

敬啟者：

To the Parents/ Guardians

**措施簡介(學與教、學校事務、資訊科技及教師發展)及家長須知\***

**A Brief Introduction to Measures(Learning and Teaching, School Affairs, Information Technology and Staff Development) and Notes to Parents**

學校一向重視培訓學生的操守品行及學業成績，於本年的中學文憑考試及中一收生中，學生表現理想，現簡述如下：

The College has always attached great importance to students' conduct and academic results, and the HKDSE results and F.1 intake are satisfactory. The results in brief are as follows:

- 第六屆香港中學文憑考試：
  1. 除中國語文、中史、中國文學外，全部科目(包括通識教育科)均以英語應考。
  2. 中國語文、英國語文、數學必修部份和通識教育科四個核心科目取得 **2-5\*\*級別**成績平均為 **100%**，取得 **4-5\*\*級別**成績平均為 **65.9%**。
  3. 全部科目取得 **2-5\*\*級別**成績平均為 **99%**，取得 **4-5\*\*級別**成績平均為 **67%**。
  4. 物理科、生物科、化學科、數學科、數學延伸單元二和經濟科取得 **4-5\*\*級別**成績平均為 **80%**，最高達 **96.6%**。
  5. 第1至第6屆文憑試英國語文科取得 **3-5\*\*級別**成績平均為 **95.6%**。
- The sixth HKDSE:
  1. **All subjects (including Liberal Studies) are taken in English** apart from Chinese Language & Culture, Chinese History and Chinese Literature.
  2. **100%** of students obtain **level 2 or above** in the four core subjects - Chinese Language, English Language, Mathematics and Liberal Studies, in which **65.9%** on average obtain **level 4 or above**.
  3. The percentages of students obtaining **level 2 to 5\*\*and level 4 to 5\*\*** in all subjects are **99%** and **67%** on average.
  4. The percentages of students obtaining **level 4 to 5\*\*** spacing in Physics, Biology, Chemistry, Mathematics (Core Part), Mathematics (Module 2) and Economics are 80% on average, in which the highest reaches 96.6%.
  5. By summarizing the HKDSE results of English Language over the past six years, **95.6%** of students attain within level 3 to 5\*\*.
- 入讀本地學士學位課程：
  1. 本年度同學入讀本地大學學士學位課程達 **121人**，高全港4倍。
  2. **連同過去5年**，本校同學入讀本地大學學士學位課程達 **707人**。入讀之學系分別有：醫學、法律、保險及財務與精算學、風險管理科學、專業會計學、中醫、物理治療、經濟與金融、工商管理、社會工作、工程、教育、幼兒教育及護理等。
- Admission to local degree programs:
  1. This year, **121 graduates** from our school enrolled in undergraduate studies offered by local universities. This number is **four times higher than the average number** of graduates enrolling in undergraduate studies in Hong Kong secondary schools.
  2. **Together with the accumulated statistics in the past five years, 707 graduates have enrolled in degree programs at local universities.** Departments of admission include Medicine, Law, Insurance and Financial and Actuarial Analysis, Risk Management Science, Professional Accountancy, Chinese Medicine, Physiotherapy, Economics and Finance, Business Administration, Social Work, Engineering, Education, Early Childhood Education, Nursing, etc.
- 中一收生方面：
  - **本校多年來已收取最高組別學生，本年度收生成績比歷屆為佳。**除中文、中史及普通話外，所有科目只提供英文授課。

Form 1 Student intake:

- Form 1 Intake:

**Since the College's establishment, all F.1 belongs to top banding, and the student intake this year was better than ever. As in previous years, F.1 intake of the College belongs to top banding.** Apart from Chinese Language, Chinese History and Putonghua, English is adopted as the sole MOI in all subjects taken by Form One students.

本校能於第六屆文憑試中獲取理想的成績，實有賴家長的支持及全體師生的共同努力，使學校能於短短數年間迅速成長。為配合新高中學制，及優化學與教，進一步提昇學生的學業水平、擴闊知識層面及培養他們的操守品行，本校將推出數項針對性的措施，請家長及學生留意。

The remarkable results of the 6<sup>th</sup> HKDSE is due to the support of parents and the unremitting efforts of the teachers and students. In line with the new senior curriculum, the College will launch a series of policies to perfect learning and teaching, enhance students' academic results, as well as broaden their horizons and teach them how to behave well. Details are as follows:

\*此通告部份措施須配合學生手冊一併閱讀。

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## 一. 學與教

## Learning and Teaching

## 1. 小班教學

## Small Class Teaching

為優化各教學範疇，去年已撥款超過數百萬額外增聘 18 名教師及助理教席。本學年中一至中六級共三十班，故此學校已預留超過數百萬進行更多小班教學之工作，從而降低師生比例，令學與教成效進一步提升。中五、中六級英文科各級均為 5 班 10 組，即額外增加 10 班小班教學；數學科方面：中三全級、中四及中五 2X 和文科班及中六級文科班，亦額外增加 14 班；中一至中六級的中文會話同樣額外開設 30 班，令課節的師生比例降至 1:17，而部份班別的師生比例更降至 1:14；通識教育科方面：中五及中六級 5 班 7 組，比起一般中四至中六級共 15 班之資源，本校多出 4 班小班教學。本學年，學校更進一步撥出資源增聘老師，於中四及中五級化學科和視覺藝術科進行小班教學，額外增加 5 班。透過降低師生比例讓學生可得更多訓練及學習機會，老師亦可更全面指導個別學生各類技巧。除小班教學外，學校會繼續聘請不同國家的外籍老師、學科專職導師及助理教席，讓學生對學科知識有另一種體會，亦同時加強了學生對不同課題的興趣。

