alumni Association aims to maintain links between the members and the school, and to promote the spirit of our school. We also want to maintain the friendship between members and facilitate the exchange of ideas. In line with the rules, each member has voting rights in any meeting they are entitled to attend. Members aged 18 or above have the right to be elected to the Alumni Association Committee.

1.7.1.2 All committee members are volunteers. There is no salary or allowance for committee members.

## 1.8 Others

### 1.8.1 Student's birthday party at school

1.8.1.1 Not every parent can find time for their children to hold a birthday party at school. Therefore, in order to take into account the feelings of these students, the school does not allow any birthday party or other personal celebration for individual students.

1.8.1.2 If you want to share the joy of your child's birthday with other students, we suggest that you prepare some healthy snacks, except peanuts, so that your child can distribute them on their birthday.

### 1.8.2 Offering gifts to school staff

1.8.2.1 In order to maintain a high moral standard for our staff, it is stipulated that no staff in our school should solicit or accept gifts, money or any other form of advantage in the course of their duty. Although we understand that parents offering gifts are gestures of goodwill, the acceptance of which, however, may turn it into a common practice. This may in turn cause speculation by outsiders and bring misunderstanding or embarrassment to the school and its staff. Therefore, in order to avoid this, parents are earnestly requested to refrain from offering gifts to our staff.

1.8.2.2 As teaching and nurturing of students is the duty of teachers, the best reward for the profession is the academic advancement and moral improvement of our students. We therefore appeal to parents to support us in managing our school in a fair and just way. Should any member of our staff approach parents for an advantage, please report this to the principal immediately.

## 2. Student Affairs

### 2.1 School Communication Protocol

#### 2.1.1 Policy for assigning Chinese names to students

The school will assign a Chinese name to individual non-Chinese students. If the student already has a Chinese name, please inform the school as soon as possible.

## 2.1.2 Student Handbook

Parents are required to:

- 2.1.2.1 Fill in the Personal Information section on the first page.
- 2.1.2.2 Check the daily homework every day and acknowledge with signatures.
- 2.1.2.3 The 'School Notice or Parent's Message' section is a very important channel of correspondence between the parents and the school. The school will put down important matters here, but parents can also use this section to communicate with the school or the form teacher.
- 2.1.2.4 Pay special attention to the School Regulations on the inside page of the front cover, as well as the school calendar and timetable attached to the back of the handbook.

## 2.1.3 School Notices

Parents are required to:

- 2.1.3.1 Check GRWTH each day if a school notice is attached. (please refer to appendix "GRWTH Usage Guidelines")
- 2.1.3.2 Read and sign notices.

## 2.1.4 Emergency contact person and mobile phone number

Parents should provide a mobile phone number that allows the school to make direct contact with the family or guardian in case of emergencies, such as serious sickness or a typhoon. In such cases, the school will immediately contact the parents or guardians with any further pickup arrangements.

## 2.1.5 Changes to address or telephone number

Parents must notify the class teachers in writing (through ClassDojo or the student handbook) (please refer to appendix "ClassDojo Usage Guidelines") of any changes to their address or telephone number.

## 2.2 Attendance Procedures

### 2.2.1 Attendance

Students must be punctual. They must arrive at school before 8:20 a.m. but not earlier than 7:30 a.m. The attendance rate will be shown on the report card.

## 2.2.2 Procedures for absence, early leave and lateness (please refer to appendix “GRWTH Usage Guidelines”)

Parents must inform the school in advance if their child will be absent. Otherwise the absence will be regarded as truancy. The number of days of truancy will be stated clearly on the Student Report Card. If the student is absent without their parents knowledge, the case will be passed to the Discipline Teacher and the student will be given a demerit. Parents’ cooperation would be greatly appreciated.

### 2.2.2.1 Absence

#### 2.2.2.1.1 Personal leave

##### 2.2.2.1.1.1 Basic principles

2.2.2.1.1.1.1 To avoid affecting students’ learning, it is not encouraged to apply for a day off.

2.2.2.1.1.1.2 Absence without the approval of the school is considered to be truancy.

2.2.2.1.1.1.3 Parents should utilize school holidays. Except in emergencies, students should not be absent during school days.

2.2.2.1.1.1.4 Application for Personal Leave will not be approved without sufficient reason. Events such as traveling will not be accepted as proper reasons.

2.2.2.1.1.1.5 Even with proper reasons, the maximum duration for personal leave is 14 days.

2.2.2.1.1.1.6 Students must report back to school after a leave of absence. Otherwise it will be regarded as truancy.

##### 2.2.2.1.1.2 Procedures

2.2.2.1.1.2.1 Parents should submit their application as early as possible on the GRWTH platform, stating the reason and dates.

2.2.2.1.1.2.2 The application will be approved by the School Executive Officer and notifies the result or the review on the GRWTH platform. If the leave is not approved, the student must return to school, otherwise it will be considered as truancy.

##### 2.2.2.1.1.3 Consequences

2.2.2.1.1.3.1 It is the parent’s responsibility to help the student follow the teaching process in school. There will be no supplementary lessons.

2.2.2.1.1.3.2 Homework will not be assigned to the student.

- 2.2.2.1.1.3.3 No make-up test/exam will be arranged for the absentees.
      - 2.2.2.1.1.3.4 The school authority reserves the right not to promote a student with an attendance record which is less than 80% of the annual number of school days.
    - 2.2.2.1.2 Sick leave
 

Parents should submit their application on the GRWTH platform before 9:00 a.m. stating the medical condition and the duration of the leave. Otherwise, it will be considered as truancy. If there is a medical certificate, please upload it to the GRWTH platform.
  - 2.2.2.2 Early leave
    - 2.2.2.2.1 In the case of early leave, parents need to submit their application on the GRWTH platform or pick up the student in person.
    - 2.2.2.2.2 Procedures for picking up students in person
      - 2.2.2.2.2.1 Apply for early leave at the School Office with the parent card.
      - 2.2.2.2.2.2 The student is escorted to the parents.
    - 2.2.2.2.3 Procedures of leaving without a parent
      - 2.2.2.2.3.1 The school office will allow students to leave the school on their own at the designated early dismissal time.
  - 2.2.2.3 Lateness
    - 2.2.2.3.1 Arriving at the school later than 8:20 a.m. is considered to be late.
    - 2.2.2.3.2 The janitor at the front gate sends the late student to the school office.
    - 2.2.2.3.3 The late student takes his/her handbook to the school office and a member of staff writes down the time of arrival.
    - 2.2.2.3.4 If the late student does not have his/her handbook, a "Lateness Notification" will be given by the school office.
    - 2.2.2.3.5 Students who are late twenty times will be given a demerit mark by the Discipline Teacher. If they are late for a total of thirty times, they will be given a second demerit.

## 2.3 Handling of Suspected Case of Dropping Out

- 2.3.1 If a student is absent for seven consecutive days or more, the school must report to the Education Bureau, which will follow up on the matter of the absences.
- 2.3.2 If parents do not follow the proper procedure to request leave for their child and the student is absent without reason for seven days or more, and the school is unable to contact the parents, the school will treat this as a dropout case. A registered letter will be sent to the parents, and if there is no response, the student's enrollment will be canceled.

## 2.4 Departure Policy

### 2.4.1 General principles

- 2.4.1.1 Make sure students leave school safely and efficiently by using the departure method that parents have chosen.
- 2.4.1.2 The school will make student's safety the first priority when exercising the departure policy.

### 2.4.2 Departure time

- 2.4.2.1 Half-day school: 12:50
- 2.4.2.2 Whole-day school: 3:45 p.m. or 5:00 p.m.

### 2.4.3 Departure methods

#### 2.4.3.1 School bus

- 2.4.3.1.1 Students line up quietly in the school hall or school playground in the correct bus line.
- 2.4.3.1.2 School bus nanny will drop off the students according to the school bus stops and pick-up method shown on their "School Bus Card".

#### 2.4.3.2 Parents pick-up

- 2.4.3.2.1 Students wait at the parents' pick-up area in the school hall.
- 2.4.3.2.2 Parents have to show their "Parent Card" before they pick-up their child. Parents who do not have their "Parent Card" should go to the school office and register for a "Temporary Parent Card" by showing their identification document.

#### 2.4.3.3 Self-departure

- 2.4.3.3.1 The school takes the attendance of self-departure students before they leave.



2.4.3.3.2 Students should walk in single file along Wun Sha Street.

2.4.3.3.3 Students are dismissed at the intersection of Wun Sha Street and Causeway Bay Road, or at the Causeway Bay Road bus stop.

#### 2.4.4 Change of departure method

2.4.4.1 Parents are asked to choose the departure method for their child in September. This lasts for a year and if possible we advise you not to change it.

2.4.4.2 However, if you do need to change the departure method, please inform the school office or class teacher as soon as possible.

#### 2.4.5 Change of departure time

2.4.5.1 From 3:45 p.m. to 5:00 p.m.: parents should submit a written application to the teacher-in-charge and get approval from the school.

2.4.5.2 From 5:00 p.m. to 3:45 p.m.: Parents should follow the 2.2.2.2 Early Leave procedure.

### 2.5 Books, Homework and Stationery Protocols

#### 2.5.1 Tidiness of Books

It is important that all students' textbooks should be covered and have their name and class written on them to prevent loss.

#### 2.5.2 Handling homework

Parents are provided with a "Homework Bag" to facilitate the submission of homework and student handbooks. Parents should check the homework and handbook every day.

#### 2.5.3 Stationery

2.5.3.1 Stationery will be provided for all P.1 students. Students do not need to bring their own stationery.

2.5.3.2 P.2-P.6 students should bring five sharpened pencils (mechanical pencils are not allowed), a ruler and a rubber.

2.5.3.3 Do not include a sharpener as one will be provided for students of lower forms.

2.5.3.4 Students should take care of their own personal belongings. All personal belongings should be labeled with students' names and classes to prevent loss.

## 2.6 Student Health

### 2.6.1 Good living habits

Parents should set a timetable for their children to help them develop good habits of sleeping early, eating at a regular time, finishing their homework and revising daily.

### 2.6.2 Students' personal health problems

Parents should notify the school of their children's personal health problem(s) so that appropriate arrangements can be made with regard to all school activities to accommodate their needs.

### 2.6.3 Immunization Record

Hong Kong-born students should submit their vaccination records, if any, to their class teachers.

### 2.6.4 Reducing the weight of school bags

Students should sort and tidy their school bags each day. They can put their books and stationery they do not need to take home in their desk drawer.

### 2.6.5 Body Mass Index (BMI)

2.6.5.1 Body Mass Index (BMI) is a number calculated from a person's weight and height. BMI is an inexpensive and easy-to-perform method of screening for weight categories that may lead to health problems.

The Range of Healthy Body Weight	
BMI	Description
18.5 or less	Underweight
18.5 - 24.9	Normal
25.0 - 29.9	Overweight
30.0 - 34.9	Obese
35.0 - 39.9	

2.6.5.2 Parents should try to prevent childhood obesity. The following are some suggestions:

2.6.5.2.1 Encourage healthy eating habits.

2.6.5.2.2 Provide plenty of vegetables, fruit, and whole-grain products.

2.6.5.2.3 Include low-fat or non-fat milk or dairy products.

2.6.5.2.4 Choose lean meat, poultry, fish, lentils, and beans for protein.

2.6.5.2.5 Serve reasonably-sized portions.

2.6.5.2.6 Drink a large amount of water.

2.6.5.2.7 Limit sugar-sweetened beverages.

2.6.5.2.8 Limit consumption of sugar and saturated fat.

2.6.5.2.9 Participate in moderate to intensive physical activity for a total 420 minutes per week / at least 60 minutes every day.

