



C.C.C. Kei Tsun Primary School

2023-2024

Parent Handbook

Know Oneself

Fulfil Potential

Discover Dream

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1 Our School

Dear Parents,

Our school is sponsored by the Hong Kong Council of the Church of Christ in China. With the vision ‘Together we nurture fullness of life, Hand in hand we witness the love of Christ’, our school has been endeavouring in providing quality education for children in Tai Kok Tsui. ‘Developing students’ initiative and building confidence’ and ‘Helping student know themselves, develop potential and discover dreams’ are now the focuses of our school development. We hope students can benefit from them and have a flourishing life in the future.

Different activities are provided for students and we encourage them to actively participate in the activities so they can grow with recognition and appreciation. To provide students with more appropriate nurturing, we implement gifted education based on the three-tier operation mode suggested by EDB. The school support students’ development of multi-intelligence through diversified assessments and establishment of talent pool. We also nominate potential students to join off-site enrichment courses. Besides, to facilitate teacher-student interactions in lessons, e-blackboards have been installed in all classrooms.

This handbook aims to inform parents of the school’s work and facilitating parent-school cooperation. Should you have any opinions on this handbook and school’s work, please feel free to contact us.

Yip Suet Yin
Principal

1.1 Teaching staff

Principal	Miss Yip Suet Yin
Administration, Study and Student Development	Miss Wat Man Ming
Curriculum Development	Miss Ng Sau Kuen,
National Education & Civic and Moral Education	Mr Chan Cheuk Lam
General Affairs	Mr Lam Chi Chiu
Learning Support	Miss Li Lai Wa
Information Technology	Miss To Po Yan
Student Studies and NCS Development	Mr Chan Wing Wa
Religious Education	Miss Chan To Ling
Student Affairs	Miss Kam Lo Ho
Student Activities	Miss Leung King Shuen
School Promotion and Liaison & Arts Education	Miss Yu Chi Ngai

Chinese Language	Miss Tse Shun Kwan (Panel Head), Miss Ku Kam Sau, Kammy (Vice Panel Head) Miss Iu Ka Ki, Miss Fung Ka Ki, Mr Chan Pak Man, Miss Chow I Man, Mr Lam Chi Chiu, Miss Leung King Shuen, Miss Hau Ying Ying, Miss Leung Sze Nga, Miss Ng Sau Kuen, Miss Wat Man Ming
English Language	Mr Chan Wing Wa (Panel Head) Miss Liang Yan (Vice Panel Head) Miss Poon Wan Man, Miss Li Lai Wa, Miss Guan Jing Ya, Miss Kam Lo Ho, Miss Lai Shuk Kwan, Miss Ho Wing Chu, Miss Shirley Lee Ho Ying, Mr Wong Kok Wa
Mathematics	Miss Leung Chui Mei (Panel Head) Miss Chen Wenyi (Vice Panel Head) Miss To Po Yan, Mr Chan Cheuk Lam, Miss Lam Wing Man, Mr Shum Mang Chiu, Miss Lee Mei Sze, Mr Yu Chi Wah, Mr Leung Hui Hang, Mr Yuen Kin Wai
General Studies	Miss Lui Kei Kei (Panel Head) Mr Shan Mang Chiu (Vice Panel Head) Miss Kam Lo Ho, Miss Lee Yuk Shan, Mr Chan Cheuk Lam, Miss Cheung Suet Lei, Mr Yuen Kin Wai, Miss To Po Yan, Miss Lam Wing Man, Miss Leung Sze Nga
Music	Miss Hau Ying Ying (Panel Head) Miss Leung King Shuen, Miss Poon Wan Man, Mr Chan Cheuk Lam
Physical Education	Mr Leung Hui Hang (Panel Head) Mr Lam Chi Chiu, Miss Lam Wing Man, Mr Chan Pak Man, Mr Yuen Kin Wai
Visual Art	Miss Leung Sze Nga (Panel Head) Miss Leung Chui Mei, Miss Iu Ka Ki, Miss Lee Yuk Shan, Miss Yu Chi Ngai, Miss Cheung Suet Lei
Biblical Studies	Miss Chan To Ling (Panel Head) Mr Lam Chi Chiu, Miss Leung Sze Nga, Miss Ho Wing Chu, Miss Ng Sau Kuen, Miss Lee Yuk Shan, Miss Tsang Yuen Wa

Computer Literacy and coding	Mr Yu Chi Wah (Panel Head) Mr Chan Wing Wa, Mr Chan Cheuk Lam, Mr Sham Mang Chiu, Miss Lui Ki Ki, Miss Kam Lo Ho, Miss Tse Shun Kwan, Miss To Po Yan, Miss Chow I Man, Miss Shirley Lee Ho Ying
Putonghua	Miss Chan Sau Man (Panel Head) Mr Chan Pak Man, Miss Fung Ka Ki, Miss Guan Jing Ya, Miss Ku Kam Sau Kammy, Miss Chan To Ling, Miss Ng Sau Kuen, Miss Wat Man Ming
Library Studies	Miss Lee Yuk Shan
NET	Mr. Jason Calvert
Social Worker	Mr Mak Wing Kwong, Miss Wong Hiu Tung, Miss Chan Tsz Yan

2 Information for Parents

2.1 Arrival Time

Monday to Friday: 7:30 a.m. – 8:00 a.m.

2.2 School Hours

Half-day school: Monday to Friday: 8:00 a.m. – 12:45 p.m.

Whole-day school: Monday to Friday: 8:00 a.m. – 3:05 p.m.