In order to facilitate learning and teaching, millions were deployed to hire additional 18 teachers and teaching assistants last year. There are 30 classes from Form One to Form Six. The College has set aside more than millions of dollars to carry out small class teaching in order that the teacher-student ratio can be reduced and the effectiveness of learning and teaching can be further enhanced. In the arrangements of English Language lessons, 5 classes are divided into 10 groups in both Form Five and Form Six. In other words, additional 10 classes practise small class teaching. Small class teaching is also implemented in Mathematics. Form Three and the Arts stream classes from Form Four to Form Six also benefit with 14 classes increased. Extra 30 Chinese speaking classes are arranged from Form One to Form Six. The teacher-student ratio is reduced to 1:17 and the ratio of some classes is even reduced to 1:14. In the arrangements of Liberal Studies lessons, 5 classes are divided into 7 groups in both Form Five and Form Six. 4 more classes are arranged compared with other schools in which only 15 classes are arranged from Form Four to Form Six. In this academic year, more resources have been allotted to the employment of additional teacher for 5 additional classes arranged in Form Four and Form Five Chemistry and Visual Arts. The reduction of teacher-student ratio enables students to have more training and learning opportunities and enables teachers to offer help to students individually. Besides small class teaching, the College has planned to hire more native English teachers from different countries, tutors from a particular discipline and teaching assistants. All these measures help broaden students' horizons and stimulate students' learning interests.

## 2. 「溫習與評估」機制

## Arrangements of 'Revision and Assessment'

為進一步鞏固學生基礎知識，老師以循序漸進形式與學生溫習所學，溫故知新，避免學生積累所學至測考才進行溫習。中一至中三級每逢循環周第一天第一節將輪流進行中文、英文和數學科之評估，中四級和中五級則於循環周第一天早會分別進行核心科目和選修科目評估，老師會即時與學生核對答案。每次進行定點測驗後，科任老師將跟進不達標之學生，重溫知識並進行重測，以確保學生能跟上課堂步伐。

In a bid to strengthen students' fundamental knowledge in each subject and avoid students accumulating too many unrevised syllabuses before tests and examinations, a revision and assessment scheme will be implemented. Junior Form students will be arranged to take an assessment of three core subjects, namely Chinese, English and Mathematics, respectively in every first period on Day 1. An assessment of core subjects and electives will be respectively conducted to Form Four and Form Five students in every morning assembly on Day 1. Teachers will check answers with students straight away after the assessments. Students who are not up to standard will be shortlisted and subject teachers will provide them with supplementary revision on the coverage of assessments afterward. A re-assessment will be conducted at the end of the cycle to ensure students' learning pace.

## 3. 公開英語演說技巧計劃

## English Public Speaking Scheme

為提昇學生於公開場合進行英語演說，本年度英文科和通識教育科合作，訓練學生以社會或時事議題作為演說題材，由科任老師於早會、課堂、午息或週會時段輪流帶領學生到不同班別進行演說，透過不斷操練，讓學生能勇於在不同陌生人面前表達他們對不同議題的想法。

To strengthen students' confidence and fluency in speaking English, an English public speaking scheme will be implemented with the collaboration between English and Liberal Studies departments. Students will be well-trained to critically analyze social affairs from different perspectives. They will alternatively deliver their speeches in other classes on certain occasions, namely morning assembly, lessons, lunch break and weekly assembly. By means of repetitive and progressive practice, students will habitually and confidently air their opinions towards different topics to the public.

## 4. 善用資訊科技促進學與教成效

## Facilitating teaching and learning with the utilisation of IT

為配合學校新添置之電腦硬件及逐步鋪設無線網絡，教務組帶領各科進行電子化教學，令學習知識更立體化，讓學生可更隨時隨地進行學習。教學方法亦由「教師為主」轉變為以「學生為中心」，教師由「教授的角色」轉變為「引導者的角色」，學生由「被動的學習者」轉變為「主動的協作學習者」。

To further utilise the newly-purchased computer hardware and the school-wide Wifi network, academic committee highly recommends all subjects to integrate such useful and innovative teaching aids into teaching. Students are expected to learn initiatively anytime and anywhere. Most importantly, the learning mode can be changed from teacher-oriented to student-oriented, in which students benefit greatly.