2.6.5.2.10 Help children stay active by encouraging them to participate in physical activity.

## 2.7 Arrangements for Lunch at School

2.7.1 Lunch time: 12:50 p.m. - 1:20 p.m. (No lunch time will be arranged during half-day school.)

2.7.2 Method and venue

Method	Venue	Remarks
Order from lunch provider through school	Classroom	<ul style="list-style-type: none"><li>• Students should eat the lunch set provided by the lunch company.</li><li>• Students must stay in the classroom for lunch.</li></ul>
Lunch delivered to school by parents	Classroom	<ul style="list-style-type: none"><li>• Parents should put a tag with the student's name and class on the lunch bag and put it into the big box located outside the school entrance. Parents may leave afterwards.</li><li>• Students must stay in the classroom to have lunch.</li><li>• Parents should not take their children to lunch outside the school unless a note is written for consent from the class teacher.</li></ul>
Homemade lunch box	Classroom	<ul style="list-style-type: none"><li>• A microwave oven, spoon/fork and hot water will not be provided by the school.</li></ul>

### 2.7.3 The arrangement for ordering lunch from the lunch box provider

Item	Remarks
Lunch provider	<ul style="list-style-type: none"> <li>Fresh Smart Catering</li> </ul>
Payment arrangement	<ul style="list-style-type: none"> <li>Please pay the exact amount by PPS, or at a Circle K shop, or at a VanGo shop, or at a U Select Store, or at a CRC Vanguard Supermarket.</li> <li>Parents who order lunch from the lunch provider must submit the lunch order form and payment receipt to the class teacher on or before the deadline on the lunch order form.</li> <li>School and the lunch provider will not accept any late order or payment. Parents will need to arrange lunch for their child(ren).</li> </ul>
Lunch refund	<ul style="list-style-type: none"> <li>Parents can request a lunch refund(s) if their child(ren) is absent on that day. They have to call "Fresh Smart Catering" at 7:30-8:45 a.m. at 8206-6060, for a lunch refund.</li> <li>The refund will not be a cash refund. The company will provide 'lunch in credit' two months after the month in which the lunch(es) was canceled. For example if a lunch is canceled in February, a credit (free lunch) will be provided in April.</li> <li>The request for a lunch refund will not be accepted if the parents do not inform the lunch company.</li> <li>If you wish to cancel the next month's lunches, a letter must be sent to the company advising them of the cancellation. The company will arrange the refund of the lunch balance by cheque or cash.</li> </ul>

### 2.7.4 The arrangement for students who forget to bring their homemade lunch box

Situation	Procedures
Students not suffering from a food allergy	<ul style="list-style-type: none"> <li>The school will call the parents to ask them to deliver lunch to school.</li> <li>If the parents cannot deliver lunch to school, the school staff will loan some money for the student to buy biscuits. The student needs to return the money on the next school day.</li> </ul>
Students suffering from a food allergy	<ul style="list-style-type: none"> <li>The school will call the parents and parents must deliver lunch to school.</li> <li>For the safety of the student, the school will not provide any food to the student to avoid any allergic symptoms.</li> </ul>

## 2.8 Appearance and School Uniform

2.8.1 In order to enhance a child's self-esteem and confidence, students should:

2.8.1.1 keep their school uniform clean and tidy.

2.8.1.2 keep their hair clean. Hair accessories have to be red, grey, black or white.

2.8.1.3 trim their nails regularly. No nail polish is allowed.

2.8.1.4 purchase two uniforms to wear in summer.

2.8.1.5 change their uniform every day during summer.

2.8.1.6 bring another pair of socks on a rainy day.

2.8.1.7 keep their shoes white and clean.

2.8.1.8 not wear coloured lip gloss or make-up.

2.8.2 Students can only wear their normal uniform or P. E. uniform at school. Students going to any private event after school have to get changed after lessons.

2.8.3 For safety and appearance, students should not wear accessories, unless they are covered. For any special cases, parents should apply for an exemption.

2.8.4 For safety reasons, students who need to wear a headscarf should not use a pin or anything sharp with it.

### 2.8.5 Student uniform standards

<b>Summer</b>	<b>Boys</b>	<b>Girls</b>
School Uniform	<ul style="list-style-type: none"> <li>• Short sleeved polo shirt with badge</li> <li>• Almond long trousers/ shorts</li> <li>• White socks &amp; white sports shoes/ white leather shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Short sleeved polo shirt with badge</li> <li>• Almond culottes/ long trousers</li> <li>• White socks &amp; white sports shoes/ white leather shoes</li> </ul>
P.E. Uniform	<ul style="list-style-type: none"> <li>• White knitted P.E. T-shirt with badge</li> <li>• Burgundy knitted P.E. shorts or long P.E. trousers</li> <li>• White socks &amp; white sports shoes (leather/ cloth)</li> </ul>	
Cardigan	<ul style="list-style-type: none"> <li>• Burgundy cotton jacket</li> </ul>	

<b>Winter</b>	<b>Boys</b>	<b>Girls</b>
School Uniform	<ul style="list-style-type: none"> <li>• Long sleeved polo shirt with badge</li> <li>• Almond long trousers</li> <li>• White socks &amp; white sports shoes/ white leather shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Long sleeved polo shirt with badge</li> <li>• Almond culottes /long trousers</li> <li>• White socks &amp; white sports shoes/ white leather shoes</li> </ul>
P.E. Uniform	<ul style="list-style-type: none"> <li>• Burgundy knitted P.E shirt with badge</li> <li>• Grey P. E. pants</li> <li>• White socks and white sports shoes (leather/cloth)</li> </ul>	
Sweater	<ul style="list-style-type: none"> <li>• V-neck sweater with badge</li> </ul>	
Jacket	<ul style="list-style-type: none"> <li>• Burgundy jacket with badge</li> <li>• Burgundy fleece with badge</li> </ul>	

Note: 1). In cold weather, students can wear a grey or burgundy scarf and gloves.

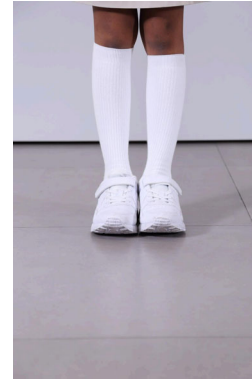
2). If the temperature is at or under 12 degrees celsius, students can wear their P. E. uniform or a coat.



Summer Uniform



Summer Sports Uniform



Shoes and Socks



Winter Uniform



Winter Sports Uniform



Jacket



Cardigan



Sweater

## 2.9 School Bus

Contact School Bus company, Ms. Carmen Kwok at 9034-7208 directly.

## 2.10 Parent Card

### 2.10.1 Aims

2.10.1.1 Ensure the safety of the school premises.

2.10.1.2 Ensure the safety of students and staff

2.10.1.3 For convenience, parents need to show their Parent Card instead of going to the School Office to register each time.

### 2.10.2 Details

2.10.2.1 Parents will get two Parent Cards each year.

2.10.2.2 Show your Parent Card when you come to school for:

2.10.2.2.1 Picking up your child (including early leave)

2.10.2.2.2 Taking part in non-whole school activities.

2.10.2.3 Keep the Parent Card the whole school year.

2.10.2.4 If a parent comes to school with their child, there is no need to show the Parent Card.

### 2.10.3 Replacement procedure of Parent Card

If the Parent Card is lost or damaged, the parent or their child should go to the School Office to get a new one. HK\$10 will be charged for a replacement card.

### 2.10.4 Procedures for not showing Parent Card

2.10.4.1 Parents should go to the School Office to register and confirm their identity before they go into the school.

2.10.4.2 For any non-parent, guardian, or unregistered person, the School Office staff will call the student's parent to confirm the person's identity.



### 3. Curriculum

#### 3.1 Medium of Instruction

Chinese and English.

#### 3.2 Weekly Class Schedule Distribution

Subject	Class Length	P.1	P.2	P.3	P.4	P.5	P.6
Chinese	40	11	10	8	8	8	8
Chinese Drama	40			1	1	1	1
Putonghua	40			1	1	1	1
English	40	5	5	5	5	5	5
English Guided Reading / Thinking Skills	40	1	1	1	1	1	1
Mathematics	40	5	6	6	5	5	5
General Studies	40	5	5	5	5	5	5
Physical Education	40	2	2	2	2	2	2
Visual Arts	40	2	2	2	3	3	3
Music	40	2	2	2	2	2	2
Coding	40				1	1	1
Technology Education	40	2	2	2	1	1	1
Open Learning Lesson**	40	1	1	1	1	1	1
Personal Growth***	40	2	2	2	2	2	2
Assembly	40	1	1	1	1	1	1

Subject	Class Length	P.1	P.2	P.3	P.4	P.5	P.6
Multi-intelligences Lesson	30	1	1	1	1	1	1
Self-study Lesson	40	5	5	5	5	5	5

\*\* Library lesson, reading, Chinese classical poetry, mindfulness lesson, STEAM cross-curriculum learning, etc.

\*\*\*Life education, career planning, financial education, personal growth, value education, homeroom period, etc.

### 3.3 Worksheets and E-Learning Assignments

3.3.1 In order to encourage students to establish regular study habits and to keep learning materials tidy, subject teachers will return all worksheets to students after marking. Parents are advised to help their child keep worksheets at home.

3.3.2 Incorporating e-learning assignments into school-based curriculum and textbooks allows students to utilize tablets and various applications to reinforce and extend their learning.

### 3.4 Homework Policy

#### 3.4.1 Assignment guidance

3.4.1.1 More challenging assignments will be scheduled to take place during class time, and will be completed under the guidance and support of the teacher.

3.4.1.2 The last period of each day will be a Self-study Lesson, supervised by the class teacher to help students complete their homework.

3.4.1.3 After school, from 4:00 PM to 5:00 PM, homework tutoring will be provided, with tutors supervising and guiding students in completing their assignments.

#### 3.4.2 Time scale for homework items

For P.1-P.3 students, their total daily homework should be completed within half an hour; For P.4-6 students, their total daily homework should be completed within an hour.

#### 3.4.3 Assignment arrangements

3.4.3.1 If the teacher can allow students to complete all the assigned homework in school, it is not necessary to distribute daily homework to students. But the teachers must give out daily classwork.

- 3.4.3.2 Classwork or homework completed at school will not be collected on the same day, so that students can take it home and show their parents.
- 3.4.3.3 Teachers will return all marked assignments to students immediately, except for the marked Chinese writing scripts, which will be kept for one term.
- 3.4.3.4 Before assessments, tests or examinations, teachers will return all marked exercises and workbooks to students for revision.
- 3.4.3.5 Teachers should state the deadline and the instructions for completing homework when assigning homework to students. They also have to take learning differences into account and adjust the level or amount of homework.
- 3.4.3.6 The teachers may allow students, depending on their needs, to repeat part of the homework which develops their basic skills.

### 3.5 Chinese Curriculum

#### 3.5.1 Objective

Our school students come from diverse language backgrounds. To cater for the different needs of our students, we have implemented a school-based curriculum starting from P.1 to lay a solid foundation in Chinese language, and to enable our students to learn Chinese with confidence, joy and effectiveness. From P.2 onwards, we adopt the local standard-level curriculum to ensure our students' Chinese proficiency can align with local standards.

#### 3.5.2 The curriculum program

- 3.5.2.1 “Learn Chinese Together”: It is the foundation course for P.1 and the first term of P.2. It is designed for non-Chinese speaking new Chinese language learners.
- 3.5.2.2 “New Oxford Chinese Language”: It aims to bridge P.2-6 non-Chinese speaking students to the local Chinese curriculum.
- 3.5.2.3 The Reading Comprehension Test is conducted on a “Criterion Referenced Testing” form to assess students’ cross-year academic performance and to analyze the success of our curriculum. As we use the same test papers every year, teachers are not able to return the paper to parents after checking the answers with students. However, if parents want to know the reading assessment performance of their child, they can come to school to check the test paper. Parents should inform the subject teacher if they wish to do this.

#### 3.5.3 Features of the curriculum

- 3.5.3.1 Student-oriented: We expect our students to be self-motivated learners. Therefore, the mission of our tailor-made curriculum is to promote students' self-learning, as well as by teacher instruction, and to encourage students to learn before the lessons. Through different learning activities, high participation, self-learning habits and a high reading volume, an environment is created where our students can excel at developing their learning potential and interests, as well as cultivating the habit and attitude of self-learning.

