

## Parent Handbook 2023-2024

# Table of Contents

1. School Affairs	
1.1 School Operating Schedule and Procedures	P.4
1.2 Weather Related Occurrences and Contingency Measures	P.4
1.3 Hygiene and Epidemic Prevention	P.6
1.4 Arrangements for Sick and/or Injured Students	P.9
1.5 Fines/ Charges/ Fees for Specific Purposes	P.9
1.6 Communication between School and Parents	P.11
1.7 Communication between School and Alumni	P.14
1.8 Other	P.14
2. Student Affairs	
2.1 School Communication Protocol	P.15
2.2 Attendance Procedures	P.16
2.3 Departure Policy	P.19
2.4 Books, Homework and Stationery Protocols	P.21
2.5 Student Welfare	P.22
2.6 Arrangements For Lunch at School	P.24
2.7 Appearance and School Uniform	P.26
2.8 School Bus	P.30
2.9 Parent Card	P.30
3. Curriculum	
3.1 Medium of Instruction	P.32
3.2 6-Day Cycle System	P.32
3.3 Subjects and Periods per Cycle	P.32
3.4 Worksheets	P.33

3.5	Homework Policy	P.33
3.6	Chinese Curriculum	P.35
3.7	English Curriculum	P.39
3.8	Mathematics Curriculum	P.44
3.9	Assessment Matters	P.47
4.	Activities	
4.1	After School Activities	P.51
4.2	Financial Assistance for Needy Students	P.51
4.3	Multiple-Intelligences Learning Session	P.51
4.4	Integration Programme and Learning Outside School	P.51
4.5	Life Wide Learning Day	P.51
4.6	Sports Day	P.52
5.	Discipline and Guidance	
5.1	Phone Protocols	P.52
5.2	Reward and Punishment System	P.52
5.3	After School Homework Tutoring	P.56
5.4	Professional Assessment Report for Special Educational Needs	P.57
5.5	Service/ Measures to Support our Students	P.57
5.6	Communication Channels	P.60
5.7	Mindfulness Programme	P.60
5.8	P.1 Adaptation Support Policy	P.61

## 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.

Period	Weather Conditions	Contingency Measures
		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 local weather, road, slope, traffic or transport conditions warrant the closure of our school and a general announcement has not been made by the EDB, the Principal may close the school and will arrange for an announcement to be made through the EDB.

1.2.2.2.2 If there are special conditions, such as a high number of cases of swine flu, the Principal may close the school for a short period and will arrange for an announcement to be made through the EDB.

### 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	<ol 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></ol>
8-10 Very High	<ol 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></ol>
10+ Serious	<ol 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></ol>

### 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 Seek medical advice as soon as possible if your children develop symptoms of diarrhea, vomiting and skin rash. If symptoms such as fever, sore throat or cough are developed, students should put on a mask immediately and seek medical care from designated influenza clinics as soon as possible. Please also notify the school and let your child stay at home for rest until symptoms have improved and fever has subsided for at least 2 days, or follow the medical advice on sick leave, whichever is longer.
    - 1.3.1.3.1.1 Inform the school immediately if children are sick or have been admitted to hospital for observation.
    - 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 teachers.

#### 1.3.3.4 Follow up action

1.3.3.4.1 When two or more students in the same class are suffering with the flu, it will be considered as an outbreak of the flu.

### 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

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 Textbook and Workbook	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 Fee	around \$105-\$140 per term
5	Charges for Non-standard Items	\$450 per student per annum

Item		Amount
6	Extra supplementary exercise books	dependent upon class needs
7	Holiday exercise books	dependent upon class needs
8	Instrument Class or Activity Group	around \$100
9	Parent-Teacher Association Fee	\$100 per year
10	Entrance Examination Fee	\$75
11	Replacement of Graduation Certificate	\$35 per copy
12	Report Card (second copy)	\$35 per copy
13	Fine for Serious Damage to or Loss of Library Book	The original cost of the book plus 20% for handling charges
14	Replacement of Parent Card	\$10 per copy
15	Fine for Serious Damage to or Loss of School-Based Chinese Curriculum Story Book	Full replacement cost of the book
16	Willful Damage to School Property	The full repair/ replacement cost of the item
17	Special Notes: <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	

## 1.6 Communication between school and parents

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

1.6.1.1 Parents are encouraged to use email to communicate with teachers. Send emails to [licing@lsths.edu.hk](mailto:licing@lsths.edu.hk) with the name of the teacher the email should be sent to. The school will forward the email to the named teacher.