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5. 深化及廣化初中課程

Enriching and Extending the Spectrum of the Junior Form Curricula

為進一步強化初中課程，各科將會於功課及測考方面滲入更多具挑戰性和高階思維元素，期望能於初中階段強化學生之根基，亦讓學生能發揮其更大之學習潛能。各科亦會透過更多常設及非常設之定點測驗來瞭解學生的進度及其於各科之表現，讓老師能為學生提供更多指導和照顧學習差異。

To further consolidate Junior Form Curricula, more challenging and high-order thinking elements will be incorporated in assignments and assessments in every subject. It is expected that students can consolidate their foundation in Junior learning stage and develop students' potential to the fullest. More checkpoint assessments are set on regular and irregular basis to monitor students' learning progress and performance, thus allowing teachers to provide students with guidance on learning and cater for individual learning differences.

6. 強固訓練計劃

Consolidation Scheme

於統測或考試後，教務組將立即檢視學生的整體成績，若學生之總平均分未達 50%，科任老師將強固其較弱之學科，提昇整體成績。

After uniform tests and examinations, the Academic Committee will evaluate the overall results of students. If **the average mark of the students does not reach 50% of the total score, the subject teacher will help consolidate the foundation of the weaker students.** It is hoped that the overall performance of students can be further improved. **總平均分介乎於 45-50%之學生：其最低分之兩科\***，由該科任老師每星期向該學生提供不少於一次補充練習、一次導修時間及進行隔周一次評估；

**總平均分低於 45%之學生：其最低分之三科\***，由該科任老師每星期向該學生提供不少於兩次補充練習、兩次導修時間及進行隔周一次評估。

經科任老師的強固訓練後，若學生能於下一次之統測或考試中，在該科獲取 50%或以上，其強固訓練將可暫停。

**Students whose average mark lies between 45-50%:** The subject teachers of **the two subjects with the lowest score\*** will provide to the students with **no less than one exercise and one tutorial per week, and an assessment every two weeks.**

**Students whose average mark is lower than 45%:** The subject teachers of **the three subjects with the lowest score** will provide to the students with **no less than two exercises and two tutorials per week, and an assessment every two weeks.**

If students get more than 50% of the total average mark in the following uniform test or exam, the consolidation scheme can be terminated.

\*若學生之英文科不合格，即使不屬於最低分的兩個或三個學科內，英文科老師同樣會提供強固訓練給予有關學生。

\*If the student fails English, even if English is not among the two or three subjects with the lowest score, the English teacher will provide him with the consolidation scheme.

7. 試升跟進計劃

Promotion of Trial Scheme

部份學生於上學年未能完全達到升班標準，故此只能准予其試升，為強固試升學生成績，科任老師會就這些學生較弱之學科給予額外訓練，強固他們能力稍遜的科目。

Some students who did not perform well in the last academic year were promoted on trial. **To help them with their weaker subjects, subject teachers will provide extra practice for them.**

**中一至中三級：試升學生最低分之三科\***，由該科任老師每星期向該學生提供不少於一次補充練習、一次導修時間及進行隔周一次評估；

**中四至中六級：試升學生最低分之兩科\***，由該科任老師每星期向該學生提供不少於一次補充練習、一次導修時間及進行隔周一次評估。

**F.1 to F.3:** Subject teachers of the **three subjects with the lowest score** will provide to the students with **no less than one supplementary exercise and one tutorial per week, and an assessment every two weeks.**

**F.4 to F.6:** Subject teachers of the **two subjects with the lowest score** will provide to the students with **no less than one supplementary exercise and one tutorial per week, and an assessment every two weeks.**

\*若學生之英文科不合格，即使不屬於最低分的兩個或三個學科內，英文科老師同樣會提供強固訓練給予有關學生。

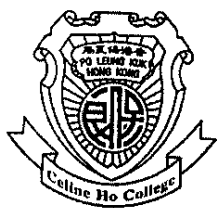
\*If the student fails English, even if English is not among the two or three subjects with the lowest score, the English teacher will provide him with the consolidation scheme.

8. 提昇閱讀風氣

Enhancing Reading Atmosphere

為使學生能夠接觸更多課外知識，擴闊學習層面，本年度會推行一連串不同形式的閱讀計劃，並以不同形式分享其閱讀成果，藉此提昇他們對閱讀的興趣，概括如下：

In order to help students obtain more knowledge and skills, and broaden their horizons, students are required to read reference books. They have to share what they have read and learnt in various ways. This can enhance their interest in reading.