- 3.5.3.2 Fun games: Different games or electronic games are arranged to cultivate the interest of learning Chinese.
- 3.5.3.3 Encourage student participation: Through the co-operative learning method, students are arranged into groups according to their learning needs. Small peer group learning is arranged in the lessons to enhance interaction, encourage student participation and increase learning opportunities through scaffolding.
- 3.5.3.4 Self-learning
  - 3.5.3.4.1 “My Little Dictionary” is used to increase students’ vocabulary. Students can record new vocabulary in a way that can cultivate their habit of self-learning.
  - 3.5.3.4.2 The electronic textbook includes pinyin and English translations, allowing students to preview the material at home. This enables students to grasp the basic learning content before class, which not only enhances the efficiency of classroom teaching but, more importantly, fosters a sense of responsibility for their own learning.
  - 3.5.3.4.3 The electronic passages include pinyin and English translations, allowing students to preview the material at home. This enables students to grasp the basic learning content before class, which not only enhances the efficiency of classroom teaching but, more importantly, fosters a sense of responsibility for their own learning.
- 3.5.3.5 Information technology
  - 3.5.3.5.1 There are e-learning elements designed in our curriculum. Designed packages including e-books and e-games which can help students view their own learning progress.
  - 3.5.3.5.2 Students will use Ipads in the lesson to consolidate their vocabulary and sentence making.
- 3.5.3.6 Increased Reading Volume
  - 3.5.3.6.1 “The Rainbow Reading Award Scheme” is a programme which can motivate students’ interest in reading and make reading a habit.
  - 3.5.3.6.2 Each day includes a Morning Reading Period, which aims to cultivate students’ reading interests and habits, thereby enhancing their reading abilities.
- 3.5.3.7 From P.3 to P.6, there will be one Putonghua Class each week, using interactive electronic materials to help students understand the pinyin system and engage in simple daily conversations in Putonghua.
- 3.5.3.8 From P.3 to P.6, there will also be one Chinese Drama Class each week to enhance students’ interest and ability in learning Chinese, cultivate correct values, and promote an understanding of Chinese literature, culture, and history. Additionally, this will improve students’ interpersonal relationships and foster a spirit of teamwork.

### 3.5.4 Features of the text

- 3.5.4.1 Genre and text type: Poems, stories, old verse, classical Chinese, applied writing, narrative, descriptive writing, lyric, persuasive writing, exposition, etc.
- 3.5.4.2 Topics: Daily life, Chinese national culture and traditional stories, other types of stories, humour, etc.
- 3.5.4.3 Cantonese Phonics System: Phonics is used in the textbooks which can help our students to learn Chinese pronunciation. Cantonese Phonics Software is also one of the input methods used when accessing a computer.

### 3.5.5 Assignment

- 3.5.5.1 Writing Book (P.1-2)
- 3.5.5.2 Pre-Task worksheet and Post-Task Reading Comprehension
- 3.5.5.3 Workbook
- 3.5.5.4 Graded Diversity Worksheets
- 3.5.5.5 Vocabulary
- 3.5.5.6 Reading Comprehension
- 3.5.5.7 Diary/Essay (P.3/ P.4)
- 3.5.5.8 Weekly Journal Writing/Essay (P.5 or above)
- 3.5.5.9 Composition (P.2 or above)
- 3.5.5.10 E-Learning Task

### 3.5.6 Parent Support

We recognize the importance of parental support for learning Chinese. Parents can try the methods suggested below:

- 3.5.6.1 Let your children listen to Chinese textbook audio recordings on our electronic learning platform.
- 3.5.6.2 Try to listen to your children when they are reading Chinese, or even let your children be a “little Chinese teacher” at home. Give them praise and encouragement to cultivate their interest and confidence in learning Chinese.
- 3.5.6.3 Check their Chinese homework every day, and give them praise and encouragement.

- 3.5.6.4 Supervise and help your children to revise Chinese Dictation. Sign on the Dictation Record to show your appreciation of your child's effort.
- 3.5.6.5 Create more chances for students to practice Chinese in their daily lives. For example, watching Chinese news, Chinese children programmes, Chinese cartoons. Try to expose them more to a Cantonese speaking environment.
- 3.5.6.6 Take your children to a public library during the weekend and borrow Chinese books. We ask parents to support us by buying some Chinese books from a bookshop. Even though the storybooks may be mainly picture oriented with only a few Chinese words, try to make your children cultivate their reading habits.
- 3.5.6.7 If you can speak Chinese, try to communicate with your children in Chinese at home. It can extend students' learning opportunities outside the classroom and enable them to use Chinese effectively in their daily life.

### 3.6 English Curriculum

#### 3.6.1 Overview of English courses

Our English curriculum is mainly composed of three parts.

Level	Term	Get Reading Right-Synthetic Phonics	Oxford International English	Thinking Skills Course
P.1	1 <sup>st</sup>	✓		
	2 <sup>nd</sup>		✓	
P.2	1 <sup>st</sup>	✓		
	2 <sup>nd</sup>		✓	
P.3	1 <sup>st</sup>		✓	✓
	2 <sup>nd</sup>		✓	✓
P.4	1 <sup>st</sup>		✓	✓
	2 <sup>nd</sup>		✓	✓
P.5	1 <sup>st</sup>		✓	✓
	2 <sup>nd</sup>		✓	✓
P.6	1 <sup>st</sup>		✓	✓
	2 <sup>nd</sup>		✓	✓

##### 3.6.1.1 Get Reading Right-Synthetic Phonics Part One: Basic Code, Part Two: Advanced Code, Part Three: Complete the Code

To ensure that students can master English Phonics skills and become independent readers as soon as possible, our school will prepare teaching plans, related exercises and progress reviews for the above course and ensure that it is completed by the end of the first term of P.2.

### 3.6.1.2 Oxford International English 1-6

"Oxford International English" is designed for English learners from different countries, which matches well with the learning needs of our multicultural students. Also, this curriculum places importance on enhancing English reading comprehension skills and writing skills.

### 3.6.1.3 School-based Thinking Skills Course

Our school students generally have a high English standard as English is their daily speaking language or even their mother tongue. In order to cultivate students' thinking ability and to enhance the learning ability in all subjects, our school has a Thinking Skills programme for P.3-P.6 English lessons. The NET is responsible for the programme and has one lesson every week. There are 24 lessons in total in an academic year. This course encourages students to read and write English and facilitates their thinking skills through different types of activities such as games, discussions, debates and writing.

### 3.6.2 Assignment

Types	Abbreviation	P.1	P.2	P.3	P.4	P.5	P.6
1. Digital Home Reading (see Appendix on the next page )	EPIC	✓	✓				
2. Digital Home Reading	EPIC			✓	✓	✓	✓
3. Student Activity Book	AB	✓	✓				
4. Workbook	WB			✓	✓	✓	✓
5. Reading Comprehension	RC			✓	✓	✓	✓
6. Writing	Wr		✓	✓	✓	✓	✓
7. Notebook	NB	✓	✓	✓	✓	✓	✓
8. Fast Write	FW			✓	✓	✓	✓
9. Cursive Writing	CW				✓		
10. Dictation Corrections	Dict. Corr. & Sign	✓	✓	✓	✓	✓	✓
11. Worksheet	WS	✓	✓	✓	✓	✓	✓



Types	Abbreviation	P.1	P.2	P.3	P.4	P.5	P.6
12. Self-Directed Learning Tasks	SDL	✓	✓	✓	✓	✓	✓
13. RainbowOne (please refer to appendix “RainbowOne Usage Guidelines”)	RO	✓	✓	✓	✓	✓	✓
14. Others		✓	✓	✓	✓	✓	✓

### 3.6.3 Assessment

- 3.6.3.1 In order to facilitate student learning, strengthen feedback and improve teaching quality, and reduce the burden and content of each assessment, the English section is mainly based on the formative assessment, daily exercises, classroom performance, unit review and tests etc. as evaluation data. This will replace the final exam held at the end of each term.
- 3.6.3.2 All the assessments will be held in the lessons, except the P.5-P.6 Secondary School Places Allocation exams, which will be held during the exam period.
- 3.6.3.3 The Unit Test of “Oxford International English” is conducted on a “Criterion Referenced Testing” form to assess students’ cross-year academic performance and to analyze the success of our curriculum. Therefore, teachers are not able to return the paper to parents after checking the answers with students. If parents want to know the assessment performance of their child, they should inform their subject teacher.

### 3.6.4 Dictionary

Parents are advised to buy a bilingual (mother language-English) dictionary for their child.

## Appendix

### Digital Home Reading Program (Epic) Parent Guidelines (For P.1-P.2 parents only)

1. The Digital Home online Reading Program provides your child with opportunities to:
  - 1.1 share positive reading experiences with parents, guardians and other people who are significant in their lives.
  - 1.2 practise the skills, strategies and language structures they have learned during the Literacy Sessions.
  - 1.3 develop positive attitudes to reading and a lifelong interest in and enjoyment of books.

2. It is essential that you encourage your child to read.
  - 2.1 Parent participation in literacy activities has a direct and significant effect on children's growth and success.
  - 2.2 Parents are a child's first and most important teacher!! You will learn and work together for a lifetime.
3. How does the Digital Home online Reading Program work?
  - 3.1 Schools will select digital books for your child that will match with their reading ability level.
  - 3.2 On the first day of the week, your child will be assigned a digital book to read with you. These books may include Picture books or Chapter books.
  - 3.3 Digital books will be exchanged on the first day of every week.
  - 3.4 Find some time when your child comes home from school and read aloud with them.
    - 3.4.1 Listen attentively.
    - 3.4.2 Try to focus on the meaning of what your child is reading.
    - 3.4.3 Ask some questions about the story (What part did you like the best? Who are the characters? What was the problem and how was it solved? etc.) and make encouraging comments about your child's reading.
  - 3.5 Indicate that the book has been read (and reread) by signing the entries (the example below) in students' handbook every day.
  - 3.6 Digital books should be read more than once in order to increase fluency and comprehension.
  - 3.7 Students in Primary 1 should read 10 minutes (minimum) each time.
  - 3.8 Students in Primary 2 should read 15-20 minutes (minimum) each time.

英文 English	Home Reading Program: The Home Reader has been read.	
	Student's signature: <i>Paul</i>	
	Parent's signature: <i>[Signature]</i>	

### 3.7 Mathematics Curriculum

#### 3.7.1 The curriculum programme

- 3.7.1.1 Self-learning:  
To encourage students to learn by themselves, through the use of pre-tasks, self-directed learning tasks, online materials and Mathematical Operation Training Scheme.
- 3.7.1.2 Catering for learning diversity:
  - 3.7.1.2.1 Assign students leveled worksheets based on their learning progress.
  - 3.7.1.2.2 Applying cooperative learning strategies, and the use of group work in class
- 3.7.1.3 To improve calculation skills:
  - 3.7.1.3.1 Problem Solving Lessons: Focus on students' calculation skills and speed, and to consolidate the key mathematical vocabulary that students have learnt in normal lessons by holding timed short quizzes and regular dictation.
  - 3.7.1.3.2 Comprehensive Multiplication: To improve the basic multiplication skills of students by different strategies, such as playing animated multiplication songs (in Cantonese), daily multiplication tables exercises and timed short quizzes. There are tablet counters held every Tuesday during the lunch recess. This will help to arouse students' learning interest by allowing them to play mathematics games on iPads.
  - 3.7.1.3.3 Mathematical Operation Training Scheme: To strengthen students' calculation speed and accuracy and cater for learning diversity, staged daily training schemes which allow students to work at their own pace are designed according to the main focuses of the operations in primary levels.
    - 3.7.1.3.3.1 Primary 1: Composition of numbers 2-18
    - 3.7.1.3.3.2 Primary 2: Multiplication tables
    - 3.7.1.3.3.3 Primary 3: Mental calculations (all four operations) and the concept of fractions
    - 3.7.1.3.3.4 Primary 4: The least common multiple and conversions among different types of fractions
    - 3.7.1.3.3.5 Primary 5: Operations of fractions
    - 3.7.1.3.3.6 Primary 6: Conversion among fractions, decimals and percentages
  - 3.7.1.3.4 Training on Problem Solving Skills:  
A daily 5-minute "A Problem A day" training is provided for P.4-P.6 students to improve their problem solving skills.

