

# Parent Handbook

**2023 – 2024**

*(2023-24 2<sup>nd</sup> Term Version)*



PLK Tong Nai Kan JS College



## *About the Handbook*

1. This Handbook provides parents with the necessary information regarding school policies and procedures.
2. The word 'Parents' in this Handbook refers to parents or guardians as registered in the school's records.
3. There is an e-version of this Handbook on the College Homepage. The information provided in this Handbook will be accurate and up to date one month before the new school year. Updated information will be posted on the College Homepage whenever necessary. Parents will be informed at the same time of any relevant changes.

### **To the parents**

When parents enroll their children in our college, we assume that they are pledging to work together with teachers and staff members in educating the students. Effective communication between parents and the college is an essential part of this process. You are strongly encouraged to read this Handbook and also the students' handbook carefully.

During the school year, please check the Student Handbook every day for messages from the college concerning your child. There is space in the student handbook for you to write to the class teacher of your child too. You are also welcomed to call the General Office regarding any enquiries.

## *Table of Contents*

Section	Title	Page
<b>1.</b>	<b>General Information</b>	
	1.01 School Contact	P. 3
	1.02 Teaching Staff & Technicians	P. 3-5
	1.03 Opening Hours	P. 5
<b>2.</b>	<b>Academic Information</b>	
	2.01 Whole-school Language Policy	P. 6-8
	2.02 Academic Assessment	P. 8-9
	2.03 Promotion and Graduation Requirements	P. 9
	2.04 Guidelines on Make-up Examination	P. 9
	2.05 Application for Testimonials, Transcripts & Letters of Attendance	P. 10
<b>3.</b>	<b>Other Learning Experiences (OLE)</b>	
	3.01 Arrangement of the Gifted Education (School Teams)	P. 11-12
	3.02 Arrangement of the Extra-Curricular Activities Lesson (ECA)	P. 13
	3.03 Requirement for Services	P. 13
<b>4.</b>	<b>Other School Support</b>	
	4.01 Student Subsidies	P. 14-15
	4.02 Locker Arrangement	P. 15
	4.03 Common Log-on	P. 16
	4.04 School Website [w.TNKJSC]	P. 16-19
	4.05 School App [m.TNKJSC]	P. 20-26
	4.06 E-Payment App – SchoolLink [p.TNKJSC] (Attendance, e-Notice & e-Payment)	P. 27-28
	4.07 E-Message App – Moxo [x.TNKJSC]	P. 29-33
	4.08 Library Website [l.TNKJSC]	P. 34-38
	4.09 E-Library App [b.TNKJSC]	P. 39-45
	4.10 E-learning Apps	
	(1) Bio-Tech AR Experiment App – AR Experiment [e.TNKJSC]	P. 46-48
	(2) AR Learning App – Virtual Learning [v.TNKJSC]	P. 49-51
	4.11 BYOD (Bring Your Own Device) Policy	P. 52
<b>5.</b>	<b>Home-School Connection</b>	
	5.01 Parent Teacher Association	P. 53
	5.02 Notices to Parents	P. 53-54
	5.03 Preventing Communicable Diseases in School	P. 54
<b>6.</b>	<b>Miscellaneous</b>	
	6.01 Location of Special Rooms	P. 55
	6.02 Floor Plan of Campus & Emergency Evacuation Procedures	P. 56-67
	6.03 School Environmental Protection Education Policy	P. 67-68
	6.04 National Security Education Policy	P. 69
	6.05 Guidelines for Handling School Complaints	P. 70-77

## Section 1 General Information

### **1.01 School Contact**

Address : 11, Mei Lai Road, Mei Foo Sun Chuen, Kowloon.  
Telephone : 2194 5707  
Fax : 2194 5718  
URL : <https://www.plktnkjsc.edu.hk>  
E-mail : [plktnkjsc@plktnkjsc.edu.hk](mailto:plktnkjsc@plktnkjsc.edu.hk)

### **1.02 Teaching Staff & Technicians**

#### 1.02.1 Teaching staff and their location

<b>Principal</b>	: Mr Wong Chung Ki	1/F General Office (WW)
<b>Vice-Principals</b>	: Ms Chiu Man Ming	1/F General Office (WW)
	: Ms Wong Hiu Tung	1/F General Office (WW)
<b>Assistant Principal</b>	: Ms Leung Pui Fan	1/F General Office (WW)
<b>Associate Principal (STEM)</b>	: Mr Yeung Wing Shing	1/F General Office (WW)
<b>(IT)</b>	: Mr Lai Chun Fai	1/F 141 (NA)
<b>Assistant Vice-Principals</b>	: Mr Kau Chun Ming	2/F 206A (WW)
	: Mr Kwan Siu Ming	2/F 206B (WW)