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閱讀計劃 Reading Schemes	內容 Content
廣泛閱讀計劃 Extensive Reading Scheme	打破傳統閱讀的框框，培養學生喜愛閱讀的習慣，學生透過完成不同題材的閱讀素材(例如報章新聞、雜誌、廣告、散文等等均可)，按能力挑戰不同級別，從而獲取不同閱讀獎項。為增強學生的閱讀誘因，獲取之閱讀獎項將記錄於學生成績表內，學生更將有關資料記錄於「個人學習概覽」內和撰寫推薦信之用，從而表揚學生喜愛閱讀。 To achieve a breakthrough in traditional reading and nurture students' reading habit, students attain various awards through reading different materials in different genres (e.g. newspaper articles, magazines, advertisements, articles). Students attempt challenging tasks of various levels. To strengthen students' reading motivation, reading awards attained by students are recorded in their academic reports. These records will also be listed in the Student Learning Portfolio and reference letters to recognize students' devotion to reading.
深化閱讀計劃 Intensive Reading Scheme	中一至中三級所有學生每年須最少閱讀 6 本中文古今名著和 6 本現代和古典文學作品，讓學生能深入探討古今中外的中英文名著，培養學生深層的涵養，並透過欣賞不同著名作家的作品，提高他們的中文及英文閱讀及寫作能力。學生須於閱讀每本文學作品後，完成老師特為該作品設計之工作紙及撰寫閱讀報告，亦會安排學生於早會進行好書分享，讓他們將閱讀後之感想及體會向全校學生分享。 Form One to Form Three students are required to read at least 6 Chinese and 6 English contemporary literature a year in order to let them thoroughly study the ancient and current world literature in either Chinese or English to develop their temperament and therefore their reading and writing ability can be enhanced by reading different well-known literature. After finishing reading the literature, students are required to complete a worksheet designed by teachers and write a book report. Also, students will be invited to share their personal reflection with schoolmates in the morning assembly.
喜「閱」計劃 'Pleasant' Reading Scheme	為了鼓勵學生到圖書館借書閱讀，喜「閱」計劃是獎勵每月閱讀量最高的學生。教務組每月選出閱讀量最高的學生，該學生將與班主任拍照，其相片及閱讀心得將貼在圖書館內，以表揚學生對閱讀的濃厚興趣。另外，圖書館亦會設立獎勵制度，於早會時頒發獎狀給閱讀量最高的學生，公開讚賞同學。 To encourage students to borrow books from the school library, the 'Pleasant' Reading Scheme is launched to award students who read most in the form monthly. The most active patrons will be selected by the Academic Committee and will be invited to take a photo with his class teacher and the photo and his sharing about reading will be posted in the library so as to award students who have great reading interests. Moreover, a reward scheme will be introduced. A certificate will be presented to the most active patrons and the winners will be praised in the morning assembly.
多元閱讀計劃 Multiple Reading Schemes	為了鼓勵學生將閱讀的喜悅及心得向有需要的人分享，教務組舉辦伴讀計劃，活動內容是透過學生義工為孤兒院或醫院兒童病房之病童選取合適書本，然後向兒童分享書本內容及與他們進行不同形式的閱讀活動。 'Reading Buddies' will be launched. Students will be arranged to share a book selected by students with children in orphanages or pediatric wards in hospitals.
「保棠好書齊欣賞」早會分享、報章雜誌分享 'Appreciation of Good Books in Po Tong' Sharing in Morning Assembly and Sharing of News Articles and Magazines	為配合英語科閱讀計劃，學生需定期完成閱讀報告，科任老師負責抽選優異的閱讀報告，著同學於早會時間朗讀出報告感想，並向全校師生作好書推介、介紹書本內容。這樣不但可訓練學生朗讀技巧、提昇他們的語文能力，更可使他們有不進求進的態度，藉此擴闊各同學的知識領域。 In line with the reading scheme by the English Department, students are required to complete book reports regularly. Subject teachers will select outstanding book reports and students will be invited to give the reflections, and recommend and introduce the books to all schoolmates and teachers. Students' recital skills and language ability can be enhanced through this activity and students are also nurtured to strive for excellence, which can broaden students' horizons.
早讀計劃 Morning Reading Scheme	為了推動和鼓勵全校師生閱讀風氣，於每循環周之第三天(DAY 3)早會班主任節定為早讀課，由老師選取閱讀性高之文章，文章分為初中及高中並訂下不同之討論題目，讓師生進行分享。 To enhance and encourage reading atmosphere among students and teachers, every Day 3 in a cycle is designated as a Morning Reading Period. Appropriate articles will be selected by teachers for junior and senior form students respectively. Various discussion topics are included so students and teachers may share their viewpoints with each other.
校內書展 School Book Fairs	希望透過專題校內書展，讓學生可以優惠折扣購買到書籍，學校亦會撥出部份購書資金予每班同學，讓他們自行決定購買有興趣的書籍，從而建立班內的團結精神，以及培養同學多閱讀優質書本的習慣。 Students can purchase books at a discount in theme Book Fairs at school. A sum of money will be earmarked to purchase books for each class and the class may act at their discretion to purchase books which they are interested in and it is hoped that unity in a class can be strengthened and reading habit can be cultivated through the activities.
閱讀龍虎榜 A Ranking of Students Reading Most	於圖書館內設定閱讀龍虎榜，表揚閱讀量高之班別，同時勉勵學生多閱讀課外書籍。 A ranking of students reading most is posted in the library to appreciate the class reading most and encourage students to read more.