2.3 Arrangement of Dismissal

Dismissal methods:

- a. Students collected by parents
- b. Students going home on their own will leave at Western Gate (Tai Kok Tsui Road) and cross the road monitored by teachers.
- c. Students taking the school bus
- d. Students leaving school with their siblings
- e. Students collected by tutors

2.4 Leave Application

2.4.1 Sick leave:

- a. Parents should phone the school between 7:30 a.m. and 8:00 a.m. Please also fill in the part of ‘Application for Personal / Sick Leave’ in Student Handbook.
- b. The sick leave needs to be extended when students are not able to attend school after the sick leave.
- c. Absence without a reason is considered as truancy.

2.4.2 Casual leave:

- a. Prior approval must be obtained from the school three days in advance. Casual leave due to travelling is not encouraged.
- b. If prior application cannot be made, ‘Application for Personal / Sick Leave’ in Student Handbook and have class teacher signed once the student return to school.
- c. Absence without reasons will be treated as truancy.

2.5 Early Dismissal and Temporary Leave from School

- a. For early dismissal and temporary leave from school of any reasons, parents need to come to the school office and fill in a corresponding form.

- b. Upon the principal's or teachers' approval, students may leave the school with parents.

2.6 Lateness

- a. Students should arrive at school by 8:00 a.m. It is regarded as lateness after the school bell rings.
- b. Discretionary decision will be made due to bad weather or transport.
- c. Discretionary decision of lateness due to reasons such as feeling unwell, body check and receiving dental service will be made upon the provision of medical certificate or certificate of attendance.
- d. For lateness due to application for passport, discretionary decision will be made upon the provision of document proof.

2.7 Matters of parents' visit to school and students' contact with parents

1. Sending and collecting students to-and-from school

- a. Students arriving at school:

Parents can take their child to the school lobby. Students go to the classrooms directly. Parents can stay with child at the lobby temporarily if necessary.

- b. Lateness:

When students arrive at school, they will have the lateness record marked in the handbook by the staff at the reception. Then, students can go back to the classroom.

- c. Early dismissal:

If parents need to collect their child early during school hours, they must notify the staff at the reception. Then the staff will notify the school office. Parents need to fill in the Dismissal Format at the school office. Students will be taken to the school office by our staff. Parent cannot go to the classroom or other places to collect their child.

- d. Normal dismissal at 12:45 p.m. (Half-day school) / 3:05 p.m. (Whole-day school):

Parents should arrive at school on time and wait for their child at the school hall.

- e. Dismissal arrangement for the after-school programme:

Tutors will take students to the school hall at 4:35 p.m.

- f. Early dismissal of the after-school programme:

Parents can notify the staff at the reception counter. Then the staff

will notify the school office. Parents need to fill in the Dismissal Format at the school office. Students will be taken to the school office by our staff. Parent cannot go to the classroom or other places to collect their child.

2. Meeting teachers or social worker
 - a. If a prior appointment has been made, parents can inform the staff at the reception and wait at the school office. The teachers or social worker concerned will go to join parents at the school office.
 - b. If appointment has not been made, the staff at reception will contact the teachers or students councilor concerned for further arrangement. If contact cannot be made or concerned teachers cannot make the meeting immediately, the staff will keep record and pass the information to the concerned teachers.
3. Handling students' affairs or enquiry
 - a. If parents need to handle students' affairs or make any enquiry, the staff at reception will need to understand the matters first and tell parents the arrangement.
 - b. Then, the staff at reception will tell parents to go to school office on 1st floor for further arrangements or enquiry.
4. Students using school telephone to contact parents

When students are in school, teachers will contact parents for them in case there is a special need. Students will only be allowed to contact parents, with teacher's permission, due to reasons like changes of dismissal time or way, or forgetting to bring important things such as keys. Students are not allowed to use the telephone at the lobby or school office on their own. For students to be collected by parents, if parents do not come to school 15 minutes after school, students can use the telephone at the lobby to contact their parents, with permission from the staff at the reception.

2.8 Special Arrangement in Bad Weather

2.8.1 Tropical Cyclone Signals and Rainstorm Warning Signals issued **before 8:00 a.m.:**

If schools are not in session when a tropical cyclone or continuing rainstorm is likely to affect Hong Kong, the Education Bureau will, if

the circumstances warrant it, make an announcement over the radio and television channels, advising parents whether or not to send their child to school. Parents should pay close attention to the announcement. The announcement will be made not later than 6:15 a.m. in the morning. The announcement will be repeated at regular and frequent intervals.

Tropical Cyclone Signals

Tropical Cyclone Warning Signal No.1	Normal schedule of all schools (including kindergartens)
Tropical Cyclone Warning Signal No.3	Suspension of kindergartens ; Normal schedule of all schools unless otherwise notified
Tropical Cyclone Warning Signal No.8 or above	Suspension of all schools

Rainstorm Warning Signals

*Amber	Normal schedule of all schools (including kindergartens)
*Red or Black	Suspension of all schools

2.8.2 Tropical Cyclone Signals and Rainstorm Warning Signals issued **during school hours:**

If Red or Black Rainstorm Warning signal is hoisted during school hours, students must stay at school until the normal time of dismissal, i.e. 12:45 p.m. (Half-day school) / 3:05 p.m. (Whole-day school). If Red or Black Rainstorm signal, or Tropical Cyclone Signal No.8 or above is still hoisted at 10:45 a.m. (Half-day school) / 1:30 p.m. (Whole-day school), all elite and remedial classes, as well as after school activities will be cancelled. Under safe condition, we will arrange students to leave school according to parent's decision indicated in the Student Handbook. When the Education Bureau announce immediate school

suspension, we will also arrange students to leave school according to parent’s decision indicated in the Student Handbook. Students can only leave school under safe situation. If weather continues to deteriorate, Education Bureau will announce suspension of class according to specific condition. In this circumstance, the school will also arrange dismissal according to dismissal methods stated in the student handbook.