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

### 1.6.2 Handling different messages from parents

1.6.2.1 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

1.6.3.1 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.

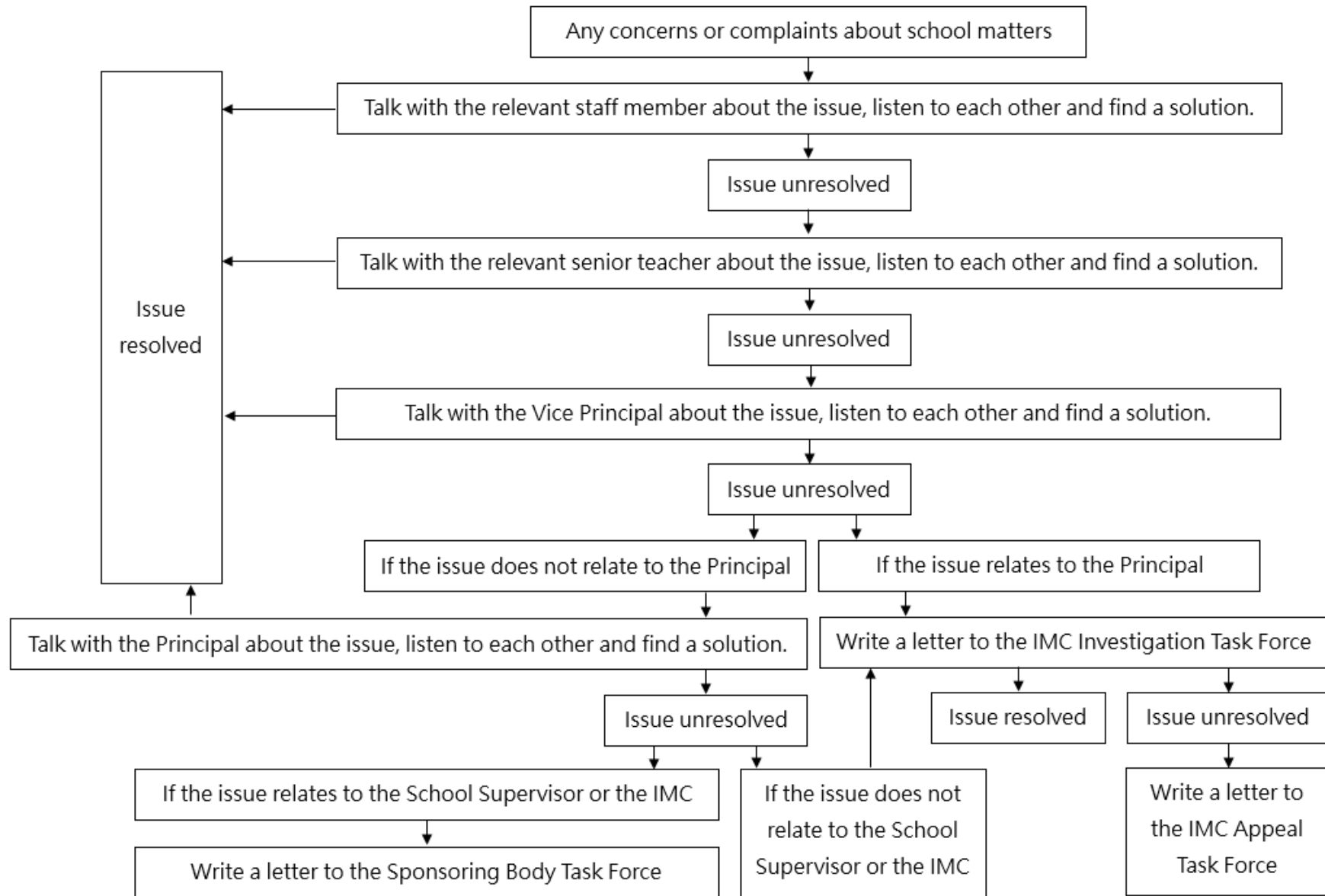
### 1.6.4 School Newsletter

1.6.4.1 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 and school notice 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 each day if a school notice is attached to the Student Hand Book.