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<p>一人一書計劃 Students' Book Purchase Scheme</p>	<p>由學校撥出額外資源，學生互相推介心儀的書籍。學生只須直接將心儀書籍之名單交給班主任，本組收集學生建議之書籍並作出篩選後，便按學生意願進行購買。本組更會於每位學生提議選購之書籍上貼上標貼，寫上推薦之姓名，該位學生必定成為第一位借閱書籍之學生，然後再將這些書籍放置於圖書館內，供其他學生借閱。 To further enhance reading atmosphere among students and expose them to various types of reading materials, the College has channel more extra resources for students to recommend their favourite books to their counterparts. Students can write down the titles of their favourite books on the attached reply slip, and we will make purchase of the books according to the preference of the students. A label bearing the name of the student who makes the recommendation will be affixed on the book, and they will enjoy the priority to borrow it.</p>
<p>推動各科配合閱讀風氣措施 All subjects work for measures of reading atmosphere</p>	<p>各科會按其科本特色向學生推介好書，鼓勵學生閱讀課外書籍，並於長假期要求學生閱讀課外書籍，並以不同的形式展示閱讀成果。 Each subject will recommend books to students and encourage them to read more. Students are required to read books during long holidays and to share what they have read and learnt in various ways.</p>

9. 提昇學與教效能

Enhancing the Effectiveness of learning and teaching

為讓學生能更了解自己於各學科之強弱項，於學習過程中重點發揮其強項，針對重溫弱項，本年度各科於測驗考試後繼續進行項目分析，讓科任老師更能清楚掌握各學生在學科上不同單元和課題之表現，因材施教，提昇學生的學習效能。

To let students find out their strengths and weaknesses in every subject, in-depth materials and exercises are prepared to further develop their strengths. Revisions will be focused on students' weaker topics. In this school year, **item analysis will be carried out in every part of tests and examinations.** This can help subject teachers better understand each student's performance and ability. Teachers can teach students in accordance with their aptitude, so as to enhance learning and teaching effectiveness.

10. 高階思維培訓

High-order Thinking Training

為提昇整體學與教質素，各科之功課要求將會滲入不少於20%的高階思維題目類型，是項安排目的在於培訓學生的思考習慣，讓學生能透過運用各種批判性思考技能，對觀點及資料進行理性分析，故各科之功課亦必須是分析性、具組織能力、任務性及解難的題目。

To enhance overall quality of teaching and learning, not less than 20% of questions in each assignment should belong to high-order thinking types. The arrangement is to train students' thinking skills, let students apply critical thinking skills and analyze data and concepts critically. Therefore, all assignments in each subject should include analytical, task-based and problem-solving questions.

11. 課後補課安排

Arrangements for After-school Tutorials

為照顧個別學生的差異及提昇學生於公開試的表現，中一至中三級由九月中旬開始一連串的拔尖、保底及增潤班，科目為中、英、數三科。為再一步提昇課後拔尖、保底及增潤課程的教學效能，中二及中三級繼續採用「師徒制」，科任老師按學期考試成績選取須進行拔尖或保底的學生，老師以個別或小組形式跟進每位學生學習上的強弱項，提供更具指導式的協助，從而提昇其學習效能及為成績稍遜的學生打好根基。

鑑於中學文憑試迫近，為盡早完成教授整個課程及提昇應試技巧，中四至中六級同學須於課後及假期進行補課，各班均由科任老師輪流為學生進行溫習。

To cater for learners' diversity and further strengthen students' public exam performance, a series of **enhancement, remedial and enrichment courses which focus on Chinese, English and Mathematics subjects** are held, for students from Form One to Form Three, starting from mid September. In order to intensively enhance the effectiveness of the courses, **a Mentoring Scheme is implemented in Form Two and Form Three.** Students are enrolled in respective courses according to their term exam results. Subject teachers meet students, either individually or in small groups, to provide advisory support with reference to students' strengths and weaknesses. Students' learning efficacy is enhanced and students who slightly lag behind are able to build up their foundation through the scheme.

As the HKDSE exam is approaching, **students from Form Four to Form six are required to attend tutorial sessions after school and during holidays.** Subject teachers conduct the sessions for students so that the teaching of the subject syllabus is completed soon and students' examination skills are boosted.

12. 修訂測考規則事宜

Amendment to eligibility to take tests and exams

如學生因病缺席統測或考試，必須附上醫生證明書，成績將依據最近之測考成績作推測(該推測成績以80%作計算)。除上述原因外，其他一律不作此安排。另外，以全年上學日計算，若學生出席率不足80%，該生不獲下學期考試資格#。

In case of absence in a test or an exam, only with the approved medical certification will evaluation of student's performance be made. Such evaluation will be made based on student's previous tests or examinations. (80% of the evaluated marks will be given to the eligible student.). No other cases will be entertained except the above-mentioned. **In addition, students are expected to maintain 80% attendance rate based on the total number of days in a school year for the eligibility to take the 2nd term examination. If not, students are disqualified from taking the 2nd term examination#.**