### 3.7.2 Assignment

- 3.7.2.1 Exercise Book
- 3.7.2.2 Workbook
- 3.7.2.3 Self-Directed Learning Tasks
- 3.7.2.4 Leveled Worksheets
- 3.7.2.5 Supplementary Exercise Book

### 3.7.3 Dictation

- 3.7.3.1 Assist students to grasp mathematical terms and keywords used in problem solving questions.
- 3.7.3.2 A “Vocabulary Revision List” is provided and should be stuck on the inside of the cover page of the textbook for revision.
- 3.7.3.3 There are between 2 and 6 dictations each term. Students need to write down the words of the up-coming dictation in the handbook one week before for revision.

### 3.7.4 Parent support

We recognize the importance of parental support in helping our students to learn Mathematics. Here are some ways that you can support your child.

- 3.7.4.1 Support your child in their mathematics studies by checking their handbook and assignments and giving them praise and encouragement.
- 3.7.4.2 The child's success at school is influenced positively by parental acceptance and encouragement in their work. For example, parents' participation in dictation revision and parent's signature on handbooks, dictation books and test papers shows support and concern for your child.
- 3.7.4.3 Take your child to a public library during the weekend and borrow books related to Mathematics. Try to cultivate an interest in learning mathematics.
- 3.7.4.4 Encourage your child to complete the exercises in the Mathematical Operation Training Scheme at home daily.

### 3.8 Assessment Matters

3.8.1 In order to promote learning, strengthen feedback and improve teaching, Chinese, English and General Studies will be based on progressive assessment through daily exercises, classroom performance, and tests as assessment data to replace the final examination for the end of each term.

#### 3.8.2 School Report Card

School Report Cards will be distributed twice a year, after the first-term and final examinations respectively. Student's class and form positions will not be printed on the report card.

#### 3.8.3 Procedures for absence on Formative and Summative Assessment Day

3.8.3.1 If P.1 to P.4 students are absent on the 'In Lesson' Assessment Day, no make-up test will be arranged for the absentees.

3.8.3.2 If P.5 and P.6 students are absent on the 'In Lesson' Assessment Day, a make-up test will be arranged within the period of our school test week.

3.8.3.3 A student who is sick during the formative and summative assessment day needs to provide a doctor's certificate in order to attend make-up exams. Make-up exams will be arranged only on the first school day after the examination period. Make-up exams will not be arranged beyond the first school day. "ABS" will be recorded in the school report card if the student does not attend the make-up exam.

3.8.3.4 If students are given permission to sit the make-up tests/exams. The teacher will call the parents and notify them about the make-up arrangement.

3.8.3.5 If a student is unable to take an examination due to illness or being forcibly quarantined, they must submit a medical certificate or relevant proof indicating the date of absence to their homeroom teacher, who will then forward it to the school for approval. In such cases, no marks will be deducted for the makeup examination of the affected subject.

3.8.3.6 If a student is absent without reason during the academic assessment period, the score obtained in the make-up exam will be reduced by 10%.

#### 3.8.4 Procedure for reviewing an examination paper

3.8.4.1 If parents wish to review any examination paper, please contact the class teacher.

3.8.4.2 The class teacher will inform the Curriculum Leader and the subject teacher(s) to confirm the time and date of meeting with the parents.

### 3.8.5 Application for a copy of a Report Card

- 3.8.5.1 Report Cards are important documents, parents should store them safely.
- 3.8.5.2 If any parents wish to apply for a reissue of the report card, they should submit a written application to the principal, explaining the reason for the reissue, the grade and term for which the reissue is needed, and also pay the reissue fee.
- 3.8.5.3 The report card will be printed on white paper with a “COPY” chop.
- 3.8.5.4 When the report card is completed, the school will contact parents to pick it up or pass it to the student.

### 3.8.6 E-learning

- 3.8.6.1 In order to enhance students’ learning effectiveness and self-directed learning ability, our school is actively promoting online e-learning. The advantages of e-learning are as follows:
  - 3.8.6.1.1 Students can learn whenever and wherever they want.
  - 3.8.6.1.2 Students can receive prompt and effective feedback through e-learning platforms and self-correct accordingly.
  - 3.8.6.1.3 Less able students can learn and practice according to their ability and at their own pace.
  - 3.8.6.1.4 Students can self learn without assistance or family support.
- 3.8.6.2 We recommend using a tablet computer with internet access, such as an iPad or any other Android tablet computer. If your child does not own a tablet computer, we strongly suggest you to buy an iPad for your child(ren) now. As the school develops more e-learning strategies, more ebooks will become available. So, having a mobile learning device will encourage a good attitude towards self-directed learning and develop the required skills for it.

### 3.8.7 Learning Assessment Method

Subject	Level	Ratio	Details	Percentage in Subject		Formative Assessment (each term)		Summative Assessment (each term)	
				1 <sup>st</sup> Term	2 <sup>nd</sup> Term	Item	Rate	Item	Rate
Chinese	P.1	9	Listening	/	10%	Average mark of all listening exercises	100%	/	/
			Speaking	/	30%	Average mark of all speaking exercises	50%	Speaking Exam	50%
			Reading	/	20%	Average mark of Reading Test 1 & Test 2	100%	/	/
			Writing	/	20%	Average mark of Writing Test 1 & Test 2 (80%) + Average mark of all dictations (20%)	100%	/	/
			Language	/	20%	Average mark of Test 1 & Test 2	100%	/	/
	P.2-3	9	Listening	10%		Average mark of all listening exercises	100%		
			Speaking	20%		Average mark of all speaking exercises	50%	Speaking Exam	50%
			Reading	20%		Average mark of Reading Test 1 & Test 2	100%	/	/
			Writing	30%		Average mark of all Writing Exercises (50%) + Average mark of all dictations (10%)	60%	Writing Exam	40%
			Language	20%		Average mark of Test 1 & Test 2	100%	/	/
	P.4-6	9	Listening	10%		Average mark of all listening exercises	100%		
			Speaking	10%		Average mark of all speaking exercises	50%	Speaking Exam	50%
			Reading	25%		Average mark of Reading Test 1 & Test 2	100%	/	/
			Writing	35%		Average mark of all Writing Exercises (50%) + Average mark of all dictations (10%)	60%	Writing Exam	40%
			Language	20%		Average mark of Test 1 & Test 2	100%	/	/
English	P.1	9	Listening	/	10%	Average mark of all listening exercises	100%	/	/
			Speaking	/	10%	/	/	Speaking Exam	100%
			Reading	/	40%	Average mark of Reading Test 1 & Test 2	100%	/	/
			Writing	/	20%	Average mark of all Writing Tests (60%) + Average mark of all Dictations (40%)	100%	/	/
			Language	/	20%	Average mark of Language Focus Test 1 & Test 2	100%	/	/
	P.2	9	Listening	10%		Average mark of all listening exercises	100%	/	/
			Speaking	10%		/	/	Speaking Exam	100%

Subject	Level	Ratio	Details	Percentage in Subject		Formative Assessment (each term)		Summative Assessment (each term)	
				1 <sup>st</sup> Term	2 <sup>nd</sup> Term	Item	Rate	Item	Rate
English			Reading	20%	40%	Average mark of Reading Test 1 & Test 2	100%	/	/
			Writing	20%		Average mark of all Writing Tests (60%) + Average mark of all dictations (40%)	100%	/	/
			Language	40%	20%	Average mark of Language Focus Test 1 & Test 2	100%	/	/
	P.3-6	9	Listening	10%		Average mark of all listening exercises	100%	/	/
			Speaking	10%		Average mark of all group discussions (30%) + Average mark of all speech reports (70%)	100%	/	/
			Reading	30%		Average mark of all Reading Comprehension Unit End Exercises	100%	/	/
			Writing	30%		Average mark of all Writing Unit End Exercises (90%) + Average mark of all dictations (10%)	100%	/	/
			Language	20%		Average mark of all Language Focus Reviews	100%	/	/
Mathematics	P.1	9	/	/	100%	Written Assessment	30%	Written Exam	70%
	P.2-6			100%					
General Studies	P.1	6	/	/	100%	Average mark of Written Test 1 & Test 2	100%	/	/
	P.2-6			100%					
Visual Arts	P.1	3	/	/	100%	Average mark of all art appreciation tasks + Average mark of all tasks (80%)	100%	/	/
	P.2-6			100%					
Music	P.1	2	/	/	100%	Singing/ Instrument Playing (50%) + Music Creativity Task (10%)	60%	Written Exam	40%
	P.2-6			100%					
Physical Education	P.1	0	/	/	100%	Motor and Sports Skills (80%) + Others (20%)	100%	/	/
	P.2-6			100%					
Technology Education	P.1	0	/	/	100%	/	/	Practical Task (70%) + Written Assessment (30%)	100%
	P.2-6			100%					
Coding	P.4-6	0	/	/	100%	/	/	Final Project	100%

Remark: P.1 no Formative & Summative Assessment in the 1<sup>st</sup> term.



## 4. Activities

### 4.1 After School Activities

Various after-school activities will be held for students. The aim of these after school activities is to develop students' potential, to diversify their interests and to build their self-confidence. The after school activities will be held every Monday to Friday between 4:00 p.m. and 5:00 p.m.

### 4.2 Financial Assistance for Needy Students Scheme

The school has a "Financial Assistance for Needy Students" scheme. Students who come from low income families have the same opportunity to join the after-school activities. If parents can fulfill the requirements, they will be exempt from the activity fee. This scheme aims to ensure that students from low income families have access to after-school activities. Parents can apply for this scheme in September of every school year.

### 4.3 Multiple-Intelligences Learning Session

Multiple-intelligences activities programme is held at the last 2 lessons every Friday. The activities are related to different styles of learning in subjects such as art, science, music, ethics and uniform teams. Students can choose the activities according to their interest. Teachers will also select talented students to receive special training in order to raise their personal achievement in a non-academic area.

### 4.4 Integration Programme and Learning Outside School

In order to let students know more about our society, we organize visits and outdoor activities for students after examinations. We hope our students can have a wider experience outside school in Hong Kong. In addition, teachers will prepare lessons to be conducted outside of school. Students will do field studies and observations. This is a different and interesting experience that cannot be had inside the classroom.

### 4.5 Life Wide Learning Day

The school holds an Outdoor Learning Day every November, where all students and teachers participate, and parents are also invited to attend. Each year, the school selects a different campsite as the outdoor learning location. Parents and students can not only enjoy the beautiful outdoor environment and various recreational facilities but also participate in guided learning activities such as archery, rock climbing, trampoline, roller skating, various ball games, and crafts. Under the guidance of professional coaches and instructors, parents and students can step out of the classroom to learn more life skills and communication techniques, while also having the opportunity to showcase their abilities and try different outdoor activities. Additionally, the school arranges group games for parents and children, allowing them to collaborate and complete challenges together, thereby promoting parent-child relationships.

### 4.6 Sports Day

The school holds Sports Day every year between April and May. In addition to the participation of all students and teachers, parents are also invited to attend and take part. Students in P.3 to P.6 can participate in track and field events, including the 60 meters, 100 meters, long jump, and shot put/sack throw, while students in P.1 and P.2 can participate in competitive games. Furthermore, we also have parent-child relay races, teacher-student relay races, and inter-class cheerleading competitions, all of which are eagerly anticipated events.

## 5. Discipline and Guidance

### 5.1 Phone Protocols

5.1.1 The school contact phone number is 2577-5188

5.1.2 The school phone is used for communication between teachers and parents or for calls in case of emergencies.

5.1.3 We recommend students do not bring their mobile phones to school because they could be lost or damaged. Students are not allowed to use their mobile phone in school. A punishment will be issued if students do not abide by this rule.

### 5.2 Reward and Punishment System

5.2.1 The aims: In order to help our students cultivate good character and instill in them appropriate values and a sense of responsibility, our school is issuing a set of criteria for our Reward and Punishment System. We hope this will help your child better understand the rules they must obey at school.

5.2.2 School Regulations: Students are expected to comply with school regulations and maintain good conduct at school. Please bear in mind the following points.

5.2.2.1 Discipline: Maintain order during lessons, assemblies and when lining up.

5.2.2.2 Obedience: Obey the principal, teachers, student leaders and prefects.

5.2.2.3 Punctuality: Be on time for school, lessons, assemblies, and activities. Hand in homework assignments on time.

5.2.2.4 Cleanliness: Pay proper attention to school uniform and appearance, as well as keeping the school environment clean and tidy.