2.1.3.2 Read the school notices.

2.1.3.3 Fill in the information and sign the Reply Slip. Put the Reply Slip and return it to the class teacher.

#### 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 (or through the student handbook) 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 7:25 a.m. The attendance rate will be shown on the report card.

#### 2.2.2 Procedures for absence, early leave and lateness

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 Casual 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 Casual 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 Casual 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.

2.2.2.1.1.1.7 In case of an emergency, parents should inform the school office by phone before 9:00 a.m. Otherwise, the student will be considered to be truanting.

#### 2.2.2.1.1.2 Procedures

2.2.2.1.1.2.1 Parents should hand in a leave application letter to the school. Parents should state the reason and the date of the application.

2.2.2.1.1.2.2 The application will be approved by the School Executive Officer.

2.2.2.1.1.2.3 After approval, a copy of the leave application letter will be returned to the parent.

#### 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

- 2.2.2.1.2.1 Parents should inform the School Office by phone before 9:00 a.m. and state the student's name, class, condition and day(s) of sick leave. Otherwise, the student will be considered to be truanting.
- 2.2.2.1.2.2 If the line is busy, parents should leave a message through the telephone answering machine and state the student's name, class, parent's name, contact phone number, student's condition and day(s) of sick leave.
- 2.2.2.1.2.3 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.

#### 2.2.2.1.3 Suspected cases of truancy

According to Article No. 76 (Compulsory Schooling) of Education Bureau 1997, schools should report any students, who are under 15, who have not completed the Form 3 curriculum and are absent from school, to the Bureau. If the student is absent for seven (7) consecutive days without a valid reason or without contact from the parents, the school should refer the case to the Bureau.

#### 2.2.2.1.4 Early leave

- 2.2.2.1.4.1 In the case of early leave, parents should inform the class teacher in writing or pick up the student in person.
- 2.2.2.1.4.2 Procedures for picking up students in person
  - 2.2.2.1.4.2.1 Apply for early leave at the School Office with the parent card and fill in the "Early Leave Form".
  - 2.2.2.1.4.2.2 School staff member picks up the student with the form.
  - 2.2.2.1.4.2.3 Teacher in the classroom checks and signs the form.
  - 2.2.2.1.4.2.4 The student is escorted to the parents.

#### 2.2.2.1.4.3 Procedures of leaving without a parent

2.2.2.1.4.3.1 Parent or class teacher fills in the early leave form and gives it to the student

2.2.2.1.4.3.2 The student needs to show the form to the teacher in the classroom and the teacher will check and sign it before the student hands it in to the school office.

2.2.2.1.4.3.3 Students may leave after submitting the form to the office.

#### 2.2.2.1.5 Lateness

2.2.2.1.5.1 Arriving at the school later than 8:20 a.m. is considered to be late.

2.2.2.1.5.2 The janitor at the front gate sends the late student to the school office.

2.2.2.1.5.3 The late student takes his/her handbook to the school office and a member of staff writes down the time of arrival.

2.2.2.1.5.4 If the late student does not have his/her handbook, a "Lateness Notification" will be given by the school office.

2.2.2.1.5.5 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 Departure policy

#### 2.3.1 General principles

2.3.1.1 Make sure students leave school safely and efficiently by using the departure method that parents have chosen.

2.3.1.2 The school will make student's safety the first priority when exercising the departure policy.

## 2.3.2 Departure time

2.3.2.1 Half-day school: 12:50

2.3.2.2 Whole-day school: 3:45 p.m. or 5:00 p.m.

## 2.3.3 Departure methods

### 2.3.3.1 School bus

2.3.3.1.1 Students line up quietly in the school hall or school playground in the correct bus line.

2.3.3.1.2 School bus nanny will drop off the students according to the school bus stops and pick-up method shown on their "School Bus Card".

### 2.3.3.2 Parents pick-up

2.3.3.2.1 Students wait at the parents' pick-up area in the school hall.

2.3.3.2.2 Parents have to show their "Parent Card" before they pick-up their child.

2.3.3.2.3 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.

### 2.3.3.3 Self-departure

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

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

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

#### 2.3.4 Change of departure method

2.3.4.1 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.

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

#### 2.3.5 Change of departure time

2.3.5.1 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.