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13. 生涯及職涯規劃教育

Life and Career Planning Education

隨著全球經濟一體化、資訊科技高速發展，知識不斷膨脹，以及複雜多變的社會和工作環境，更要求年輕人具備分析、判斷、適應和自學等能力。生涯及職涯規劃是個人一生中，面對教育、實習、職業及其他重要角色的選擇和發展，每一個階段的發展都在實現自我的潛能。故此本年繼續推行初中的生涯規劃教育及高中的職涯規劃教育。透過籌辦不同類型的生涯及職涯講座、工作坊、參觀活動、模擬職場訓練、面試技巧及性向測試等，讓學生探索自己的興趣、培養自己的能力、認識自己的長處、激發對學習和社會工作環境的好奇心、培養規劃及作出決定的能力，並藉不同的學習經歷和事業探索活動，認識各行各業及銜接各升學就業的途徑、關心自己的發展，為升學或就業作出明智的選擇。

Due to unprecedented pace of changes worldwide, advent of information technology, explosive growth of knowledge and dynamic working environment, adolescents should be well-equipped with life planning skills including analyzing, critical thinking, adaptability, self-learning, etc. **Life and career planning is one of the most significant decisions in life. Students are actualizing their potential while making study, career and other decisions.** Our school will provide **life planning education and career guidance service for junior and senior form students respectively.** A variety of talks, seminars, visits, mock work placement, interviews and personality tests regarding life and career planning would be implemented with a view to help students examine their interests and abilities, recognize their strengths, arouse their curiosity towards learning and working, enhance their capacity in planning and decision making. Through diversified learning experiences and career exploring, students can be familiar with various job sectors and paths of further studies, and to make wise choices in career path or academic aspirations.

14. 冷知識推廣計劃

Promotion of Trivial Knowledge

為提升閱讀風氣及擴闊學生的視野，課外活動組、德育組及資訊科技組合作籌辦冷知識推廣計劃。於早會及午膳期間播放一些有關科學、地理、歷史、建築等冷知識影片，務求讓學生接觸課本外不同範疇的知識。資訊科技組亦會於學校網頁建立冷知識閱讀庫，並將有關冷知識文章及影片上載學校網頁讓學生隨時溫故知新，以提升學生的知識領域。

In order to **enhance reading atmosphere and broaden students' horizons,** Extra-Curricular Activities Committee, Moral Education Committee and Information Technology Committee are cooperated to organize the Trivial Knowledge Promotion Scheme. **A variety of short clips of different themes such as Science, Geography, History or Architecture** would be shown during morning assembly and lunchtime. Information Technology Committee would establish a data bank of trivial knowledge in the school website and upload the related articles and clips for students' reference with a view to boosting their knowledge.

15. 健康校園計劃

Healthy School Scheme

為了提昇學生的自信及抉擇能力，學校提供不同類型的倫理教育機會。透過一系列的藥物教育、禁毒講座、校園測檢、健康展覽、健康檢查站及領袖訓練營等，讓同學們建立正面的自我形象及自尊感，從而建立健康的學習環境。

In order to train students' confidence and decision-making, school provide opportunities for students to participate in various school based moral education programs. **A variety of drugs education programs, anti-drugs talks, school drug testing, health exhibition, health check station, and leadership training camp** will be organized to develop **a positive self-image and self-esteem** for those students in our college.

#此項為本學年起新修訂規則。

#This is a newly-amended regulation in this school year.

二. 學校事務

School Affairs

1. 校園增繕工程

Campus Improvement Works

為確保學校環境安全和改善學校衛生，學校於暑假期間重油全校門框、特別室地腳線、天花及牆身、網球場、學校大閘、中央運動場燈柱及欄杆；更換禮堂筒燈、全校維修槽內的抽氣扇、特別室水管及櫃門門鉸和路軌；各層走廊及樓梯燈、有蓋操場及食物部光管、全校燈掣及風扇掣、校務處及地下會議室和七樓教員室冷氣；重造八樓休息室及圖書館天花的防漏和補漏工程；重鋪消防系統和地下男更衣室的供電系統；於校務處醫療室加裝抽風系統；於校務處大堂加裝冷氣，以上所有工程費用全部由教育局支付。

To ensure the campus safety and to improve hygiene, the following works were carried out during summer holidays. Door frames of all rooms, skirting, ceilings and walls of special rooms, the tennis court, the main gate, lamp posts and railings at the school village central sports ground were repainted. Moreover, the downlights in the school hall, the exhaust air ducts, the water pipes in the special rooms, the wardrobe hinges and drawer runners in special rooms, the lights in the corridors and stairs, the fluorescent lights in the covered playground and the tuck shop, the light switches and fan switches, the air-conditioning system of the general office, the conference room and the staff room on 7/F were replaced. The roof waterproofing membrane in the staff common room was replaced whereas the repair work concerning the leakage problem in the library was finished. In addition, the fire service system and the power supply system of the boys' changing room on G/F were replaced. A new ventilation system and a new air-conditioning system were retrofitted in the medical inspection room and the lobby respectively. The cost of the above works is paid by EDB.