Moreover, parents can decide whether or not to let children go to school with reference to local weather, road and transport condition. Absence from school in these circumstances will not be treated as truancy. Please fill in the corresponding page in Students Handbook afterwards. When there is heavy rain, parents can let children go to school when it is safe. In these circumstances, students will not be penalised for lateness.

2.9 Matters of bringing umbrellas / raincoat to school

Students should only bring folding umbrellas or raincoats to school and keep them in a plastic bag.

2.10 Student Dress Code for new uniform

There is a two-year transitional period in 2022-2023 and 2023-2024. All students must wear new school uniform from 2024-2025. Please refer to the samples of new uniform from the school and purchase new uniform for your children when appropriate. School uniform should fit and be neat.

2.10.1 Summer uniform

School uniform		Sports uniform
Boy	Girl	Boy/ Girl
1. Summer boy pants (with/without a black belt)	1. Summer girl skirt	1. Summer unisex Sport Tee (Red, Yellow, Blue)
2. Summer boy shirt	2. Summer girl shirt	2. Summer unisex sport pants (Red, Yellow, Blue)
3. Cardigan	3. Cardigan	3. Sport jacket
4. White undershirt	4. White undershirt	4. White undershirt
5. White socks (cover ankles)	5. White socks (cover ankles)	5. White socks (cover ankles)
6. White sports shoes	6. White sports shoes	6. White sport shoes

2.10.2 Winter uniform

School uniform		Sports uniform
Boy	Girl	Boy/ Girl
1. Trousers (with/without a black belt) 2. Long-sleeved shirt 3. Cardigan 4. Coat 5. White undershirt 6. White socks (cover ankles) 7. White sports shoes	1. Skort 2. Long-sleeved shirt 3. Cardigan 4. Coat 5. White undershirt 6. White socks (cover ankles) 7. White sports shoes	1. Long-sleeved unisex Sport Tee (Red, Yellow, Blue) 2. Tracksuit bottoms 3. Sport jacket 4. Coat 5. White undershirt 6. White socks (cover ankles) 7. White sport shoes

Others

- (i) Scarves and gloves should be in solid colour.
- (ii) When it is 12°C or below, girls can wear P.E. uniform and all students can wear thick clothes in solid colour on top of uniform to keep against the cold.

2.10.3 Hair

- (i) Hair should be clean and neat. Dyeing or using hair styling products is prohibited.
- (ii) Boys: Have hair cut regularly. Boy's hair in back should be no longer than the top of the collar. Hair in front should be no longer than the top of the eyebrow with sides no longer than the bottom of the earlobe.
- (iii) Girls: Hair should be no long than shoulder and pulled back out of the eyes. Have hair cut regularly or tied. Hair accessory should be simple and in dark blue or black.

2.10.4 Accessory

- (i) No accessory is allowed.
- (ii) For students who need to wear accessory due to religious reasons, written application should be made to the school.

2.11 System of Rewards and Penalties

2.11.1 System of rewards

Area	Items	1	2	3	4	5	6	7
		Open praise	Commendation letter	Certificate	Merit point	Minor merit	Major merit	Scholarship
Academic	Academic Distinction 1 st – 3 rd in one term	✓		✓				
	Academic Excellence (1 st -3 rd in the whole grade in Chinese, English, Maths and General Studies in one term)	✓		✓				
	Tai Kok Tsui Kei Tsun Church Scholarship 1 st (one for each grade) in the whole year	✓						✓
	Tai Kok Tsui Kei Tsun Church Scholarship Best Advancement Award (one in each grade)	✓						✓
	Rev. Peter Wong Memorial Scholarship (1 st – 3 rd in P.6 in the whole year)	✓		✓				✓
	The Miss Chan Yin-hung Scholarship (1 st to 3 rd in English Language in the grade in the whole school year)	✓						✓
	Positive Learning Attitude (to be recommended by subject teachers of each class or group)	✓		✓				
Conduct	Discipline Award (one student from each class in one term)	✓		✓				
	Excellent behaviour	✓	✓					
	Service Award (To be selected by the teacher-in- charge)	✓		✓				
	Exemplary Service Award (To be selected by the teacher-in-charge)	✓			✓ (1-2 merit point)			

Area	Items	1	2	3	4	5	6	7
		Open praise	Commendation letter	Certificate	Merit point	Minor merit	Major merit	Scholarship
Extra-curricular activities	Participants whose have 20 or more training hours and join competitions or performances 2 times or more				✓			
	Represent the school and obtain first runner-up or second runner-up in inter-school or inter-district competitions				✓ Two merit points			
	Represent the school and obtain first prize, second prize or third runner-up in inter-school or inter-district competitions				✓			
	Represent the school and obtain champion in inter-school or inter-district competitions					✓		
	Represent the school and obtain first four places in inter-port competitions						✓	

1. If students obtain a prize in external competitions, our school reserves the right of awarding merits.
2. The valid period of obtaining prizes in competitions and recording in the academic report: 1st September, 2023 to 31st May, 2024.

2.11.2 System of penalties

- a. To help students improve, they will be penalized with reference to severity of violating school rules. The penalties include verbal warning, written warning, making amends for faults and record of demerit points.
- b. Major aspects of students' behaviour:

Punctuality	Term based: One demerit point for being late for seven times
Discipline	Monthly based: One demerit point for violation of any regulations for seven times
Diligence	Monthly based: One demerit point for not submitting homework on time for seven times

c. Conversion of penalties

- (i) Three demerit points will be converted to one minor demerit.
- (ii) Three minor demerits will be converted to one major demerit.