2.3.5.2 From 5:00 p.m. to 3:45 p.m.: Parents should follow the 2.2.2.1.4 Early Leave procedure.

### 2.4 Books, homework and stationery protocols

#### 2.4.1 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.

#### 2.4.2 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.

#### 2.4.3 Stationery

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

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

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

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

## 2.5 Student welfare

### 2.5.1 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.

### 2.5.2 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.

### 2.5.3 Immunization Record

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

### 2.5.4 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.

### 2.5.5 Body Mass Index (BMI)

2.5.5.1 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

The Range of Healthy Body Weight	
BMI	Description
30.0 - 34.9	Obese
35.0 - 39.9	

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

2.5.5.2.1 Encourage healthy eating habits.

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

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

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

2.5.5.2.5 Serve reasonably-sized portions.

2.5.5.2.6 Drink a large amount of water.

2.5.5.2.7 Limit sugar-sweetened beverages.

2.5.5.2.8 Limit consumption of sugar and saturated fat.

2.5.5.2.9 Participate in at least 30 minutes of moderate to intensive physical activity every day.

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

## 2.6 Arrangements for lunch at school

2.6.1 No lunch time will be arranged during half-day school.

2.6.2 Lunch time: 12:50 p.m. - 1:20 p.m.

2.6.3 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>

2.6.4 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></ul>



Item	Remarks
	<ul style="list-style-type: none"> <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>

#### 2.6.5 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>

## 2.7 Appearance and school uniform

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

2.7.1.1 keep their school uniform clean and tidy.

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

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

2.7.1.4 purchase two uniforms to wear in summer.

2.7.1.5 change their uniform every day during summer.

2.7.1.6 bring another pair of socks on a rainy day.

2.7.1.7 keep their shoes white and clean.

2.7.1.8 not wear coloured lip gloss or make-up.

2.7.2 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.

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

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

## 2.7.5 Student uniform standards

### 2.7.5.1 Summer uniform

	Boys	Girls
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	Burgundy cotton jacket	

### 2.7.5.2 Winter uniform

	Boys	Girls
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>	
Jacket	<ul style="list-style-type: none"> <li>• Burgundy jacket with badge</li> </ul>	
	<ul style="list-style-type: none"> <li>• Burgundy fleece with badge</li> <li>• V-neck sweater 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 Sport Uniform

Shoes and Socks



Winter Uniform

Winter Sport Uniform

Jacket

Cardigan

## 2.8 School bus

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

## 2.9 Parent Card

### 2.9.1 Aims

2.9.1.1 Enhance school safety

2.9.1.2 Ensure the safety of students and staff

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

### 2.9.2 Details

2.9.2.1 Parents will get two Parent Cards each year.

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

2.9.2.2.1 Picking up your child (including early leave)

2.9.2.2.2 Taking part in non-whole school activities.

2.9.2.3 Keep the Parent Card the whole school year.

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

### 2.9.3 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.

#### 2.9.4 Procedures for not showing Parent Card

- 2.9.4.1 Parents should go to the School Office to register and confirm their identity before they go into the school.
- 2.9.4.2 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 6-Day cycle system

To achieve holistic education, a six-day cycle system has been implemented to provide more space for non-academic subjects.

#### 3.3 Subjects and periods per cycle

Subject	P.1	P.2	P.3	P.4	P.5	P.6
Chinese	12	10	8	8	8	8
Chinese Drama			1	1	1	1
English	6	6	6	6	6	6
English Guided Reading	1	1				
Thinking Skills			1	1	1	1
Mathematics	6	8	8	7	7	7
General Studies	3	3	4	4	4	4
Computer	1	1	1	1	1	1
Homeroom Period	1	1	1	1	1	1
Personal Growth	1	1	1	1	1	1
Visual Arts	1	1	1	2	2	2
Music	2	2	2	1	1	1



Subject	P.1	P.2	P.3	P.4	P.5	P.6
Physical Education	1	1	1	2	2	2
Multi-intelligences	1	1	1	1	1	1
Total Periods/Cycle	36	36	36	36	36	36

### 3.4 Worksheets

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.

### 3.5 Homework policy

#### 3.5.1 Assignment guidance

##### 3.5.1.1 Classwork

3.5.1.1.1 Students will usually complete more difficult assignments in class under teachers' guidance and support.

3.5.1.1.2 Teachers will normally assign no less than 15 minutes of classwork, and reserve enough time for checking answers and follow-ups.

##### 3.5.1.2 Homework

3.5.1.2.1 Chinese, English, Mathematics, and General Studies teachers will use their discretion in allocating normally 10-15 minutes in lessons for homework and to provide students with moderate guidance.