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2. 保持警覺防禦傳染病

Stay Vigilant to Guard Against Communicable Diseases

為保障學生健康，於開學前，學校亦聘請了專業公司徹底進行校舍清潔、消毒、滅蚊、維修保養空調及清洗更換隔塵網等工程，時刻保持校園環境清潔衛生。另外，籲請各位家長除了保持家居清潔衛生，亦須提醒貴子弟時刻保持個人及校園環境衛生，及注意以下各點：

**For students' health sake, we have employed professional cleaning agencies to disinfect the campus thoroughly, eliminate insect breeding and change air filters to maintain a hygienic campus environment.** We would also appeal to you that in addition to maintaining a clean and healthy household environment, please remind your children to constantly observe personal hygiene and keep the school environment clean. Please take note of the following measures:

- 如子女有腹瀉、嘔吐及皮疹病徵，應盡快求醫；如有發熱、喉嚨痛、咳嗽或類流感徵狀，必須立即戴上口罩和盡早求診，且須通知學校及留在家中休息，**按照醫生的病假指示或直至徵狀消失及退燒後至少兩天(以較長者為準)才可回校。**  
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, cough or influenza are developed, they should put on a mask immediately and seek medical care promptly. Please also notify the school and let the children stay at home for rest **until symptoms has vanished and fever has subsided for at least two days, or follow the medical advice on sick leave, whichever is longer.**
- 如子女感染手足口病，應留在家中休息，直至發燒消退及水疱乾涸、結痂後，才可回校上課。作為額外預防措施，如子女受腸病毒 71 型感染，應在**所有病徵完全消失後兩週內都不要返校。**  
Children with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, children with EV 71 infection **should not go to school for another two weeks after all symptoms subsided.**
- 如子女有不適或須留院觀察，需立即通知學校。學校在有需要時會向衛生防護中心或有關部門呈報學生的情況及聯絡資料，使**防控傳染病的工作可更有效地進行。**  
**Inform the school immediately if children are sick or have been admitted to hospital for surveillance. Such information and contact details of students would be reported to CHP or relevant government departments on a need basis to help institute effective control measures to prevent the spread of communicable diseases.**
- 遇有子女在校內不適，應與學校通力合作，將患病子女盡早從學校接走，並即時求診。  
Co-operate with the school by picking up children not feeling well from school and consulting the doctor immediately.
- 為子女提供手帕或紙巾，並提醒子女不應與他人共用毛巾或紙巾。  
Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
- 提醒子女保持雙手清潔，打噴嚏或咳嗽時應掩著口鼻及妥善棄置用過的紙巾。  
Remind children to keep hands clean, cover nose and mouth while sneezing or coughing and dispose of used tissue paper properly.
- **家長每天須在子女離家上學前為他們探熱、記錄並簽署體溫紀錄表，每天由貴子弟交回學校。**  
**Before sending children to school, measure their body temperature, record the reading and sign the temperature record sheet which should be handed to the school every day.**
- **若有學生因病缺課，學校會盡量為他們提供學習支援，使他們不會因缺課影響日後的學習進度。**  
**In case of any students being absent due to sickness, we would provide learning support for them** so that their learning progress would not be affected.

3. 適時更新學生病歷

Update the Health Record

如學生的健康狀況有任何改變，**家長有責任主動並儘快向學校提出更新「學生病歷表」的資料**，以便學校作出相對的照顧。

**Parents should be responsible for actively updating the College the latest health record of student** as soon as possible so that appropriate actions could be taken accordingly.

三. 資訊科技方面

Information Technology

網上輸入學生學習歷程、進行學會報名及處理學生成績

iPortfolio system, online registration of clubs and academic results

為提升學生數據的管理效率及方便學生透過互聯網報名學會及短期學術課程，本校已於上學年全面使用網上 eClass 學習平台儲存學生學習歷程資料及進行學會報名。**同學於輸入其他學習經歷資訊、進行學會及短期學術課程報名時，可利用平板電腦或手提電腦等流動裝置，於任何提供網絡覆蓋的地點進行，並利用系統儲存學生的課外活動數據、校外比賽資料及學業成績資料等，以提升數據處理效率及準確度。本年度學校亦會加強使用 Google Form 及 Google Document 方案，以提升文件傳遞的效率及方便同學上傳檔案。**



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In order to enhance the data management efficiency and let students register club and short-term courses online, we have used the iPortfolio system and online ECA registration modules in our eClass system last year. **Students can register those courses and input Other Learning Experience information conveniently through tablet PCs or smart phones everywhere with WiFi coverage, this system can also enhance the system to keep all students extra-curricular activities, competition data and academic results.** We believe this scheme can further enhance the efficiency and accuracy of data management. This year, **we will further enhance the using of Google Form and Google Document solution** to boost the efficiency of document transmission, students can upload files in a more convenient way.