5.2.2.5 Honesty: Be honest in every situation.

5.2.2.6 Politeness: Be polite to others in speech and manner.

5.2.2.7 School environment: Respect and show genuine care for school property.

5.2.3 Merits: Students who have exceptional academic results or conduct will be given awards at mid-term and the end of term.

5.2.3.1 If students perform well during lessons, the subject teacher will put a “✓” with his/her initial next to the merit column on the students’ handbook. Students will be rewarded if they are: hard working, honest, self-disciplined and caring.

	<input type="checkbox"/> Hardworking	<input type="checkbox"/> Honest
	<input type="checkbox"/> Self-disciplined	<input type="checkbox"/> Caring

5.2.3.2 If students perform well academically and in their general conduct, they will be awarded certificates.

5.2.3.3 Students who contribute positively to the school will be awarded a merit, subject to a recommendation from a teacher and approval from the discipline committee.

5.2.4 Punishment: Students who fail to comply with school regulations will be issued with, depending on individual situations; demerits, minor faults, or serious faults as punishment.

Examples of Inappropriate Behaviour	Forms of Punishment
1 Disturbing classroom order (e.g. leaving a seat without permission, shouting, failing to keep discipline when going to and returning from other rooms, disturbing classmates, etc.)	Parents will be informed of the behaviour. If improvement is not shown, a demerit, minor fault, or serious fault will be issued depending on the situation.
2 Being rude to teachers and failing to comply with teachers' instructions	
3 Failing to comply with assessment and examination rules 3.1 Cheating 3.2 Leaving the seat without permission 3.3 Talking without permission 3.4 Disturbing other students 3.5 Communicating with a candidate or others outside the room	A demerit will be issued.
4 Using foul language	
5 Destroying school property	
6 Truancy (Skipping school without permission)	
7 Being late 20 times and 30 times	
8 Not handing in homework on time 20 times and 30 times	
9 Improper use of mobile phones in school	
10 Fighting	
11 Causing physical injury or pain to others	Depending on the situation, a demerit or more severe punishment will be issued.
12 Stealing	

Examples of Inappropriate Behaviour	Forms of Punishment
13 Bullying schoolmates	
14 Deception, eg: 14.1 Altering exam marks or report card 14.2 Faking parents' signature	Depending on the situation, a minor fault or more severe punishment will be issued.
15 Gambling	Depending on the situation, a serious fault or more severe punishment will be issued.
16 Smoking	
17 Sexual harassment, eg: Deliberately touching the private parts of schoolmates	

5.2.4.1 The above examples of offensive behaviour and forms of punishment are for reference only.

5.2.4.2 Offensive behaviour will be punished according to the above criteria. If students show a bad attitude or no remorse, a more severe punishment may be issued.

5.2.5 All regulations are decided by the principal and the discipline teams, and may be subject to change when they see fit.

5.2.6 In the case of a severe offense, the school will consider suspending the offending student for 1-3 days and notifying the police if necessary.

5.2.7 Parents will be informed of all offensive behaviour and proper punishment will be discussed between parents and the school in order to negotiate ways to guide and counsel the offending student.

### 5.3 After School Homework Tutoring

Brief	Our school provides free homework tutoring services for students every day from 4:00 PM to 5:00 PM, with a teacher-student ratio of 1:24. If students are unable to complete their homework during this hour, parents are expected to assist their children in finishing their assignments at home.
Application	Every May, the school will issue a notice inviting parents to enroll their children in the after-school homework tutoring program for the upcoming school year. Late registrations will not be accepted.

Withdrawal Procedures	<ol style="list-style-type: none"> <li>1. If a student needs to withdraw from the homework tutoring program, parents should notify the school in writing or through the student handbook at least one week in advance (please specify the withdrawal date).</li> <li>2. Parents must arrange their child's transportation home. If the student requires school bus services, parents should coordinate transportation arrangements with the bus company. If the school bus is unable to provide service for any reason, parents must make their own arrangements for their child's transportation home.</li> <li>3. Once the withdrawal application is accepted, re-enrollment for that school year will not be permitted.</li> </ol>
Misbehavior	<p>To maintain classroom order and ensure that students adhere to discipline, allowing them to complete their homework in a safe and quiet environment, the following disciplinary measures are in place:</p> <ol style="list-style-type: none"> <li>1. If a student misbehaves during homework time, the homework tutor will make a record of the incident. The following day, a 'warning' note will be placed in the student handbook, and parents are asked to cooperate with the school in guiding their children.</li> <li>2. If a student accumulates four records of misconduct, the school will revoke their eligibility to participate in this program, and they will not be allowed to stay at school to do homework.</li> <li>3. If a student is recorded with four instances of misconduct during the homework tutoring period, parents will receive a notification of withdrawal from the program within a week.</li> <li>4. Parents must arrange their child's transportation home. If the student requires school bus services, parents must independently coordinate transportation arrangements with the school bus company.</li> </ol>

#### 5.4 Professional Assessment Report for Special Educational Needs

If the student already has an assessment and report from a private practicing specialist doctor or the Hospital Authority demonstrating special learning needs, parents must submit the assessment and report to the school.

## 5.5 Service/ Measures to Support Our Students

Service & Support	Content/Objective	Target Group	Period	Responsible teacher/person
1. Student Support	To support students using appropriate measures and arrangements.	Tier 1 students① and Tier 2 students②	Beginning of the year	Special Educational Needs Coordinator
2. Enhancement classes	To provide enhancement classes for students who have learning needs and/or require extra support.	Target students②	Whole school year	Subject Teachers
3. After School Tutoring	To instruct students in their daily homework	All students	Whole school year	After School Tutoring Coordinator
4. Peer Tutoring	To organize learning groups to support students in need with the help of “Big Brothers/Sisters”	Students in need	Nov - May	School Social Worker / Guidance Teachers
5. Guidance Service	To enhance students’ behaviour / learning / concentration / self-management skills	Students in need	--	School Social Worker
6. Newly Arrived Students	To learn about the school and life in Hong Kong	Newly Arrived Students	--	“Newly Arrived Students” Coordinator
7. Speech Therapy	To provide individual / group/ in-class speech therapy training	Students in need	Whole year	Speech Therapy Coordinator and Speech Therapist
8. Fine Motor Skills Training Group	To provide individual and small group fine motor skills training.	Students in need	Whole year	Fine Motor Skills Training Group Coordinator and I Therapist
9. Integrated Education	To establish “Individual Educational Plans” and follow-up; individual guidance; homework and assessment accommodation.	Tier 3 Students③	Whole year	Special Educational Needs Support Teachers

Service & Support	Content/Objective	Target Group	Period	Responsible teacher/person
10. Project on 'Whole School Approach to Providing Tiered Support for Students with Autism Spectrum Disorders' : NGO-School Collaboration	To provide small-group training for students in need of social or adaptive skills enhancement.	Students in need	Whole Year	Special Educational Needs Support Teachers
11. Attention Skill Development Group	To provide small-group training for students in need of attention skills enhancement.	Students in need	Whole Year	Special Educational Needs Support Teachers
12. Learning Strategy Training Group	To provide training for students in need of learning strategies enhancement.	Students in need	Whole Year	Special Educational Needs Support Teachers
13. Understanding Adolescent Project (Primary)	To provide small-group training for students in need of resilience in coping with the challenges.	Students in need	Whole Year	School Social Worker / Guidance Teachers
14. Homework Accommodation④	To assist students to consolidate what they have learnt	Students in need	Whole Year	Subject teachers
15. Assessment Accommodation⑤	To provide assessment accommodation for SEN students	Students in need	During Assessment	Special Educational Needs Support Teachers
16. Early Identification and Intervention of Learning Difficulties Programme for P.1	To provide appropriate early support for students who are at risk of learning difficulties	P1 students	Start of the year	Special Educational Needs Coordinator
17. "LAMK" Assessment	To use "LAMK" Assessment to assess students' academic levels and provide appropriate support for the students in need	Students in need	Year end	Special Educational Needs Coordinator

Note:

① Tier 1 Students:have temporary and mild learning difficulties.

② Tier 2 Students:have sustained learning difficulties.

③ Tier 3 Students:have serious difficulties that need special attention.

④ Homework Accommodation:If there's a need for any of the above accommodations, the subject teachers will mark the accommodation directly on his/her homework with a signature.

- ⑤ Special Accommodation in Assessment: Our school will provide special accommodations in assessment for special education needs students (those who have been assessed by a professional and have reports). However, these arrangements may not be used in public exams/Territory-wide System Assessment (TSA)/some of the school exams due to the objective and nature of these exams. Therefore, please take note of this. If you have any queries about these special accommodations in assessment, please contact our Integrated Teacher or Guidance Mistress.

## 5.6 Communication Channels

If necessary, the school will inform parents about the services and support mentioned in item 5.5 through various communication channels (such as notices, handbooks, meetings, phone calls, etc.). For any inquiries regarding the above services and support, please contact the responsible teacher or staff member.

## 5.7 Mindfulness Programme

The mindfulness course is conducted in the Open Learning Space Lesson, training students in emotional management skills and enhancing their concentration.

## 5.8 P.1 Adaptation Support Policy

### 5.8.1 Purpose:

- 5.8.1.1 To help students quickly adapt to school routines.
- 5.8.1.2 To assist parents in addressing students' adaptation issues.

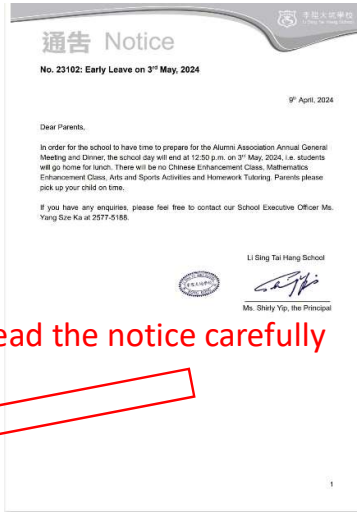
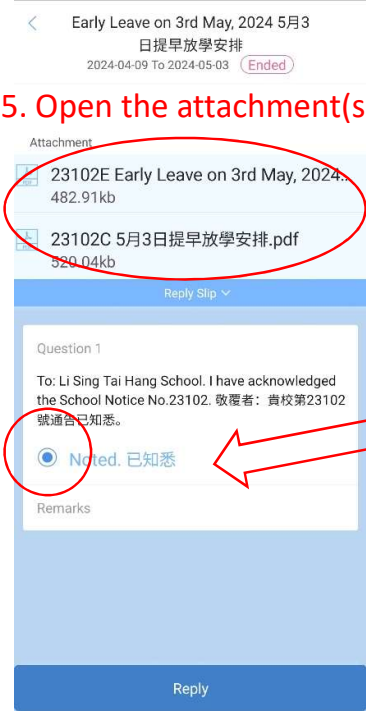
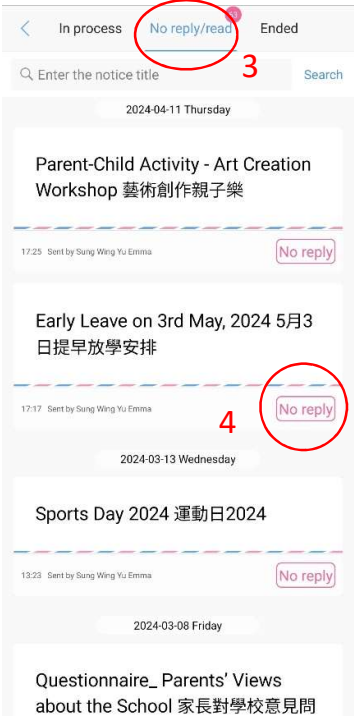
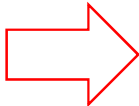
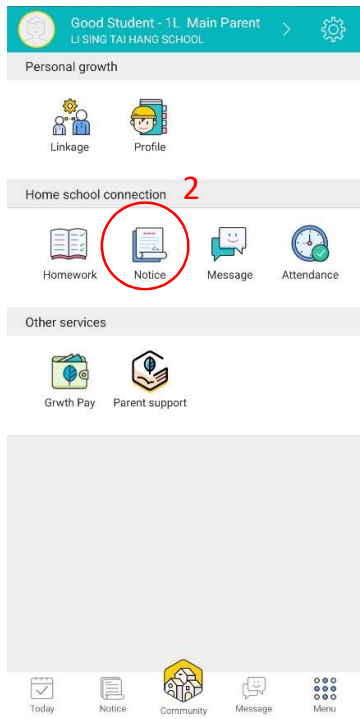
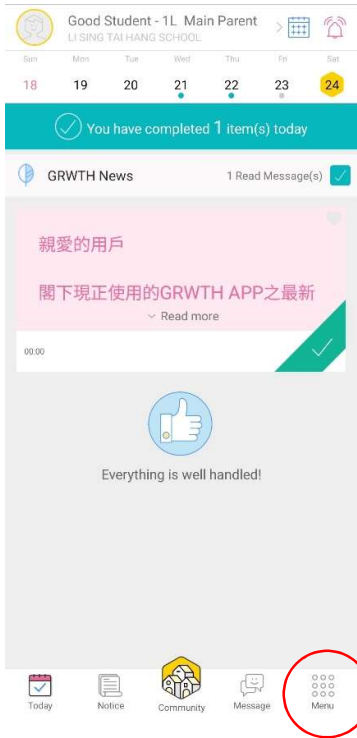
### 5.8.2 Support Measures:

- 5.8.2.1 The school will provide stationery, including pencils, erasers, rulers, and 12-color crayons, so that students do not need to bring their own stationery to school.
- 5.8.2.2 An adaptation program for P.1 will be established to teach students how to line up, focus, be polite, maintain cleanliness, be self-sufficient, and practice self-discipline.