#### **Faculty of English**

<b>Dean of English</b>	: Mr Lam Wai Kin	1/F Staff Room 1 (EW)
<i>Department of English Language</i>		
Mr Lam Wai Kin		1/F Staff Room 1 (EW)
Mr Sze Chik Ki		1/F Staff Room 1 (EW)

#### **Faculty of Chinese Language & Culture and History**

<b>Dean of Chinese Language &amp; Culture and History</b>	: Ms Wong Hiu Tung	1/F General Office (WW)
<i>Department of Chinese</i>		
Ms Wong Hiu Tung		1/F General Office (WW)
Ms Poon See See		1/F Staff Room 1 (EW)
<i>Department of Putonghua</i>		
Ms Lu Yu Yun		1/F Staff Room 2 (EW)
<i>Department of Chinese History</i>		
Mr Chan Hon Shing		1/F Staff Room 1 (EW)

#### **Faculty of STEM**

<b>Dean of STEM</b>	: Mr Yeung Wing Shing	1/F General Office (WW)
	: Mr Kwan Siu Ming	2/F 206B (WW)
<i>Department of Mathematics</i>		
Mr Kau Chun Ming		2/F 206A (WW)
Mr Cheng Yuk		1/F Staff Room 1 (EW)
<i>Department of Science</i>		
Mr Kwan Siu Ming		2/F 206B (WW)
Mr Ma Kai Sing		4/F Phy Lab (SW)
Dr Chan Ka Yee		3/F Bio-Tech Lab (SW)
<i>Department of Information &amp; Technology Studies</i>		
Mr Yeung Wing Shing		1/F General Office (WW)
Mr Woo Yue Tin		3/F D&T Lab (EW)
<i>Department of Living Technology</i>		
Ms Li Man Yee		1/F Staff Room 1 (EW)
<i>Department of Design &amp; Technology</i>		
Mr Woo Yue Tin		3/F D&T Lab (EW)

**Faculty of Humanities****Dean of Humanities****: Ms Poon See See****1/F Staff Room 1 (EW)***Department of Social & Cultural Studies*

Ms Wong Yin Man

1/F Staff Room 2 (EW)

Mr Yuen Chun Bong

1/F Staff Room 1 (EW)

*Department of History*

Ms Chiu Man Ming

1/F General Office (WW)

*Department of Geography*

Ms Leung Pui Fan

1/F General Office (WW)

*Department of Finance & Accounting*

Mr Chan Tsan Sen

1/F Staff Room 1 (EW)

*Department of Economics*

Mr Chan Tsan Sen

1/F Staff Room 1 (EW)

**Faculty of Creative & Performing Arts****Dean of Creative & Performing Arts****: Ms Cheng Sau Chu****1/F Staff Room 1 (EW)***Department of Music*

Ms Wong Cheuk Yan

1/F Staff Room 2 (EW)

*Department of Visual Art*

Ms Wong Man Hoi

1/F Staff Room 1 (EW)

**Faculty of Sports Science****Dean of Sports Science****: Mr Kwan Siu Ming****2/F 206B (WW)***Department of Physical Education*

Mr Chung Kai Kin (Panel Head)

1/F Staff Room 2 (EW)

**Assistant Teachers**

: Ms Ren Jiaoye

1/F Staff Room 1 (EW)

Ms Shen Jiani

1/F Staff Room 1 (EW)

Ms Tin Kuk Wa

5/F Library (WW)

**Teaching Assistants**

: Ms Li Man Kwan

1/F Staff Room 2 (EW)

Mr. Tam Ying Yung

3/F D&amp;T Lab (EW)

**Library Assistant**

: Ms Lo Tsz Kam

5/F Library (WW)

**Technology Assistant**

: Ms Ng Hiu Mu Nina

1/F General Office (WW)

**Lab Tech./Assistant**

: Mr Wong Tsun Kit

4/F Phy Lab (SW)

Ms Ng Tsz Ying

3/F Bio-Tech Lab (SW)