2.12 Student Behaviour Ranking

2.12.1 Ratio (Applicable to normal number of school days):

Conduct (100%)=	Diligence (30%)+	Discipline (50%)+	Neatness (20%)
	Record of failure to submit homework (50%)+ teachers' professional judgement on students' learning attitude (50%)	Record of violating school rules (50%) +Teachers' professional judgement (50%)	Record of improper uniform and appearance 50%) +Teachers' professional judgement (50%)

2.12.2 Ratio (Applicable to insufficient number of days of face-to-face classes):

Conduct (100%)=	Diligence (30%)+	Discipline (50%)+	Neatness (20%)
	Record of failure to submit homework (20%)+ teachers' professional judgement on students' learning attitude (80%)	Record of violating school rules and other records of serious breach of rules (20%) +Teachers' professional judgement (80%)	Record of improper uniform and appearance 20%) +Teachers' professional judgement (80%)

		(1) Diligence (30%)	
Performance	Grade	Record of failure to submit homework - With reference to the criteria of record of failure to submit homework: One demerit point for failure to submit homework for seven times aggregated in a month	Learning attitude - to be judged by the subject teacher of Chinese, English, Maths and General Studies Criteria: - Paying attention in lessons - Being proactive in lessons - Doing homework seriously
Excellent	A	No record of failure to submit homework in one term	Students with excellent performance with reference to the criteria above will be awarded A / A-.
	A-	1-2 days of failure to submit homework in one term	

Good	B+	3-5 days of failure to hand in homework in one term	Students with good performance with reference to the criteria above will be awarded B+/B.
	B	6-8 days of failure to hand in homework in one term	
Fair	B-	9-10 days of failure to hand in homework in one term (one demerit point is given for 7 days of failure to hand in homework every term) (Not higher than B- if one demerit point is given)	Students with satisfactory performance with reference to the criteria above will be awarded B-. (Not higher than B- if one demerit point due to failure to hand in homework in one term is given)
Need improvement	C+	11-15 days of failure to hand in homework in one term (Not higher than C+ if two demerit points are given)	Student's performance needs improvement with reference to the criteria above will be awarded C+. (Not higher than C+ if two demerit points due to failure to hand in homework are given)
	C	16-20 days of failure to hand in homework in one term (Not higher than C if one minor demerit is given)	Student's performance needs improvement with reference to the criteria above will be awarded C. (Not higher than C if one minor demerit due to failure to hand in homework is given)
Improvements are strongly needed	C-	21-30 days of failure to hand in homework in one term (Not higher than C- if two minor demerits are given)	Student's performance needs much improvement with reference to the criteria above will be awarded C-. (Not higher than C- if two minor demerits due to failure to hand in homework are given)
	D+	31 days or above of failure to hand in homework in one term (Not higher than D+ if one major demerit is given)	Student's performance needs much improvement with reference to the criteria above will be awarded D+. (Not higher than D+ if one major demerit due to failure to hand in homework is given)

	Grade	(2) Discipline (50%)	
		<p>With reference to record of violating school rules and other record of serious breach of rules: One demerit point for violation of any regulations for seven times aggregated in a month</p>	<p>Teachers' professional judgement on students' discipline is made with reference to the following criteria: 1. Sitting properly 2. Following instructions 3. Raising hand to answer questions 4. Speaking mildly and politely 5. Respect peers</p>
Excellent	A	No recording of violation of any regulations in one term	Excellent performance based on the criteria above (A/A-)
	A-	1-2 times of violation of classroom regulations with no violation of other regulations in one term	
Good	B+	3-5 times of violation of classroom regulations with no violation of other regulations in one term	Good performance based on the criteria above (B+/B)
	B	6-8 times of violation of classroom regulations with no violation of other regulations in one term	
Fair	B-	<p>9-10 times of violation of classroom regulations in one term (one demerit point is given for 7 times of violation of classroom regulations every month) (Not higher than B- if one demerit point is given)</p>	Fair performance based on the criteria above (B-)
Need improvement	C+	<p>11-15 times of violation of classroom regulations in one term (Not higher than C+ if two demerit points are given)</p>	Performance which improvement is needed based on the criteria above (C+/C)
	C	<p>16-20 times of violation of classroom regulations in one term (Not higher than C if one minor demerit is given)</p>	

Improvements are strongly needed	C-	21-30 times of violation of classroom regulations in one term (Not higher than C if two minor demerits are given)	Performance which improvements is strongly needed based on the criteria above (C-/D+)
	D+	31 times or above of violation of classroom regulations in one term (Major demerit has been given)	

Performance	Grade	(3) Neatness (20%)	
		With reference to the record of improper uniform and appearance	Professional judgements from the class teacher based on the following criteria: 1. Neatness of hair / fingernail / school uniform 2. Wear appropriate uniform according to the timetable
Excellent	A	No record of improper uniform and appearance	Excellent performance based on the criteria above (A/A-)
	A-	1-2 times of improper uniform and appearance	
Good	B+	3-5 times of improper uniform and appearance	Good performance based on the criteria above (B+/B)
	B	6-8 times of improper uniform and appearance	
Fair	B-	9-10 times of improper uniform and appearance (one demerit point is given for 7 times of improper uniform and appearance every month)	Fair performance based on the criteria above (B-)
Need improvement	C+	11-15 times of improper uniform and appearance	Performance which improvement is needed based on the criteria above (C+/C)
	C	16-20 times of improper uniform and appearance	
Improvements are strongly needed	C-	21-30 times of improper uniform and appearance	Performance which improvements is strongly needed based on the criteria above (C-/D+)
	D+	31 times or above of improper uniform and appearance	

2.13 Application for bringing mobile phones or electronic devices with communication function to school

1. Students are not suggested to bring mobile phones to school in normal occasion.
2. Annual written application should be made to the school if there is a need for student to bring mobile phone to school. The school has the right of approval based on particular situation.
3. If the application is approved, the mobile phone must be switched off before entering school.
4. Use of mobile phones is prohibited in school and during all school events.
5. Mobile phone should be kept in the school office before lessons. Students can only get back the mobile phone before leaving school.
6. Within the school year, if the model or number of the approved mobile phone is changed, parents need to submit an application to the school again.