3.5.1.2.2 School policy aims to let students complete their homework in school.

### 3.5.2 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.

### 3.5.3 Assignment arrangements

- 3.5.3.1 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.
- 3.5.3.2 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.
- 3.5.3.3 Teachers will return all marked assignments to students immediately, except for the marked Chinese writing scripts, which will be kept for one term.
- 3.5.3.4 Before assessments, tests or examinations, teachers will return all marked exercises and workbooks to students for revision.
- 3.5.3.5 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.
- 3.5.3.6 When there is a long holiday, the teacher may give students the homework at least two days before the holiday.
- 3.5.3.7 The teachers may allow students, depending on their needs, to repeat part of the homework which develops their basic skills.

### 3.6 Chinese Curriculum

#### 3.6.1 Objective

Our Chinese Curriculum is designed and tailor-made for students who use Cantonese as their second or third language and aims to meet their needs and tackle their learning difficulties in Chinese. The aim is to create a friendly environment where students feel confident to learn Chinese pleasantly and effectively. The school has designed its curriculum to better cater for the capabilities of students and further prepare them to study the Chinese curriculum in a local secondary school.

#### 3.6.2 The curriculum program

3.6.2.1 “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.

3.6.2.2 “New Oxford Chinese Language”: It aims to bridge P.2-6 non-Chinese speaking students to the local Chinese curriculum.

3.6.2.3 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.

#### 3.6.3 Features of the curriculum

3.6.3.1 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.

3.6.3.2 Fun games: Different games or electronic games are arranged to cultivate the interest of learning Chinese.

3.6.3.3 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.

#### 3.6.3.4 Self-learning

3.6.3.4.1 “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.

3.6.3.4.2 There are Chinese Phonics as well as pictures or English translation to interpret the meaning of the Chinese vocabulary in the textbook. Students can read the content before the lesson. In this way, not only do we raise the effectiveness of teaching, but also provide students with the opportunity to cultivate their learning responsibilities and attitude.

#### 3.6.3.5 Information technology

3.6.3.5.1 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.

3.6.3.5.2 Students will use Ipads in the lesson to consolidate their vocabulary and sentence making.

#### 3.6.3.6 Increased Reading Volume

3.6.3.6.1 “The Rainbow Reading Award Scheme” is a programme which can motivate students’ interest in reading and make reading a habit.

3.6.3.6.2 Weekly Morning Reading is an effective way to cultivate their reading interests and habits, encouraging students’ reading proficiency.

#### 3.6.3.7 Teaching Putonghua phonetic system and daily conversation in P.5 and P.6.

#### 3.6.3.8 One Chinese drama lesson in each cycle for P.3-6 to improve spoken Chinese, strengthen thinking skills, and increase motivation in learning Chinese.

### 3.6.4 Features of the text

3.6.4.1 Genre and text type: Poems, stories, old verse, classical Chinese, applied writing, narrative, descriptive writing, lyric, persuasive writing, exposition, etc.

3.6.4.2 Topics: Daily life, Chinese national culture and traditional stories, other types of stories, humour, etc.

3.6.4.3 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.

### 3.6.5 Assignment

3.6.5.1 Writing Book (P.1-2)

3.6.5.2 Pre-Task worksheet and Post-Task Reading Comprehension

3.6.5.3 Workbook

3.6.5.4 Graded Diversity Worksheets

3.6.5.5 Vocabulary

3.6.5.6 Writing Task

3.6.5.7 Diary/Essay (P.3)

3.6.5.8 Weekly Journal Writing/Essay (P.5 or above)

3.6.5.9 Composition (P.2 or above)

3.6.5.10 E-Learning Task

### 3.6.6 Parent Support

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

3.6.6.1 Let your children listen to Chinese textbook audio recordings on our electronic learning platform.

3.6.6.2 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.

- 3.6.6.3 Check their Chinese homework every day, and give them praise and encouragement.
- 3.6.6.4 Supervise and help your children to revise Chinese Dictation in every cycle. Sign on the Dictation Record to show your appreciation of your child's effort.
- 3.6.6.5 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.
- 3.6.6.6 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.
- 3.6.6.7 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.

### 3.7 English Curriculum

#### 3.7.1 Overview of English courses

The Li Sing Tai Hang School 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>		✓	✓

### 3.7.1.1 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.

### 3.7.1.2 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.

### 3.7.1.3 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 cycle. 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.