Ms Jiang Yingzhi

1/F Staff Room 2 (EW)

**IT Technician**

: Mr Chau Chin Man

1/F Staff Room 1 (EW)

**1.02.2 Teaching Staff for Consultation on Specific Area**

<u>Area</u>	<u>Teaching Staff</u>	<u>Location</u>
Academic Matters	Ms Wong Hiu Tung	1/F General Office (WW)
	Ms Chiu Man Ming	1/F General Office (WW)
	Mr Yeung Wing Shing	1/F General Office (WW)
	Mr Kwan Siu Ming	2/F 206B (WW)
Application for Student Subsidy	Ms Wong Yin Man	1/F Staff Room 2 (EW)
	Ms Li Man Yee	1/F Staff Room 1 (EW)
Careers Guidance	Ms Leung Pui Fan	1/F General Office (WW)
	Mr Ma Kai Sing	4/F Phy Lab (SW)
	Mr Sze Chik Ki	1/F Staff Room 1 (EW)
Discipline & Guidance	Ms Chiu Man Ming	1/F General Office (WW)
	Mr Kau Chun Ming	2/F 206A (WW)
	Mr Chung Kai Kin	1/F Staff Room 2 (EW)
	Ms Wong Yin Man	1/F Staff Room 2 (EW)
Extra-Curricular Activities	Mr Yuen Chun Bong	1/F Staff Room 1 (EW)
Library Matters	Ms Tin Kuk Wa	5/F Library (WW)
Lunch Box Arrangement	Ms Wong Yin Man	1/F Staff Room 2 (EW)
	Ms Li Man Yee	1/F Staff Room 1 (EW)
Moral & Civic Education, Community Services	Mr Chan Hon Shing	1/F Staff Room 1 (EW)
Parent Teacher Association	Mr Ma Kai Sing	4/F Phy Lab (SW)
School Safety & Insurance	Ms Leung Pui Fan	1/F General Office (WW)
School Website/School App	Ms Li Man Yee	1/F Staff Room 1 (EW)

### 1.02.3 Class Teachers

<u>Class</u>	<u>Class Teachers</u>		<u>Location</u>
1A	Mr. Tsang Kin Pui	Ms. Li Shun Nga	1/F Staff Room 1 (EW) 1/F Staff Room 2 (EW)
1B	Mr. Chan Tsz To	Ms. Wong Cheuk Yan	1/F Staff Room 2 (EW) 1/F Staff Room 2 (EW)
1C	Ms. Chong Wing Ki	Ms. Li Ying Qi	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
1D	Ms. Yuen Sau Yan	Mr. Sze Chik Ki	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
1E	Ms. Chung Sze Pui	Mr. Lau Kin Fai	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
1F	Ms. Lu Yu Yun	Mr. Woo Yue Tin	1/F Staff Room 1 (EW) 3/F D&T Lab (EW)
2A	Mr. Ma Kai Sing	Ms. Tong Li	4/F Phy Lab (SW) 1/F Staff Room 1 (EW)
2B	Mr. Yuen Chun Bong	Ms. Wong Man Hoi	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
2C	Ms. Li Man Yee	Mr. Wong Hoi Wang	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
2D	Mr. Mak Yue Cheung	Ms. Law Hon Yin	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
2E	Mr. Cheng Yuk	Ms. Chau Siu Tung	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
2F	Mr. Chu Siu Cheung	Ms. Lam Wan Yi	1/F Staff Room 2 (EW) 1/F Staff Room 1 (EW)
3A	Ms. Poon See See	Mr. Li Chun Ngan	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
3B	Ms. Cheng Sau Chun	Ms. Ren Jiaoye	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
3C	Mr. Lam Wai Kin	Ms. Prasad Ananya	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
3D	Mr. Yuen Chun Bong	Mr. Kwok Tsz Kit Ms. Sana	1/F Staff Room 1 (EW) 1/F Staff Room 2 (EW) 1/F Staff Room 2 (EW)
3E	Mr. Chan Tsan Sen	Ms. Chan Wai Ling	1/F Staff Room 1 (EW) 1/F Staff Room 1 (EW)
3F	Ms. Siu Wing Ngan	Mr. Lai Hui Tung	1/F Staff Room 2 (EW) 4/F Phy Lab (SW)