#### 電子學習平台及推動學校行政系統電子化

##### Electronic learning platform and promote e-administration system

隨著現今智能手機及平板電腦應用日漸成熟，本校已於2011-2012度起使用網上電子學習平台及流動鏡射投影系統，讓師生可利用智能手機或平板電腦在課堂內進行互動學習，以隨時將手機內容及短片投射播放至螢幕，以增加學與教的流動性及趣味性，並透過運用電子學習資源以提昇學與教之成效，如進行網上學習、自學評估測驗、遞交語音功課及下載各科教學資源等。**學校亦已使用雲端系統管理師生資料、進行文件傳遞、預約不同的房間設備、進行校產管理及數據分析，以提升行政效率及更好地保存學生的在學數據。**

In line with the popularity of smartphones and tablets, starting from school year 2011-2012, we are using online learning platform and mirror image projection equipment in learning and teaching in the lessons. Video clips downloaded in smart phones can be projected on the screen to raise students' learning motivation. Online learning resources, self-assessment and homework submission can be carried out via E-Class. **Our college already utilized clouding system to centrally keep the data of teachers and students, perform document transmission, room booking, inventory management and data analysis in an online system. We believe that this project can further enhance administrative efficiency and better keep track record of our students.**

#### 光纖網絡、全校無線上網、加強網絡頻寬及購置無線上網設備

##### Optical fiber, School-wide WiFi Network, bandwidth upgrade and purchase of WiFi devices

為配合本校走出課室進行流動學習之目標，本校除購置流動平板電腦及流動上網接達點外，還需改善網絡速度及確保其穩定性，故此，本校不斷分階段鋪設光纖網絡及進行全校無線上網工程。現時，**全校所有課室、特別室、有蓋操場等均已完成無線網絡工程，師生均可以於所有教學地點利用無線網絡進行電子教學及搜尋資料。**此外，為加強進不同地點的無網上網速度，本校亦不斷加強網絡頻寬及更換新型號的無線網絡接達點，**例如，本校剛於八月重鋪一條全新的光纖線至校園電視台，亦將加強未來教室的無線網絡速度，配合未來教室新購置的35部iPad Pro 平板電腦，期望能進一步提升學與教的果效。**

The stability of broadband service is of the utmost importance. The installation of optical fiber would be carried out in different phases. The optical fiber access points can be increased to enhance sustainable development of E-learning. **We have completed the optical fiber backbone network. All classrooms, special rooms and the covered playground have installed WiFi network.** Teachers and students can use WiFi to perform e-learning and information searching in those rooms. Moreover, to enhance the WiFi speed, we are upgrading the network bandwidth and replace new WiFi access point models continuously to reach a speedy WiFi coverage environment. **For example, we have installed a new optical fiber to the campus TV in August and we will upgrade the WiFi in iLab. 35 new iPad Pro were purchased and allocated in iLab so that it can enhance learning and teaching.**

#### 四. 教師發展方面

##### Staff Development

1. 老師本年的重點將集中**增加教學容量及學生多元化學習經歷**，藉此增強學與教的效能。  
The focus this year would be **enhancing the teaching capacity and diversifying learning experiences** in order to strength the effectiveness of learning and teaching.
2. 課堂的**首5分鐘**，老師會與學生**重溫或以提問的方式檢視學生**，是否已掌握上一課節曾教授過之重點。  
During **the first 5 minutes of the lesson**, teachers **will recap the main points or ask questions in order to check students' understanding of the knowledge taught in the lessons.**
3. 於課堂中**增加自主學習及STEAM的元素**，以豐富學生學習經驗。  
**Self-learning and elements of STEAM are highly facilitated** during lessons with a view to enriching students' learning.
4. **持續推行教師個人專業發展**，老師透過不斷的進修和培訓**提昇教學及工作效能**，並改善不足之處，以締造優質的學與教。  
**Teachers' personal and professional development will be continued.** Through continuous learning and training, it will enhance their teaching and performances, as well as **improving their inadequacies and further enhancing learning and teaching.**





**PO LEUNG KUK CELINE HO YAM TONG COLLEGE**

**保良局何蔭棠中學**

176 Po Kong Village Road, School Village, Wong Tai Sin, Kowloon.

九龍黃大仙蒲崗村道176號學校村

Tel: 2626 9930

Fax: 2626 9339

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請家長簽妥回條後，囑咐學生於十月三日交回班主任。

Please complete the reply slip and remind your child to return it to the class teacher on 3<sup>rd</sup> October, 2017.

此致

貴家長/監護人

Thank you for your kind attention.

麥添亮校長啟  
Mr. T. L. Mak  
Principal

二零一七年九月二十二日  
22<sup>nd</sup> September, 2017

回條  
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有關學校通訊第十三號 A 「新措施(學與教、學校事務、資訊科技及教師發展)簡介及家長須知」事宜業已閱悉。  
I have been clearly informed about the matters in the School Circular no.13A "A Brief Introduction to New Measures (Learning and Teaching, School Affairs, Information Technology and Staff Development) and Notes to Parents".

此覆

保良局何蔭棠中學校長

To the Principal,

Po Leung Kuk Celine Ho Yam Tong College

學生姓名: \_\_\_\_\_

Student's name

班 別 : \_\_\_\_\_ ( )

Class

家長/監護人簽署 : \_\_\_\_\_

Signature of Parent/ Guardian

二零一七年 月 日

Date: \_\_\_\_\_