# GRWTH Usage Guidelines

## 1. Notice

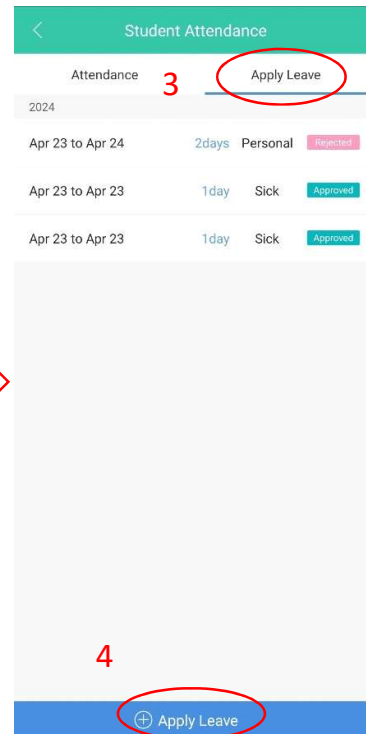
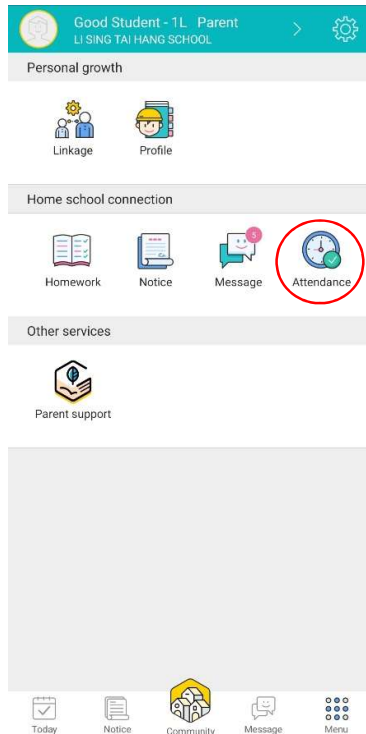


5. Open the attachment(s)

6. Read the notice carefully



## 2. Apply Leave



### 1. 1. Personal leave

1.1 Parents should submit their application as early as possible on the GRWTH platform, stating the reason and dates.

1.2 The application will be approved by the School Executive Officer and notifies the result or the review on the GRWTH platform. If the leave is not approved, the student must return to school, otherwise it will be considered as truancy.

### 2. Sick leave

2.1 Parents should submit their application on the GRWTH platform before 9:00 AM, stating the medical condition and the duration of the leave. Otherwise, it will be considered as truancy.

2.2 If there is a medical

Next >



### 6. Select the leave category

Reason & Certificate

Category >

Reason >

Certificate +

Remark

Date

Start Date May-05-2024 >

Period p.m >

End Date >

Period >

Duration

Submit Application

### 7. Choose "Personal" or "Sick"

Reason >

Certificate +

Remark

Date

Sick

Personal

End Date >



## Sick Leave

**Apply Leave**

Reason & Certificate

Category **Sick**

Reason **8a. State the reason**

Certificate

**8b. Choose a reason**

類別 病假

原因

發燒 Fever

咳嗽 Coughing

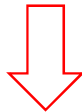
感冒 Influenza

上呼吸道感染 Upper Respiratory Tract Infection

腸胃炎 Stomach Flu

手足口病 HFM Disease

其他 Other



**Apply Leave**

Reason & Certificate

Category **Sick**

Reason

Certificate

**8c. Upload medical proof (if any)**



## Personal Leave

**Apply Leave**

Personal leave should be applied 0 day(s) in advance

Reason & Certificate

Category **Personal**

Reason **8a. State the reason**

Certificate

**8b. Choose a reason**

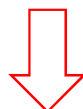
證明

突發事故 Accident

重要家事 Family Issue

回鄉 Return to Hometown

其他 Other



## 9. Specify the leave dates

Whole Day Leave	Partial Leave	
<p><b>Whole Day Leave</b></p> <p><i>Apply Leave</i></p> <p>Reason &amp; Certificate</p> <p>Category: Sick</p> <p>Reason: 發燒 Fever</p> <p>Certificate: </p> <p>Remark:</p> <p>Date:</p> <p>Start Date: Sep-06-2024</p> <p>Period: a.m.</p> <p>End Date: Sep-06-2024</p> <p>Period: p.m.</p> <p>Duration: 1</p> <p><input type="button" value="Submit Application"/></p>	<p><b>Early Leave</b></p> <p><i>Note the time and method of departure</i></p> <p><i>Apply Leave</i></p> <p>Personal leave should be applied 0 day(s) in</p> <p>Reason &amp; Certificate</p> <p>Category: Personal</p> <p>Reason: 重要家事 Family Issue</p> <p>Certificate: </p> <p>Remark: Leave at 1:50 Method : Parents pick up</p> <p>Date:</p> <p>Start Date: Sep-06-2024</p> <p>Period: a.m.</p> <p>End Date: Sep-06-2024</p> <p>Period: a.m.</p> <p>Duration: 0.5</p> <p><input type="button" value="Submit Application"/></p>	<p><b>Late Arrival</b></p> <p><i>Note the time of return to school</i></p> <p><i>Apply Leave</i></p> <p>Personal leave should be applied 0 day(s) in</p> <p>Reason &amp; Certificate</p> <p>Category: Personal</p> <p>Reason: 重要家事 Family Issue</p> <p>Certificate: </p> <p>Remark: Arrival at 10:30</p> <p>Date:</p> <p>Start Date: Sep-06-2024</p> <p>Period: a.m.</p> <p>End Date: Sep-06-2024</p> <p>Period: a.m.</p> <p>Duration: 0.5</p> <p><input type="button" value="Submit Application"/></p>

## 10. Enter password or biometric authentication

Password unlock

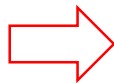
Authenticate with password

Enter your password

Ok

Activate biometric authentication to get faster authentication and better protection!

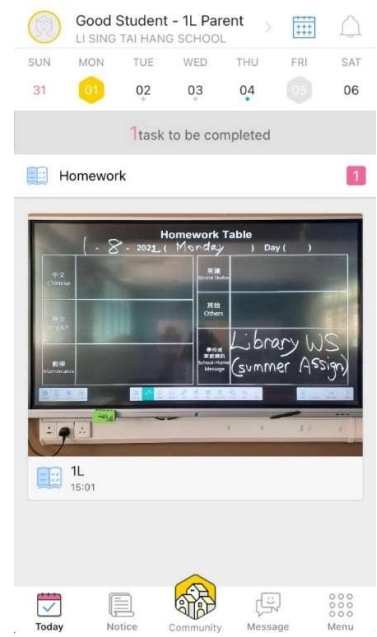
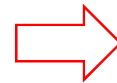
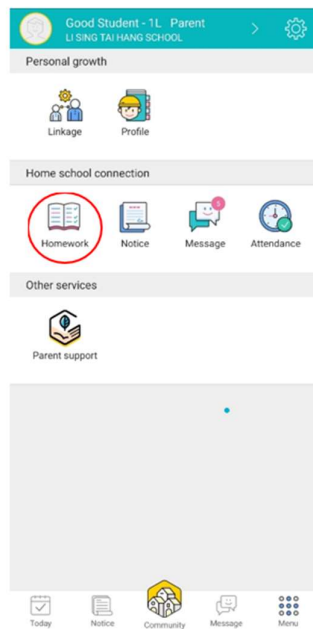
[Biometric authentication](#)



## 11. Check the approval status

Student Attendance		
Attendance	Apply Leave	
2024		
Jun 15 to Jun 15	1day Sick	Pending
Apr 23 to Apr 24	2days Personal	Rejected
Apr 23 to Apr 23	1day Sick	Approved

### 3. Check Homework



# ClassDojo Usage Guidelines

## 1 Aims

- 1.1 Promote communication between home and school.
- 1.2 Enable parents to receive urgent messages from the school instantly.
- 1.3 Provide parents with greater insight into their children's school life.

## 2 Principles of Use

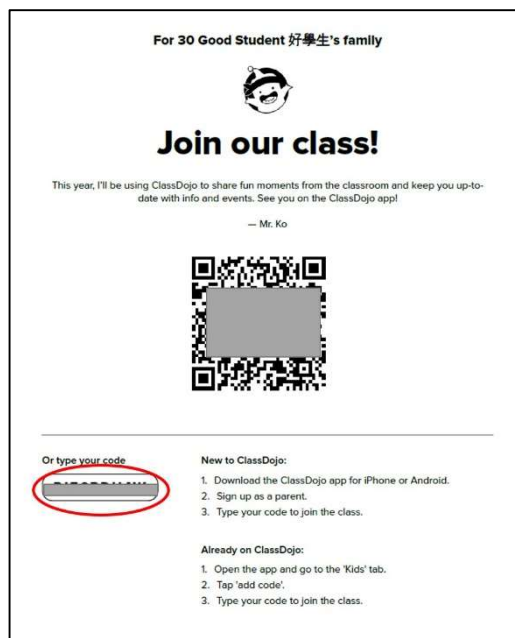
- 2.1 During class hours, if parents have an urgent situation to notify the school, they should call the school office directly, as teachers may not have time to check and respond to messages on ClassDojo during class.
- 2.2 To respect teachers' personal time, the school will not require teachers to respond to parents outside of working hours. We ask for parents' understanding and consideration.

## 3 Points to Note

- 3.1 Do not share any negative messages, images, or comments.
- 3.2 Do not publicly discuss individual students' grades or behavioural issues.
- 3.3 Our school only uses the basic features of the platform. Parents do not need to upgrade to the paid version.

## 4 Installation Procedure

- 4.1 The school issues a 'Parent Code.'