### 3.7.2 Assignment

Types	Abbreviation	P.1	P.2	P.3	P.4	P.5	P.6
1. Home Reading (see Appendix on the next page )	HR	✓	✓				
2. Student Activity Book	AB	✓	✓				
3. Workbook	WB			✓	✓	✓	✓
4. Reading Comprehension	RC			✓	✓	✓	✓



Types	Abbreviation	P.1	P.2	P.3	P.4	P.5	P.6
5. Writing	Wr		✓	✓	✓	✓	✓
6. Notebook	NB	✓	✓	✓	✓	✓	✓
7. Fast Write	FW			✓	✓	✓	✓
8. Cursive Writing	CW				✓		
9. Dictation Corrections	Dict. Corr. & Sign	✓	✓	✓	✓	✓	✓
10. Worksheet	WS	✓	✓	✓	✓	✓	✓
11. Self-Directed Learning Tasks	SDL	✓	✓	✓	✓	✓	✓
12. RainbowOne	RO	✓	✓	✓	✓	✓	✓
13. Others		✓	✓	✓	✓	✓	✓

### 3.7.3 Assessment

- 3.7.3.1 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.
- 3.7.3.2 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.
- 3.7.3.3 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.

### 3.7.4 Dictionary

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

Appendix

#### **Reading A-Z Home Reading Program**

##### **Parent Guidelines**

(For P.1-P.2 parents only)

1. The Home 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 Home Reading Program work?
  - 3.1 Teacher will select books for your child that will match with their reading ability levels.
  - 3.2 On the first day of the week, your child will bring home a book to practice with you. These books may include a Phonics Practice book or a Sight Words book.
  - 3.3 Books will be exchanged on the first day of every week.
  - 3.4 Find some time when your child comes home from school and listen to the "home reader" read aloud.

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 Books should be read and re-read in order to increase fluency.

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.

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

### 3.8 Mathematics Curriculum

#### 3.8.1 Rationale

- 3.8.1.1 Knowledge: To develop students' understanding and knowledge of the following: Numbers, Shape and Space, Measurement, Data Handling and Algebra.
- 3.8.1.2 Skills: To develop students' skills in observation and analysis; to cultivate an understanding and judgment of different situations. To be able to apply mathematical language as a tool for communication and to acquire problem solving skills.
- 3.8.1.3 Attitude: To enable students to demonstrate thinking skills and a willingness to overcome difficulties; to work collaboratively and respect others' contributions.

#### 3.8.2 The curriculum programme

- 3.8.2.1 Self-learning:  
To encourage students to learn by themselves, through the use of pre-tasks, online materials and multiplication songs on our school website, under the Self-learning Resource page.
- 3.8.2.2 Catering for learning diversity:
  - 3.8.2.2.1 Assign students leveled worksheets based on their learning progress.
  - 3.8.2.2.2 Applying cooperative learning strategies, and the use of group work in class
- 3.8.2.3 To improve calculation skills:
  - 3.8.2.3.1 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.
  - 3.8.2.3.2 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 Day 2 during the lunch recess. This will help to arouse students' learning interest by allowing them to play mathematics

games on iPads.

3.8.2.3.3 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 lower primary levels.

3.8.2.3.3.1 Primary 1: Composition of numbers 2-18

3.8.2.3.3.2 Primary 2: Multiplication tables

3.8.2.3.3.3 Primary 3: Mental calculations (all four operations) and the concept of fractions

3.8.2.3.3.4 Primary 4: The least common multiple and conversions among different types of fractions

3.8.2.3.3.5 Primary 5: Operations of fractions

3.8.2.3.3.6 Primary 6: Conversion among fractions, decimals and percentages

3.8.2.3.4 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.

### 3.8.3 Assignment

3.8.3.1 Exercise Book

3.8.3.2 Workbook

3.8.3.3 Self-Directed Learning Tasks

3.8.3.4 Leveled Worksheets

3.8.3.5 Supplementary Exercise Book

### 3.8.4 Dictation

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

### 3.8.5 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.

- 3.8.5.1 Support your child in their mathematics studies by checking their handbook and assignments and giving them praise and encouragement.
- 3.8.5.2 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.
- 3.8.5.3 Take your child to a public library during the weekend and borrow books related to Mathematics. Try to cultivate an interest in learning mathematics.
- 3.8.5.4 Allow your child to listen to multiplication songs on our school website, under the Self-learning Resource Page. The password is 25775188. Let them recite multiplication tables at home.