## 1.03 Opening Hours

### 1.03.1 Official Opening Hours

	School Day Mon – Fri (Assembly Day)	School Holidays	
		Mon - Fri	Sat
General Office	7:30a.m. – 5:45p.m.	8:30a.m. – 5:00p.m.	8:30a.m. – 12:30p.m.
Library	8:00a.m. – 6:00p.m.	Closed	
Library - Study Room (501)	3:45p.m. – 5:45p.m. (4:15p.m. – 5:45p.m.)	Closed	
Remedial Room (142)	3:45p.m. – 5:45p.m. (4:15p.m. – 5:45p.m.)	Closed	
iMac Lab (220)	3:45p.m. – 5:45p.m. (4:15p.m. – 5:45p.m.)	Closed	

### 1.03.2 Stationing Day and Time of School Social Workers

Monday to Friday of school days from 9:00a.m. to 5:00p.m.

## Section 2 Academic Information

### **2.01 Whole-school Language Policy**

#### 2.01.1 Aims

- (a) To further enhance students' proficiency in languages for the new curriculum.
- (b) To enable every student to be prepared for the ever-changing socio-economic demand of Putonghua and English in the 21<sup>st</sup> century.

#### 2.01.2 Objectives

- (a) To develop students' English proficiency in the four skills: reading, writing, listening and speaking.
- (b) To develop students' Chinese (PTH) proficiency in the two skills: listening and speaking.
- (c) To enhance students' exposure to both Putonghua and English and its use in school.
- (d) To facilitate the use of languages in a variety of meaningful contexts.

#### 2.01.3 Medium of Instruction plans in practice

For Secondary 1:

Primarily in English	English as medium of instruction	English Language, Integrated STEM (Mathematics, Science, Information & Technology Studies, Living Technology, Design & Technology), Integrated Humanities (History, Geography), Integrated Arts (Music, Visual Arts)
	Extended learning in English	Integrated STEM (Information & Technology Studies, Living Technology, Design & Technology), Integrated Humanities (History, Geography), Integrated Arts (Music, Visual Arts)
Primarily in Chinese	PTH as medium of instruction	Chinese Language, Putonghua
	Chinese as medium of instruction	Chinese Language, Chinese History, Integrated Humanities (Social & Cultural Studies), Physical Education, Life Education, Library Studies and Project Learning, OLE Lesson

For Secondary 2:

Primarily in English	English as medium of instruction	English Language, Integrated STEM (Mathematics, Science, Information & Technology Studies, Living Technology, Design & Technology), Integrated Humanities (History, Geography), Integrated Arts (Music, Visual Arts)
	Extended learning in English	Integrated STEM (Information & Technology Studies, Living Technology, Design & Technology), Integrated Humanities (History, Geography), Integrated Arts (Music, Visual Arts)
Primarily in Chinese	PTH as medium of instruction	Putonghua
	Chinese as medium of instruction	Chinese Language, Chinese History, Integrated Humanities (Social & Cultural Studies), Physical Education, Life Education, Library Studies and Project Learning, OLE Lesson



For Secondary 3:

Primarily in English	English as medium of instruction	English Language, Integrated STEM (Mathematics, Advanced Science [Physics, Chemistry, Biology], Information & Technology Studies), Integrated Humanities (Geography, Economics, Finance & Accounting), Integrated Arts (Music, Visual Arts)
	Extended learning in English	Integrated STEM (Information & Technology Studies), Integrated Humanities (Geography, Economics, Finance & Accounting), Integrated Arts (Music, Visual Arts)
Primarily in Chinese	PTH as medium of instruction	Putonghua
	Chinese as medium of instruction	Chinese Language, Chinese History, Integrated Humanities (Social & Cultural Studies), Physical Education, Life Education, Library Studies and Project Learning, OLE Lesson

For Senior Secondary 1 to 3 (Po Leung Kuk Vicwood K.T. Chong Sixth Form College)

Primarily in English	English as medium of instruction	English Language, Mathematics, Physics, Chemistry, Biology, Geography, Economics, Business, Accounting and Financial Studies (BAFS), Information and Communication Technology (ICT), Health Management and Social Care (HMSC), Tourism and Hospitality Studies (THS), Integrated Arts, Physical Education
Primarily in Chinese	Chinese as medium of instruction	Chinese Language, Chinese Literature, Citizenship and Social Development, Chinese History