## 4.2 Create a parent account

From the website (computer)	From the App (mobile phone or tablet)
<ol style="list-style-type: none"><li>1. Go to <a href="https://www.classdojo.com">https://www.classdojo.com</a>.</li><li>2. Under “Get Started as a...” select “Parent”.</li><li>3. Enter your email address and click “Continue” or click “Continue with Google” to create an account through an existing Google account.</li><li>4. Enter your personal information and click “Sign up”.</li><li>5. Select “Add child using code” to enter the code issued by the school. Then, select “Verify Code” to connect to your child’s class.</li></ol>	<ol style="list-style-type: none"><li>1. Download the ClassDojo app from the App Store or Google Play store.</li><li>2. Click “I’m a parent”.</li><li>3. Select “Create account”.</li><li>4. Enter your email address and click “Continue” or click “Continue with Google” or “Continue with Apple” to create an account through an existing Google or Apple account.</li><li>5. Enter your personal information and click “Create free account”.</li><li>6. Enter the invitation code issued by the school and click “Submit” to connect to your child's class.</li></ol>

## 5 Adding Multiple Students or Classes to a Parent Account

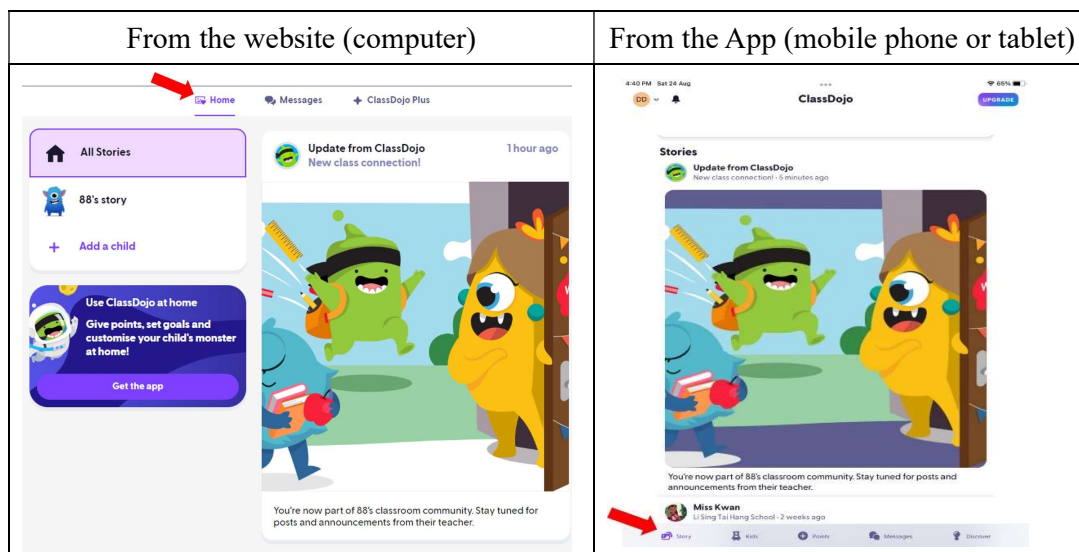
If you have more than one child, you will need a parent code from each class.

From the website (computer)	From the App (mobile phone or tablet)
<ol style="list-style-type: none"><li>1. Tap on the “Add a child” tab on the “Home” screen.</li><li>2. Select “Add child using code.”</li><li>3. Enter the invitation code issued by the school and click “Submit” to connect to your child’s class.</li></ol>	<ol style="list-style-type: none"><li>1. Tap on the “Profile” icon (top left on screen).</li><li>2. Tap on the “Add a child” tab.</li><li>3. Select “Add child with code.”</li><li>4. Enter the invitation code issued by the school and click “Submit” to connect to your child’s class.</li></ol>

## 6 Features of “Home” and “Messages”

### 6.1 “Home” (Story)

The school and teachers will use this platform to post updates about school-wide or class-specific news and events, allowing parents to gain a better understanding of their children’s school life.



### 6.2 “Messages”

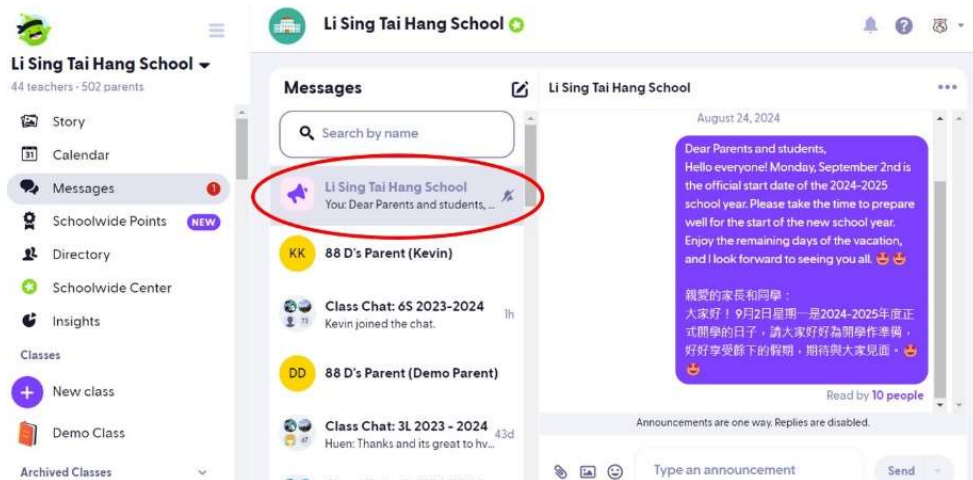
#### 6.2.1 Types of messages parents can send via ClassDojo:

Parents Messages	Request for Instant Response	Advance Notice (At least one school day)
Change of dismissal method or time	×	✓
Apply to join/ withdraw from after-school activities	×	✓
Student information update	×	✓
Inquiry/feedback/complaint	×	✓
Withdrawal from school	×	×
Change of school bus arrangements	×	×



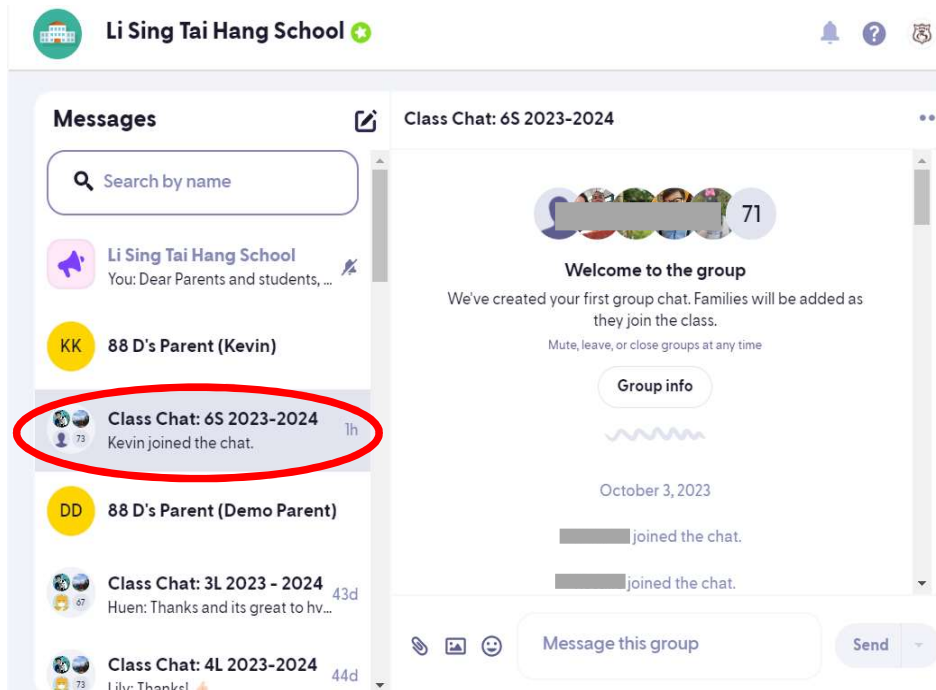
### 6.2.2 “School Announcement”

The school will announce important and urgent messages, such as early dismissal arrangements due to a No. 8 typhoon signal, in the “School Announcement” section. Therefore, parents should closely monitor the messages in “School Announcement.”



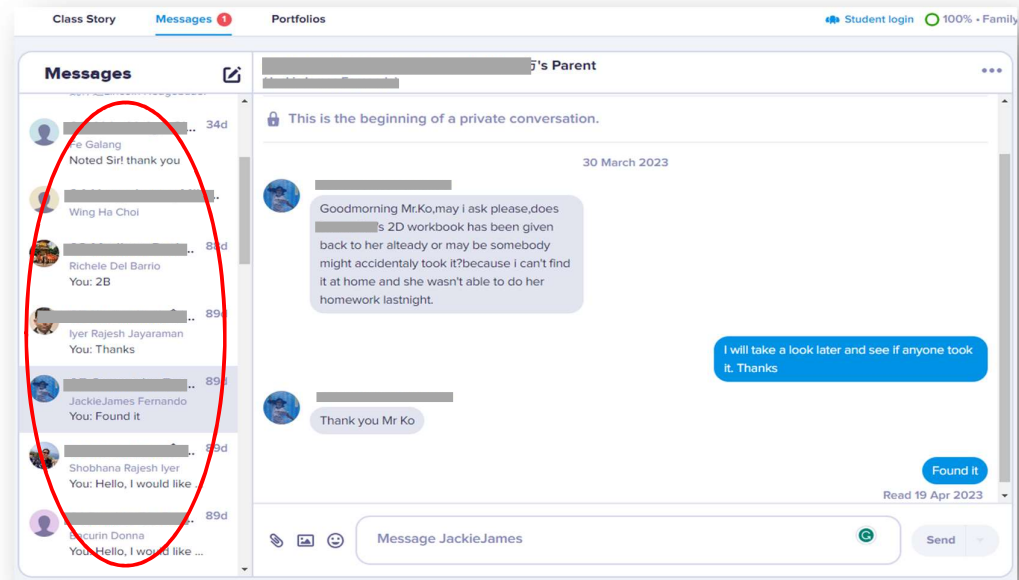
### 6.2.3 “Class Chat”

“Class Chat” is a chat room organized by class.



#### 6.2.4 Individual teachers or staff

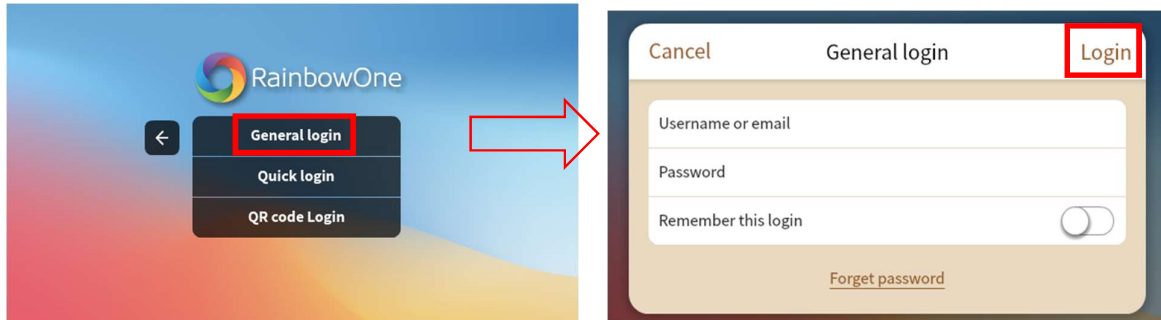
If parents wish to contact the class teacher, individual teachers, or staff members, parents can select their names to enter the corresponding chat room for communication.



# RainbowOne Usage Guidelines

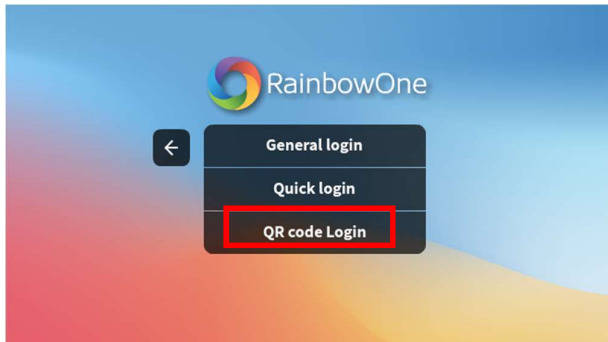
## 1 Login

Method 1:



1. Press “General login”,
2. Enter the “Account Name” and “Password”,
3. Press the “Login” button.

Method 2:

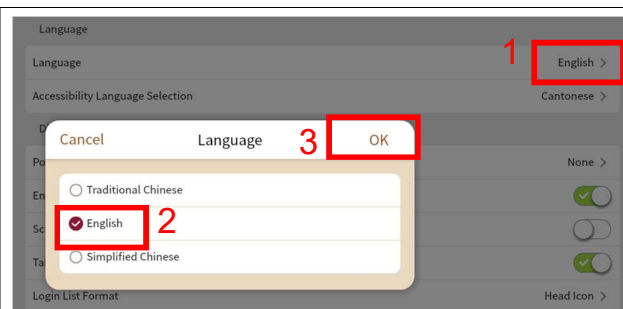


Login in by scanning the QR code.