### 3.9 Assessment matters

3.9.1 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.

#### 3.9.2 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.

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

3.9.3.1 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.

3.9.3.2 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.

3.9.3.3 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.

3.9.3.4 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.

#### 3.9.4 Procedure for reviewing an examination paper

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

3.9.4.2 The class teacher will inform the Primary School Mistress Curriculum Developer and the subject teacher(s) to confirm the time and date of meeting with the parents.

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

- 3.9.5.1 Report Cards are important documents, parents should store them safely.
- 3.9.5.2 If parents wish to apply for the re-issue of a report card, please send a letter to the principal, stating the reasons clearly, the school year and term. Each reprint costs HK\$25.
- 3.9.5.3 The report card will be printed on white paper with a “COPY” chop.
- 3.9.5.4 When the report card is completed, the school will contact parents to pick it up or pass it to the student.

### 3.9.6 E-learning

- 3.9.6.1 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:
  - 3.9.6.1.1 Students can learn whenever and wherever they want.
  - 3.9.6.1.2 Students can receive prompt and effective feedback through e-learning platforms and self-correct accordingly.
  - 3.9.6.1.3 Less able students can learn and practice according to their ability and at their own pace.
  - 3.9.6.1.4 Students can self learn without assistance or family support.
- 3.9.6.2 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 eLearning 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.



### 3.9.7 Learning Assessment method (Each term)

### Learning Assessment Method 2023-2024

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 (2 <sup>nd</sup> term)	9	Listening	10%		Average mark of all Listening Exercises	50%	Listening Exam	50%
			Speaking	30%		Average mark of Speech recording (35%) + Participation (15%)	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	50%	Listening Exam	50%
			Speaking	20%		Average mark of all Daily 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	50%	Listening Exam	50%
			Speaking	10%		Mark of all Daily 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 (2 <sup>nd</sup> term) P.2	9	Listening	10%		Average mark of all Daily Listening Exercises	100%		
			Speaking	10%		/	/	Speaking Exam	100%
			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%)			
			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 Daily Group Discussions (30%) + Average mark of all Daily Speech Reports (70%)	100%	/	/
			Reading	30%		Average mark of all Daily Reading Comprehension Unit End Exercises	100%	/	/
			Writing	30%		Average mark of all Daily Writing Unit End Exercises (90%) + Average	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
						mark of all Dictations (10%)			
			Language	20%		Average mark of all Language Focus Reviews	100%	/	/
Maths	P.1 (2 <sup>nd</sup> term) P.2-6	9	/	100%		Written Assessment	30%	Written Exam	70%
General Studies	P.1 (2 <sup>nd</sup> term) P.2-6	6	Written Assessment	100%	90%	Average mark of Written Test 1 & Test 2	100%	/	/
			Project Learning	/	10%	Project Learning	100%	/	/
Visual Arts	P.1 (2 <sup>nd</sup> term) P.2-6	3	/	100%		Average mark of all Art Appreciation Tasks + Average mark of all Daily Tasks (80%)	100%	/	/
Music	P.1 (2 <sup>nd</sup> term) P.2-6	2	/	100%		Singing/ Instrument Playing (50%) + Music Creativity Task (10%)	60%	Written Exam	40%
Physical Education	P.1 (2 <sup>nd</sup> term) P.2-6	0	/	100%		Motor and Sports Skills (80%) + Others (20%)	100%	/	/
Computer Studies	P.1 (2 <sup>nd</sup> term) P.2-6	0	/	100%		Practical Assessment	30%	Task or Written Exam	70%

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 lesson on Day 6. The activities are related to different styles of learning in subjects such as art, science, music, ethics and sports. 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 organizes a Life Wide Learning Day every November. All students and teachers will join the Life Wide Learning Day and parents are also invited to attend. The school will choose a different campsite as the venue every year. In the camp site, parents and students will be able to enjoy the beautiful scenery as well as participate in outdoor recreational activities, such as archery, rock climbing, trampolining, roller-skating, ball games and hand-crafting. Parents and students can learn life-skills and communication skills outside school with the guidance of trained instructors. In addition, teachers will also arrange a Parents-students Group Games session. Parents and students can work together to compete for an award. This session can help to enhance parent-student relationships.