2.14 Sending lunch box to school

When there is whole-day school, Lunchtime of our school is from 12:20 to 12:50 p.m. Students have lunch at school.

Lunch arrangements (applicable to whole-day school)

1. Students bringing their own lunch
 - Students should bring their lunch box when they come to school. After lunch, they need to take the lunch box home for cleaning.
2. Parents sending lunch box to school
 - Parents should send the lunch box to school between 11:45 a.m. and 12:05 p.m. Student's name and class should be clearly written.
3. Ordering lunch through the service provider
 - Parents need to pay for the lunch order and return to the order form to the class teacher at a designated time every month. Eligible students can apply for the Free Lunch at Schools.

Free Lunch at Schools

- Students receiving full grant under the Student Financial Assistance (SFA) Schemes can apply for Free Lunch at Schools.
- To apply for Free Lunch at Schools, parents need to complete the relevant reply slip and return it with the Eligibility Certificate to the class teacher.
- To apply for student grant, please complete the relevant application form and post it to the Student Finance Office.

School Lunch Service Provider

- Luncheon Star is the school lunch service provider this year. The company also operates the school tuck shop.
- Each lunch box costs \$30 and only one set lunch box is provided every day. Whole-month order should be placed and the menu will change every month.
- Parents can order lunch for children according to their needs in each month.

Note:

- No refrigerating or re-heating service is provided at school. Parents should prepare simple and healthy lunch for children. The lunch should be kept in a container (Glass container is not recommended.) with a little bag. On the bag, student's name and class should be written clearly.
- No hot soup, drinks in cup (e.g. soft drinks) or hot drinks. Food that turns bad easily (e.g. sushi and salad) are not suggested.
- Students should also prepare a towel or tissues to keep their hand, cutlery and desk clean.

*Special arrangements:

When the Education Bureau announces that half-day school has to continue in primary schools, students will not have lunch at school. However, our school will order lunch boxes for students in need so that they can have lunch at home. Each lunch box costs \$22.5. Students eligible for the Free Lunch at School scheme will have the payment of lunch fee exempted.

1. The lunch service provider will provide students with a lunch box which can keep the food warm for a longer time, and a reusable bag so that students can bring the lunch home. Please put your child's name and class on the bag. Extra bag will not be provided so students need to bring the bag to

school every day.

2. The lunch boxes will be sent to the classroom 30 minutes before the school ends, i.e. 12:15 p.m. Teachers of the last lesson will distribute the lunch boxes to students.
3. As students will not have the lunch at school immediately, the lunch boxes must be reheated within 1.5 hours before eating.

2.15 Returning or collecting student's items at school

1. Only emergent or special items are to be passed or picked up:
Emergent or special items include:
 - medicine
 - keys, Octopus card, wallet
 - items for exams or competitions (e.g. Musical instrument, sporting goods, or visual arts tools, etc.)
 - school uniform that has been made dirty or wet
2. If parents return items to students at school:
 - a. Parents should fill in a form
 - b. To avoid disturbance caused to the class, students' items will only be passed during recess/ lunch/ after school
 - c. Medicine will be passed to students at the lobby immediately
3. If parents/ students collect items at school:
 - a. Parents/ students should fill in a form
 - b. Parents/ students are only allowed to claim the items with the help of janitors
 - c. Students should wear proper school uniform when entering school
 - d. School closes at 5pm (Monday to Friday); 1pm (Saturday) Please call the office in advance.

2.16 Matters of bringing stationery to school

1. P1 students should use pencil case but not pencil box. There should be 3-5 sharpened pencils, one eraser and one 15-cm ruler in the pencil case.
2. Mechanical pencils and ball pens are not allowed in P1- P3.
3. P1 – P6 students should have a bag for Visual Art lesson. In the bag, there

are scissors, a glue stick and white glue.

4. No correction pens, erasable ball pens or stationery with calculation function is allowed in school.
5. Simple stationery is recommended.

2.17 Matter of bringing money or Octopus card to school

1. It is suggested that P.1 to P.3 students should not bring more than \$20 of cash to school.
2. It is suggested that P.4 to P.6 students should not bring more than \$40 of cash to school.
3. Students should put the Octopus card in a card holder with simple design.

2.18 Matters of bringing anti-epidemic items to school

Parents can prepare two spare masks for children to bring to school. Students can also bring alcohol hand rub to school for cleaning hands.

2.19 Matters of using smartphones

Students should have a good habit of using mobile phones properly with the help from parents. Here are some suggestions:

1. Browse useful websites with children and teach them to choose proper websites.
2. Teach children to do online activities properly. Avoid any inappropriate contents.
3. Teach children to pay attention to traps on the Internet. Do not receive suspicious information.
4. Remind children not to send any message or photos with inappropriate contents.
5. Remind children not to join any chat groups. If necessary, please make sure they use the chat group properly.
6. Teach children not to use mobile phones for too long so that their study and health will not be affected.

2.20 Safety issue of children staying outside after school

Students should go home immediately after school. Do not stay on the street when wearing uniform. If students have activities after school, parents may accompany with their children for safety reasons.