2.01.4 The Arrangement of Extended Learning Activities

- (a) Our school has transformed the Extended Learning Activities lesson time into teaching the non-language subjects (Mathematics, Integrated Science, Advanced Science [Physics, Chemistry, Biology]) in English as medium of Instruction for all Junior form Students.
- (b) Our school would conduct ELA in English for some selected subjects in the following modes:
  - (i) Teaching individual modules or themes in English in the relevant subjects: Non-language subjects involved are: Information & Technology Studies, Geography, History, Economics, Finance & Accounting, Living Technology, Design & Technology, Music, Visual Arts.
  - (ii) Strengthening the bridging programmes of relevant subjects to facilitate a smooth transition for students to adapt the EMI learning at senior secondary levels.

2.01.5 Provisions and supports

- (a) Inside the classrooms
  - (i) Creating language-rich classrooms (e.g. display students' work on the boards, signs, posters, slogans, etc.)
  - (ii) Developing and conducting language-across-the-curriculum learning activities (e.g. Lab Report, cooperation between Language panels and other panels such as Geography, History, etc.)
  - (iii) Providing self-access learning materials and equipment (e.g. books, keynotes, videos, magazines, enrichment exercises, etc.)
  - (iv) Designating reading activities (e.g. sharing after reading, introduction of good books, extensive reading scheme, cross-curricular reading scheme, etc.)
- (b) Outside the classrooms
  - (i) Setting up language learning corners/rooms (e.g. language laboratory, multi-media learning center, etc.)
  - (ii) Providing enrichment programs (e.g. summer bridging courses, after-school supplementary lessons, etc.)
  - (iii) Providing interesting talks/activities (e.g. sharing on writing, drama performance, etc.)



- (iv) Creating a language-rich campus (e.g. English & PTH sharing in morning assembly, English drama activities, exchange student program, etc.)
- (v) Organizing co-curricular activities/competitions for students of different levels.
- (c) Outside the school
  - (i) Partnership with the community to motivate students to participate in public/inter-school competitions (e.g. speech festivals, debates, etc.)
  - (ii) Emphasizing the importance of gaining exposure through the mass media (e.g. newspapers, TV programs, movies, magazines, website, etc.)
  - (iii) Collaboration with local schools/institutions in organizing stimulating activities (e.g. inter-school oral practices)
- (d) Other supportive measures
  - (i) Remedial teaching / split class teaching arrangement for language subjects.
  - (ii) Common slot in timetable for language teachers for collaborative lesson preparation.
  - (iii) Participation in training courses (e.g. ILLIPS) by teachers using EMI in teaching the subjects.
  - (iv) Sustainable development for teachers after the English Enhancement Scheme.
  - (v) Support from Native Speaking Teachers (NETs) to promote a favorable English learning atmosphere for students.

## 2.02 Academic Assessment

There are two uniform tests and two examinations each school year. Promotion or not depends on the total mark of the uniform tests, examinations and summative assessment.

### 2.02.1 Calculation of total mark

Item		Content	Percentage
Assessment	Test	Test mark	25%
	Exam	Exam mark	50%
Summative assessment	Uniform Quizzes	Quiz mark	25% (Different percentage distribution in different subjects)
	Self-regulated learning	Performance in self-regulated learning	
	Daily homework	Assignments	
	Other performance	Collaborative learning / Group learning performance / Dictation assessments / E-learning performance, etc.	

### 2.02.2 The weightings of the assessment

#### Subject Weightings

Chinese and English:	300% each
Mathematics:	200%
Integrated Science (Form 1-2):	150%
Advanced Science (Form 3):	150%
School-based Maker curriculum:	100%
Other Weighted Subjects:	100%

### 2.02.3 Examination regulations

- (a) Students have to come to school for assessment according to the test and examination timetable. Latecomers must get permission from the chief examiner before entering the exam center. There will be no extra time given for the exam duration.
- (b) During the examination, students are not allowed to leave early or leave the examination center.
- (c) Students who cheat will be penalized and the subject involved may be disqualified and given zero mark for that examination paper.
- (d) All extra-curricular activities and ball games are cancelled one week before the examination and for the duration of the examination period.
- (e) Students must inform the school on the day they take a sick leave during the examination period. Students have to hand in a parents' letter and the sick leave certificate on the day they come back to school and contact the subject teacher for re-examination. No make-up examination will be conducted if students are absent with no reason or play truant.
- (f) Make-up examination papers will be counted as 80% of the total mark.
- (g) If the EDB announces no school for all secondary school on an exam date, the school will set another date for the examination affected. Examination dates for other subjects remain unchanged.