#### 4.6 Sports Day

The school organizes a Sports Day every April or May. All students and teachers will join the Sports Day and parents are also

invited to attend. P.3 to P.6 can take part in track and field events including 60m, 100m, long jump and bean bag/soft ball throwing. P.1 and P.2 students can take part in the games session. The school will also organize a Parent-student Relay Race, Teacher-student Relay and Cheering Competition. The students always look forward to this special day.

## 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:

5.2.3.1.1 Hard Working

5.2.3.1.2 Honest

5.2.3.1.3 Self-disciplined

5.2.3.1.4 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	Depending on the situation, a demerit or more severe punishment will be issued.

Examples of Inappropriate Behaviour	Forms of Punishment
11 Causing physical injury or pain to others	
12 Stealing	
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: 17.1 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 free “After-school homework tutoring” scheme is aimed to help students in their daily homework from 4:00-5:00 p.m. under the guidance of tutors. The ratio of the class is one teacher to twenty-four students. If students are unable to finish their homework within this hour, parents need to ensure that their child completes their homework at home.
Application	Every May, the school will issue a notice asking parents if their child wishes to join the “After-school homework tutoring” scheme. Applications will not be accepted after the deadline.
Withdrawal Procedures	<ol style="list-style-type: none"> <li>1. Parents must write a letter/or a note in the handbook with the date of withdrawal. They must also give a weeks’ notice before the withdrawal date.</li> <li>2. Parents must arrange the departure method accordingly. Please note that those who need the school bus service need to contact the school bus company to confirm that there are seats available. If there is any issue regarding the school bus (e.g. change of departure time), the parents need to deal with the school bus company directly. If the school bus is unable to accept the child for whatever reason, the parents need to make their own arrangements for student departure.</li> <li>3. After withdrawal from the Homework Tutorial class, students cannot rejoin during that school year.</li> </ol>
Misbehavior	<p>To maintain well-disciplined classes in which the students can finish their homework in an orderly, safe and peaceful environment, the following rules apply:</p> <ol style="list-style-type: none"> <li>1. If a student misbehaves during ‘After School Tutoring’, tutors will record it. An “After-School Tutoring Reminder” sticker will be given and stuck on the handbook the next day. We would appreciate it if parents could then discuss these incidents with their child in order to prevent them happening again.</li> <li>2. Students who misbehave on 4 occasions will be banned from after-school tutorial lessons.</li> <li>3. If a student receives a misbehavior record on 4 occasions, he/she will be banned from the homework tutorial class with one weeks’ notice.</li> </ol>

	4. Parents must arrange the departure method accordingly. Please note that those who need the school bus service need to contact the school bus company to confirm that there are seats available.
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#### 5.4 Professional assessment report for special educational needs

If your child has already had a professional assessment report from a private doctor or Hospital Authority, please give the 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 students <sup>①</sup> and Tier 2 students <sup>②</sup>	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 students <sup>②</sup>	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 /	Students in	--	School Social

Service & Support	Content/Objective	Target Group	Period	Responsible teacher/person
	learning / concentration / self-management skills	need		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. Occupational Therapy	To provide individual / group occupational therapy training	Students in need	Whole year	Occupational Therapy Coordinator and Occupational 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
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

Service & Support	Content/Objective	Target Group	Period	Responsible teacher/person
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	Students in need	Year end	Special Educational

Service & Support	Content/Objective	Target Group	Period	Responsible teacher/person
	and provide appropriate support for the students in need			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

The school will use different communication channels (e.g. notices, handbook, meetings or phone conference) to inform parents about the service needed for the child. If you have any enquiries about the above service and support, please contact the relevant teachers.

## 5.7 Mindfulness Programme

A Mindfulness Programme is integrated into Personal Growth Lessons and Homeroom Lessons to train students' emotional

management skills and improve their attention and concentration.

## 5.8 P.1 Adaptation Support Policy

### 5.8.1 Aims

5.8.1.1 To let students adapt to school routines as quickly as possible.

5.8.1.2 To aid parents to deal with students adapting to school routines.

### 5.8.2 Measures

5.8.2.1 We will provide an eraser, ruler, pencils and crayons to students in school. They do not need to bring stationery to school.

5.8.2.2 The P.1 Adaptation course will be offered to P1 students. The course will teach students about lining up, intentness, politeness, cleanliness, self-management and self-discipline.