If parents allow children to go out alone, they need to pay close attention to children's activities and behaviour. Remind children of the following things:

1. Be aware of strangers.
2. Be aware of people who behave badly.
3. Do not bring valuable things and take good care of personal belongs.
4. Behave well and do not talk loudly in public place.
5. Obey Hong Kong law as well such as following transport rules. Do not disturb or hurt others.

2.21 Contact Information

Parents-school communication is important to children's growth. Parents can contact the school in following ways:

1. Student handbook: Note to teacher can be written in the part of 'others' and 'note of the week' in the handbook.
2. Telephone: Contact to school can be made at 2392 8221.
3. Meeting: Appointment can be made by phone for meeting with teachers.
4. Urgent meeting: In case of emergent meeting needed, please contact the school office.
5. Written form: Letters can be posted to 150 Tai Kok Tsui Road, Kowloon or faxed at 2399 0319. E-mails can be sent to kts-mail@cccktps.edu.hk.
6. Parents' Day: There is a Parents' Day in each school term. Parents can meet the class teachers and learn more about their children's study at school.
7. Website: For latest information about the school, please visit the school website 'www.cccktps.edu.hk'.

3 Class Allocation, Medium of Instruction, Homework and Assessment:

3.1 Class Allocation Arrangement

a. Aims:

1. To reduce the pressure faced by students due to difference in academic performance
2. To cater for students' learning needs and provide students with appropriate support
3. To let students meet more schoolmates and learn how to get along with others

b. Mode of class allocation:

Mixed mode is conducted in P.1 – P.6 in terms of number of boys and girls in a class, students' individual needs and learning ability.

c. System of class allocation:

- (i) P.1 promote to P.2: reallocation
- (ii) P.2 promote to P.3: promote in the same class
- (iii) P.3 promote to P.4: reallocation
- (iv) P.4 promote to P.5: promote in the same class
- (v) P.5 promote to P.6: promote in the same class

3.2 Medium of Instruction

Subjects	Medium of Instruction
Chinese	Cantonese
English	English
Putonghua	Putonghua
Others	Cantonese

3.3 Homework List

科目 (Subject)	功課總稱 (Types of Homework)	簡寫示例 (Abbreviation)
中文 (Chinese)	作業一冊第三及第四頁	作 P.3-4/作改
	詞語一冊第一課 5 行	詞 (一) 5 行
	工作紙 (一)	工 (一)
	預習 (自設問題)	預 (自設問題)
	抄書一冊第二課第一、二段	抄 (二) #1,2
	朗讀一冊第二課第三段	朗讀 (二) #3
	默書改正、家長簽名	默改簽
	評估改正、家長簽名	評改簽
	中文課本一冊第八頁	書 P.8
	默書一冊第一課及背默一冊第二課	默 (一) 及背默 (二)
	成語練習第一至二頁 (*四至六年級適用)	成 P.1-2
	習字兩篇 (*三至六年級適用)	習字 2 篇
	中文寶庫第 2 頁	寶 P.2
	溫習默書範圍	溫默
英文 (English)	GE Student Booklet (P.1-3 only) P.1-3 Space Town 課程 GE 練習	GE
	Workbook 作業	WB
	Grammar 作業(文法練習)	Gram
	Chapter Booklet 課業冊	CB
	Worksheet 工作紙	WS
	Module writing 單元寫作	MW
	Handwriting 寫字練習	HW
	Penmanship 抄書	Pen
	Notebook 筆記	Note
	Revision 溫習	Rev.
	Dictation 默書	Dict.
	Dictation Correction & Parent's Signature 默書改正、家長簽名	Dict. Corr. & Sign.
	Quiz 進展性評估	Quiz
	Quiz Correction & Parent's Signature 進評改正、家長簽名	Quiz Corr. & Sign.
Pre-dictation 預默	Pre-dict	
數學 (Maths)	作業第 11-12 頁	作 P.11-12
	數學 A 簿：練習 6 第 1-5 題	(A)Ex.6(1-5)
	數學 B 簿：練習 6 第 6-10 題	(B)Ex.6(6-10)
	工作紙冊第 1-2 頁(預工/課工/家工/跟工)	工 P.1-2
	數學課本第 15-16 頁	書 P.15-16
	評估改正、家長簽名	評改簽
常識 (General Studies)	作業 p.1-2	作 p.1-2
	專題研習	專題
	工作紙	工
	思維工作紙	思工
	預習工作紙	預工
	時事工作紙	時工(一)
	評估改正、家長簽名	評改簽
	STEM 歷程檔案	STEM 歷程
高階思維自學冊 p.1-2	自學冊 p.1-2	
普通話 (Putonghua)	工作紙冊	工 P.1-2
	正讀應用程式	正讀第一課詞

Remarks:

- Online homework will also be assigned, e.g. on Teams (“T” will be added to the name of homework) and other apps. Clear instructions will be given to students in advance.

3.4 Assessments

Assessment is one of the parts of the learning cycle and it facilitates better learning. Assessment in our school consists of formative assessments and examinations which can assess students' different aspects of learning.