## **2.03 Promotion and Graduation Requirements**

### 2.03.1 Form 1 and Form 2

- (a) Students should get all passes in the three core subjects: English, Chinese and Mathematics.
- (b) The average mark of all subjects should reach 50 marks or above.
- (c) Form 2 students should get at least a Grade D in Project-based learning.
- (d) The conduct grade should be Grade B or above.
- (e) Students should have not less than 95% attendance rate.

### 2.03.2 Form 3 (Promote to Sixth Form College)

- (a) Students should get all passes in the three core subjects: English, Chinese and Mathematics.
- (b) The average mark of all subjects should reach 50 marks or above.
- (c) Students should get at least a Grade D in Research Thesis.
- (d) The conduct grade should be Grade B or above.
- (e) Students should have not less than 95% attendance rate.

It will be regarded as a permitted promotion, trial promotion or repetition if students cannot meet the promotion requirements.

## **2.04 Guidelines on Make-up Examination**

- 2.04.1 Make-up examination will be arranged for sick leave or casual leave (must apply in advance) only. Make-up examined subjects will be counted as 80% of the total mark.
- 2.04.2 No make-up examination will be conducted if students are absent with no reason.
- 2.04.3 Latecomers will not be given extra exam time or make-up examination.
- 2.04.4 Make-up examination will be held on or before the next school day of the last test or exam day.

## 2.05 Application for Testimonials, Transcripts & Letters of Attendance

- 2.05.1 All Form 3 students will receive their testimonials and transcripts from class teachers on the day of the Form 3 Graduation Ceremony at the end of an academic year.
- 2.05.2 Parents can apply for the recommendation letters, transcripts and/or letters of attendance for their child if they have the need for pursuing further studies.
- 2.05.3 Application forms are available in General Office.
- 2.05.4 Completed application form should be submitted in person to the General office at least 10 working days beforehand. Normal processing time required upon receipt of the application form is 10 working days (excluding Saturday, Sunday and public holidays).
- 2.05.5 Only one copy will be issued to the applicant. Applicants are advised to make copies of the recommendation letters / certificates if necessary. The school will issue more recommendation letters/ certificates upon the receipt of written requests from other academic institutes only.
- 2.05.6 The recommendation letter / certificate will be distributed to the respective applicant through the class teacher once it is ready.

## Samples of the Application Forms

PLK TONG NAI KAN JUNIOR SECONDARY COLLEGE

保良局廣乃勵初中書院

11 Mei Lai Road, Shamshuipo, Kowloon. Tel:21945707 Fax:21945718

九龍深水埗美荔道 11 號

**Application for Recommendation Letter**

**班主任／老師推薦信申請表**

**(For current students only)**

*Please read the information overleaf before completing this form.*

**I. Particulars of Applicant**

Name: \_\_\_\_\_ / \_\_\_\_\_  
(in English, BLOCK letters) (in Chinese, if applicable)

HKID Card No.: 

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 ( )

Date of birth: \_\_\_\_\_ (day) / \_\_\_\_\_ (month) / \_\_\_\_\_ (year)

Class: \_\_\_\_\_ Class No.: ( ) No. of Copy:   1

Date of admission: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

**II. Outstanding Other Learning Experiences at JSC**

Year	Activities / Duties

Signature of Applicant: \_\_\_\_\_

Signature of Parents/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**III. For Urgent Cases**

Date required : \_\_\_\_\_ (Supporting document is attached.)

**For Official Use Only**

a) Application received on \_\_\_\_\_ by \_\_\_\_\_ on behalf of \_\_\_\_\_ class teacher.

b) Drafted letter approved by CGC \_\_\_\_\_ on \_\_\_\_\_.

c) Proof read by \_\_\_\_\_ on \_\_\_\_\_.

d) Letter approved by CGC \_\_\_\_\_ on \_\_\_\_\_.

e) Letter prepared by G.O. \_\_\_\_\_ on \_\_\_\_\_.