## 2 Language setting



Press “Settings”,



1. Press “English”,
2. Select the language you want,
3. Press “OK”.

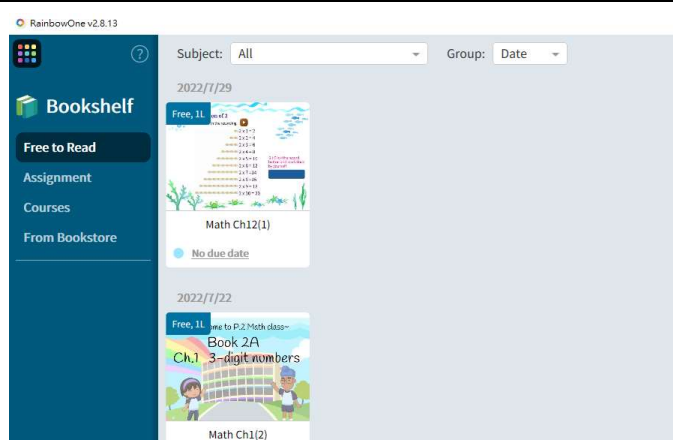
### 3 Bookshelf

The “Bookshelf” is located on the RainbowOne homepage.




The “Bookshelf” contains three common sections:

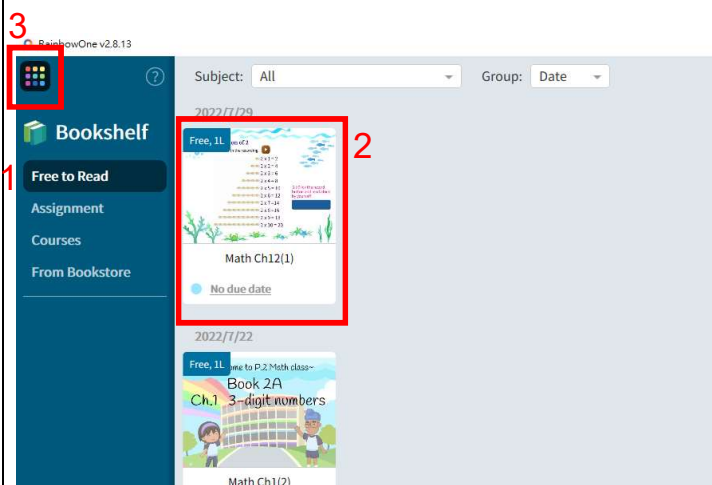
- “Free to Read”
- “Assignment”
- “Courses”



#### 3.1 Free to Read

The “Free to Read” section primarily contains recommended materials or information for students to read or reference.

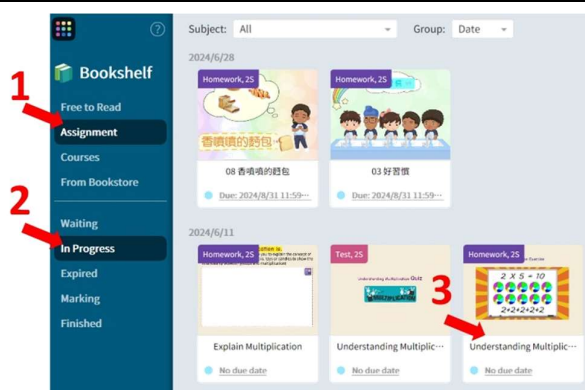
1. Press “Free to Read”,
2. Choose an e-book published by teacher and read it.
3. Press  to go back to the previous page.



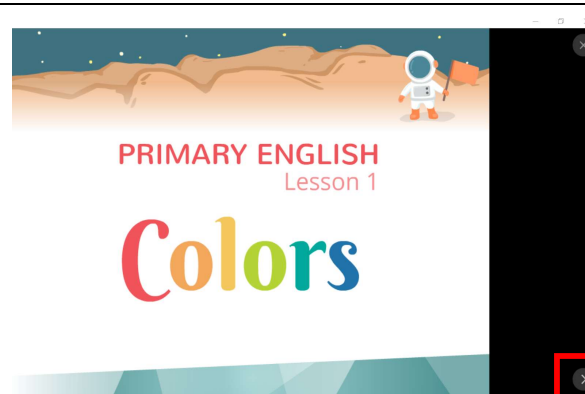
### 3.2 Assignment

The “Assignment” section contains electronic homework assigned by teachers, which students must complete within the specified time frame.

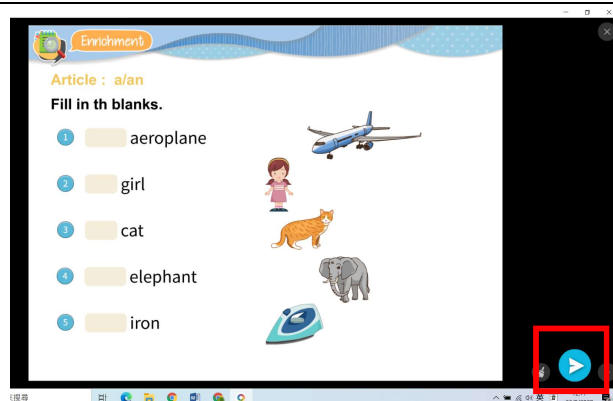
1. Press “Assignment”,
2. Choose “In Progress”,
3. Choose an e-assignment.





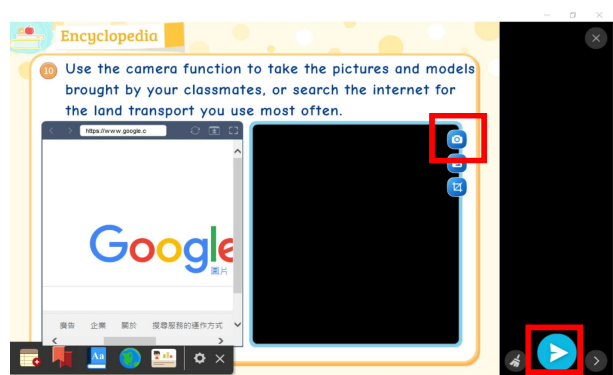
4. Open an e-assignment,
5. Click the arrow in the bottom right corner of the e-book to turn the page.



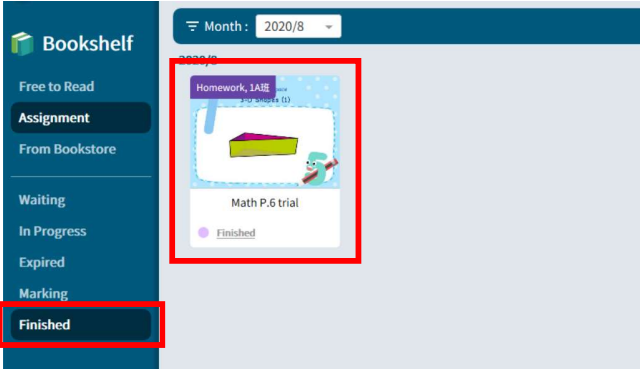


6. After completing the electronic questions on each page, click the icon to submit answers.



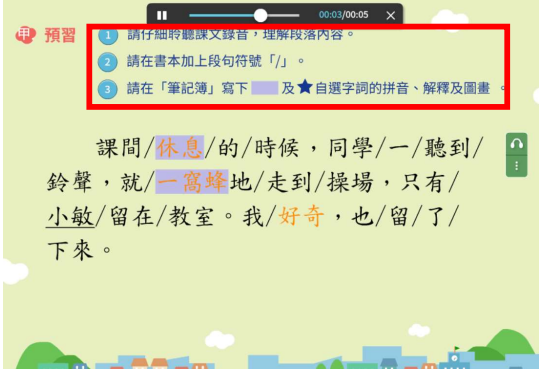

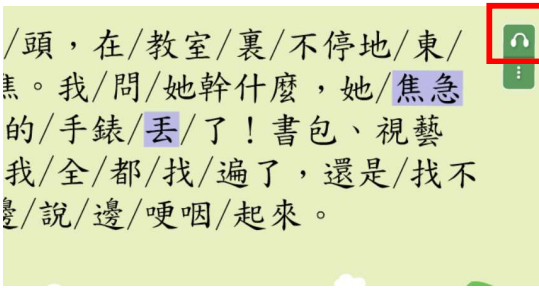


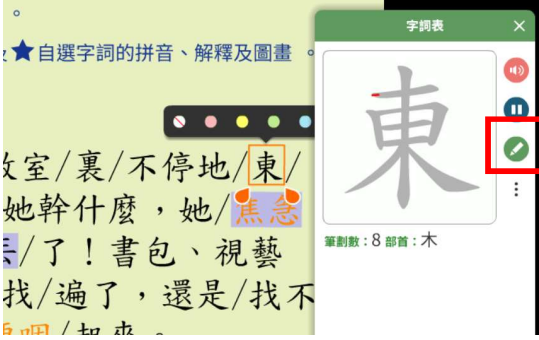
7. Press  to take a photo, then press  to upload the answer/photo.



### 3.2.1 Check E-assignment Result

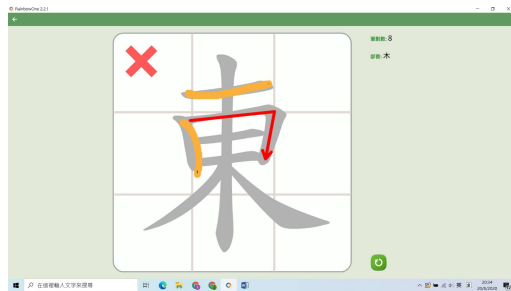
<ol style="list-style-type: none"> <li>1. Press “Finished” in “Bookshelf”,</li> <li>2. Press an e-assignment checked by teacher,</li> </ol>	
<ol style="list-style-type: none"> <li>3. Press “View submitted”,</li> </ol>	
<ol style="list-style-type: none"> <li>4. Check the result or teacher’s comment.</li> </ol>	

### 3.2.2 Chinese E-book Sample

<p>1. Read Aloud the Questions:</p> <p>Click on the text of the question with your mouse, and the system will read the question aloud.</p>	 <p>課間/休息/的/時候，同學/一/聽到/鈴聲，就/一窩蜂地/走到/操場，只有/小敏/留在/教室。我/好奇，也/留/了/下來。</p>
<p>2. Read Aloud the Text:</p> <p>Click on the icon  to listen to the audio recording of the text.</p>	 <p>/頭，在/教室/裏/不停地/東/焦。我/問/她幹什麼，她/焦急的/手錶/丟/了！書包、視藝我/全/都/找/遍了，還是/找不/說/邊/哽咽/起來。</p>
<p>3. Stroke Order of Text:</p> <p>Click on the text (words) to display the stroke order of the characters.</p>	 <p>教室/裏/不停地/東/她幹什麼，她/焦急/了！書包、視藝找/遍了，還是/找不</p>
<p>4. Stroke Order Practice:</p> <p>4.1 Click on the icon  to write the character according to its stroke order.</p>	 <p>教室/裏/不停地/東/她幹什麼，她/焦急/了！書包、視藝找/遍了，還是/找不</p>



4.2 The system will automatically provide hints for the correct stroke order.



#### 4 Word Definitions:

4.1 Press  ;



4.2 Press 「英文」  
(English);



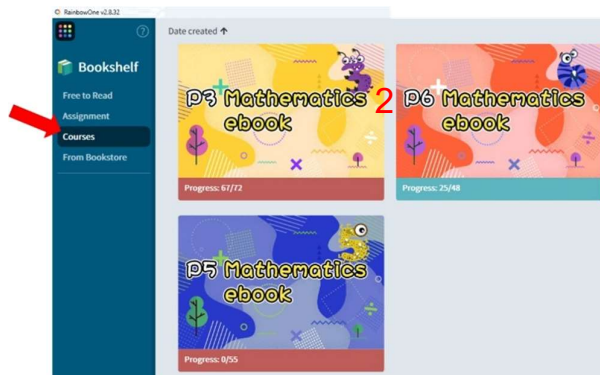


4.3 The English definitions will be displayed.



### 3.3 Courses

“Courses” contains some systematic courses that allow students to learn at their own pace, based on their abilities, such as practising multiplication tables in mathematics.



#### 4 Prize

To encourage and reward students for completing their electronic assignments, teachers will set up various rewards.



If students perform well in their assignments, teachers will award them stars. Once students accumulate a certain number of stars, they can exchange them for prizes.