Arrangement of P.1-P.6 assessments: (Please refer to later parts for details)

Month	P.1-P.5	Month	P.6
Oct - Dec	Formative assessments	Oct	Formative assessments
Jan.	1 st term examination	Nov	1 st term examination with results submitted to EDB
Mar – May	Formative assessments	Mar.	2 nd term examination with results submitted to EDB
Jun.	2 nd term examination	Apr – Jun	Formative assessments
	P.5 examination with results submitted to EDB	Jun.	Mock exam for HKAT Pre-S1

3.4.1 Formative assessments:

Formative assessments are done in normal lessons. Teachers will inform students of the date one week before the assessment. The areas and ways of assessments are as follows:

Chinese	Area	*Reading	*Language knowledge	Dictation
	Ways	Written	Written	Written
	P.1	✓	✓	✓
	P.2	✓	✓	✓
	P.3	✓	✓	✓
	P.4	✓	✓	✓
	P.5	✓	✓	✓
P.6	✓	✓	✓	

English	Area	* Reading	*Grammar	Dictation
	Ways	Written	Written	Written
	P.1	✓	✓	✓
	P.2	✓	✓	✓
	P.3	✓	✓	✓
	P.4	✓	✓	✓
	P.5	✓	✓	✓
P.6	✓	✓	✓	

Mathematics	Area	*Number	*Measures	*Shape & Space Dimension	*Data handling	*Algebra
	Ways	Written	Written	Written	Written	Written
	P.1	✓	✓	✓		
	P.2	✓	✓	✓	✓	
	P.3	✓	✓	✓	✓	
	P.4	✓	✓	✓	✓	
	P.5	✓	✓	✓	✓	✓
	P.6	✓	✓	✓	✓	✓

General Studies	Area	*General knowledge	*STEM/Project learning
	Ways	Written	Project Learning Booklet / Presentation + performance in lesson
	P.1	✓	✓
	P.2	✓	✓
	P.3	✓	✓
	P.4	✓	✓
	P.5	✓	✓
	P.6	✓	✓

*The formative assessments of these areas account for 20% of the examination marks.

- Assessment time: 25-30 minutes
- The School will keep record of students' results and performance in order to trace their learning progress and for feedback of teaching.
- Teacher will check the assessments with students after marking. Students have to do corrections and have assessment paper signed by parents. After checking by the teacher, assessment paper will be given back to students and kept by parents for revision.
- Points to note of absence from formative assessments:

If students are absent due to sick leave or casual leave on the assessment day, parent should notify the school in advance as usual. Concerned students will take the make-up assessment on the first day when they return to school. The make-up assessment (if applicable) must be completed within two days after the assessment day.

Arrangements for make-up assessments:

Reason for absence	Arrangement
Sick leave: Students are absent on the assessment day. They can submit a hand in a medical certificate ¹ issued by a registered medical practitioner to the school.	Students can take the make-up assessment. There will be a 20% deduction of marks.
Sick leave: Students are absent on the assessment day and from the make-up assessment. They can submit a hand in a medical certificate issued by a registered medical practitioner to the school on the first day when they return to school.	As the make-up assessment is over, the assessment is exempted.
Sick leave: They cannot submit a hand in a medical certificate issued by a registered medical practitioner to the school on the first day when they return to school.	No make-up assessment. The assessment is exempted.
Casual leave	
Absent without any reasons	

Remark:

1. The date on the medical certificate should include the day of absence and the day of make-up assessment (if applicable).

*If students are absent from all quizzes and obtain exemption from the school, the 20% of weighting of quizzes in the total exam mark will not be counted. Hence, only the exam marks will be shown on the academic report. The students concerned will not be ranked and there will be remarks on the report.

3.4.2 Summative assessment (Examinations)

There are two terms in a school year. At the end of each term, there is a four-day examination period. Therefore, there are two examinations in a school year. Please refer to the school calendar for the actual dates of examinations. The mode and paper settings of examinations are as follows:

3.4.2.1 Chinese

P.1 – P.6				
Area	Paper	Total mark of the paper	Proportion	Time allowed (minutes)
Reading	Reading Comprehension	100	40	30 (P.1) 25 (P.2 – P.4) 35 (P.5 – P.6)
	Language knowledge			30 (P.1 – P.2) 35 (P.3 – P.6)
Writing	Composition	30 (P.1 – P.2)	30	35 (P.1 – P.2)
		100 (P.3 – P.6)		45 (P.3 – P.6)
Listening	Listening	15	15	15-25
Speaking	Speaking	15	15	2 (every P.1 student)
				1 (every P.2 – P.6 student)
Others	Dictation	/	/	(To be conducted in daily lessons and not account for exam mark)
	Penmanship	Grade	/	Grade is given with reference to daily performance.

3.4.2.2 English

P.1 – P.6			
Papers	Marks on exam papers	Mark allocation (%)	Time allowed
Grammar & reading	100	50	45 mins (P.1 – P.2)
			50 mins (P.3 – P.6)
Writing	30 (P.1 – P.3)	25	30 mins (P.1 – P.3)
	50 (P.4 – P.6)		35 mins (P.4 – P.6)
Listening	15	10	15 – 20 mins
Speaking	10	10	5 mins (including

			preparation time)
Dictation	100	5	45
Penmanship	Grade	/	Grade is given with reference to daily performance.

3.4.2.3 Mathematics

Level	Marks on exam papers	Proportion	Time allowed (minutes)
P1 – P6	100	60 (current knowledge)	50
		40 (previous knowledge)	

3.3.2.4 General Studies

Grade	Total mark of the paper	Proportion	Time allowed (minutes)
P.1 – P.6	100	100	45

3.4.2.5 Music

	P.1 – P.2	P.3	P.4 – P.6
Class performance	30%	Music theory (30%)	
Performance on singing or playing musical instruments	60%		Singing: 30%
			Playing musical instruments: 30%
Extra-curricular activities	10% (join one internal and external activity about music / learn to play musical instruments)		
Total	100%		

Results of P1 – P4 are shown in marks. Results of P5 and P6 will be shown in grades with reference to the assessment marks.

*Note: If the part of playing musical instruments in P.5 and P.6 exam is cancelled due to epidemic, the proportion of singing will be raised from 30% to 60%.

3.4.2.6 Visual Art

There is no examination for this subject. Average mark is calculated out of marks of 3-5 pieces of student work. Results of P1 to P4 are shown in marks. Results of P5 and P6 are shown in grades with reference to the marks.

P.1 to P.6	
Performance in lesson (10%)	Student work for assessment (90%)

3.4.2.7 Putonghua

There is one assessment in each term. The assessment aims at testing the performance of listening, speaking and pinyin knowledge. The final mark comes from the proportion of assessment marks.

Grade	Speaking (50%)			Written (50%)		Total
	Reading	Oral	Daily	Listening	Pinyin knowledge	
P.1 – P.3	20%	20%	10%	30%	20%	100%
P.4 – P.6	20%	20%	10%	20%	30%	100%

3.4.2.8 P.E.

Assessment criteria include skills and attitude. Mark is shown in grades.

P.1 – P.6			
Attitude (20%)	Fitness (30%)	Skills (30%)	Knowledge (20%)

3.4.3 Proportion of examinations of all subjects

According to EDB school assessment guidelines, the weighting of every subject is set with reference to the relative importance and total lecture time of the subject. The weighting is as follow:

Subject	Chinese	English	Maths	General Studies	Visual Art	Music	P.E.	Putonghua
Weighting	9	9	9	6	3	2	1	1

The total mark and position is calculated by the above weighting (not including P.E. and Putonghua)

3.4.4 Points to note of examinations:

3.4.4.1 Arrangement of absence on exam day(s)

If students are absent due to sick leave or casual leave on the assessment day, parent should notify the school in advance as usual. Concerned students will take the make-up assessment on the first day when they return to school. The make-up assessment (if applicable) must be completed within two days after the assessment day.

Arrangements for make-up assessments:

Reason for absence	Arrangement
Sick leave: Students are absent on the assessment day. They can submit a hand in a medical certificate ¹ issued by a registered medical practitioner to the school.	Students can take the make-up assessment. There will be a 20% deduction of marks.
Sick leave: Students are absent on the exam days and from the make-up exam. They can submit a hand in a medical certificate issued by a registered medical practitioner to the school on the first day when they return to school.	As the make-up exam period is over, whole exam or papers of particular subject(s) not taken will be marked with “Abs”. Total mark, average mark, rank in class and form will not be indicated on the academic report. Remarks will also be added.
Sick leave: They cannot submit a hand in a medical certificate issued by a registered medical practitioner to the school on the first day when they return to school.	No make-up assessment. Whole exam or papers of particular subject(s) not taken will be marked with “Abs”. Total mark, average mark, rank in class and form will not be indicated on the academic report. Remarks will also be added.
Casual leave	
Absent without any reasons	

Remark:

1. The date on the medical certificate should include the day of absence and the day of make-up assessment (if applicable).

If students are absent from the 2nd exam in P.5, the two exams in P.6, they must take the make-up exam regardless of reasons for leave. There will not be any mark deduction.

3.4.4.2 All examination papers will not be distributed to students. Teacher will check the paper with students and give explanation in school. For any enquiry about the result of examination, please make prior appointment before meeting teachers.

3.4.4.3. Arrangement of post-exam follow-up period

Exam paper checking (2 days after the exam)	Remedial or enrichment lessons (Within 2 days after paper checking)
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3.5 Dates of examinations 2023-2024

Examinations	Date	Subjects examined
P.6 exam (1)	9-11-2023 (Thu) to 14-11-2023(Tue)	<ul style="list-style-type: none"> ● Chinese, English, Mathematics, General Studies, written exams of Music and Putonghua
P.1 – P.5 exam (1)	11-1-2024 (Thu) to 16-1-2024 (Tue)	<ul style="list-style-type: none"> ● Chinese, English, Mathematics, General Studies, written tests of Putonghua ● Written exam of Music (P.3 to P.5)
P.6 exam (2)	14-3-2024 (Thu) to 19-3-2024(Tue)	<ul style="list-style-type: none"> ● Chinese, English, Mathematics, General Studies, written exams of Music and Putonghua
P.1 – P.5 exam (2)	30-5-2024 (Thu) to 4-6-2024(Tue)	<ul style="list-style-type: none"> ● Chinese, English, Mathematics, General Studies, written exams of Putonghua ● Written exam of Music (P.3 to P.5)

*As longer time is needed for speaking exam of Chinese, English and Putonghua, and Music (singing), teachers will conduct the speaking exam two weeks before the exam period.

3.5 Timetables of examinations

3.5.1 Timetable of P.6 examination (1) & (2) 2023-2024

Date	9-11-2023 (Thu)/ 14-3-2024(Thu)	10-11- 2023(Fri)/ 15-3-2024(Fri)	13-11-2023 (Mon)/ 18-3-2024(Mon)	14-11-2023 (Tue)/ 19-3-2024(Tue)
Subject and papers	1. Chinese writing 2. Chinese reading 3. Chinese language knowledge	1. English grammar and reading 2. English dictation 3. English writing	1. Mathematics 2. Chinese listening 3. Putonghua written exam 4. Music written exam	1. General Studies 2. English listening

3.5.2 Timetable of P.1-P.5 examination (1) & (2) 2023-2024

Date	11-1-2024(Thu) / 30-5-2024(Thu)	12-1-2024 (Fri) / 31-5-2024 (Fri)	15-1-2024 (Mon) / 3-6-2024 (Mon)	16-1-2024(Tue) / 4-6-2024(Tue)
Subject and papers	1. Chinese writing 2. Chinese reading 3. Chinese language knowledge	1. English grammar and reading 2. English dictation 3. English writing	1. Mathematics 2. Chinese listening 3. Putonghua written exam 4. Music written exam	1. General Studies 2. English listening

**Together we nurture fullness of life.
Hand in hand we witness the love of
Christ.**