f) Signature of the recipient: \_\_\_\_\_ Date: \_\_\_\_\_

CGC/certificates/application forms/1\_recommendation letter

PLK TONG NAI KAN JUNIOR SECONDARY COLLEGE

保良局唐乃勤初中書院

11 Mei Lai Road, Shatin, New Territories. Tel: 21945707 Fax: 21945718

九龍坪水坑口基道 11 號

**Application for Transcript**

**「歷年成績紀錄」申請表**

**(For current students only)**

*Please read the information overleaf before completing this form.*

**I. Particulars of Applicant**

Name: \_\_\_\_\_ / \_\_\_\_\_  
(in English, BLOCK letters) (in Chinese, if applicable)

HKID Card No.: 

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 ( )

Date of birth: \_\_\_\_\_ (day) / \_\_\_\_\_ (month) / \_\_\_\_\_ (year)

Class: \_\_\_\_\_ Class No.: ( ) No. of Copy: \_\_\_\_ I \_\_\_\_

Date of admission: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**II. Reason for the application**

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Parents/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**III. For Urgent Cases**

Date required : \_\_\_\_\_ (Supporting document is attached.)

**For Official Use Only**

a) Application received on \_\_\_\_\_ by \_\_\_\_\_ on behalf of \_\_\_\_\_ class teacher.

b) Signature of the recipient: \_\_\_\_\_ Date: \_\_\_\_\_

CGC/certificates/application forms/2S\_transcripts (current students)

## Section 3 Other Learning Experiences (OLE)

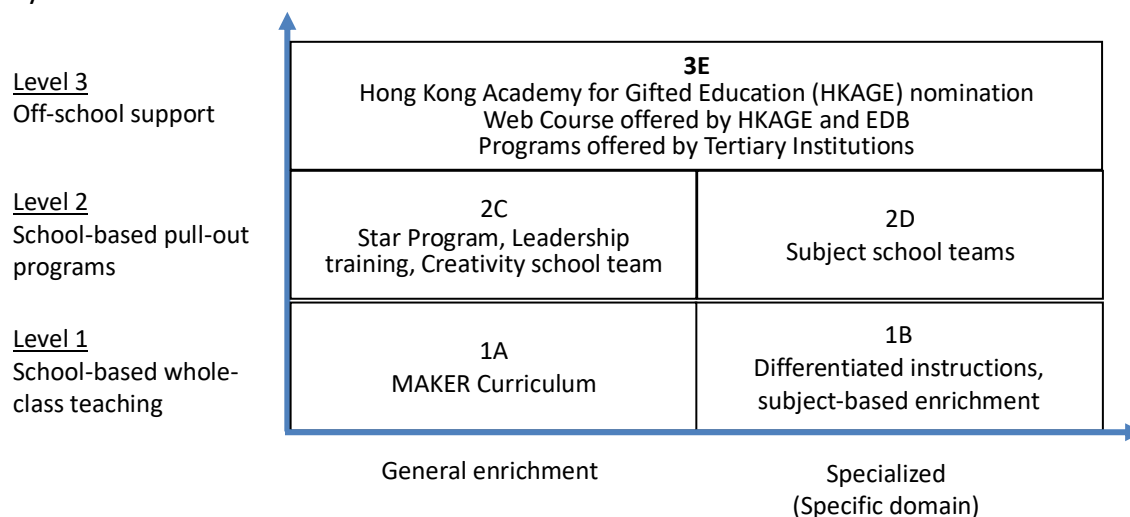
In order to achieve the learning objectives of OLE, our school is providing students with a broad and balanced curriculum with diverse learning experience to foster whole-person development through the four areas of OLE (Moral and Civic Education, Community Service, Career-related Experience, Aesthetic Development).

Aims and Expected Outcomes of Other Learning Experiences (OLE):

- (a) To widen students' horizons, and to develop their life-long interests;
- (b) To nurture positive values and attitude; and
- (c) To provide students with a broad and balanced curriculum with essential learning experiences in order to nurture the five essential Chinese virtues, 'Ethics, Intellect, Physical Development, Social Skills and Aesthetics'; and
- (d) To facilitate students' all-round development as life-long learners with a focus on sustainable capacities.

### **3.01 Arrangement of the Gifted Education (School Teams)**

The Gifted Education in our school is planned in accordance with the Three-tier Implementation Model articulated by the EDB.



- Various school teams are provided for our students.
- The updated information of the school teams will be uploaded to the school homepage by the end of August every year.
- Students can join the school teams of their own choices in mid-September every year. The selection of school teams will also be carried out at the same time.

#### 3.01.1 Star Program

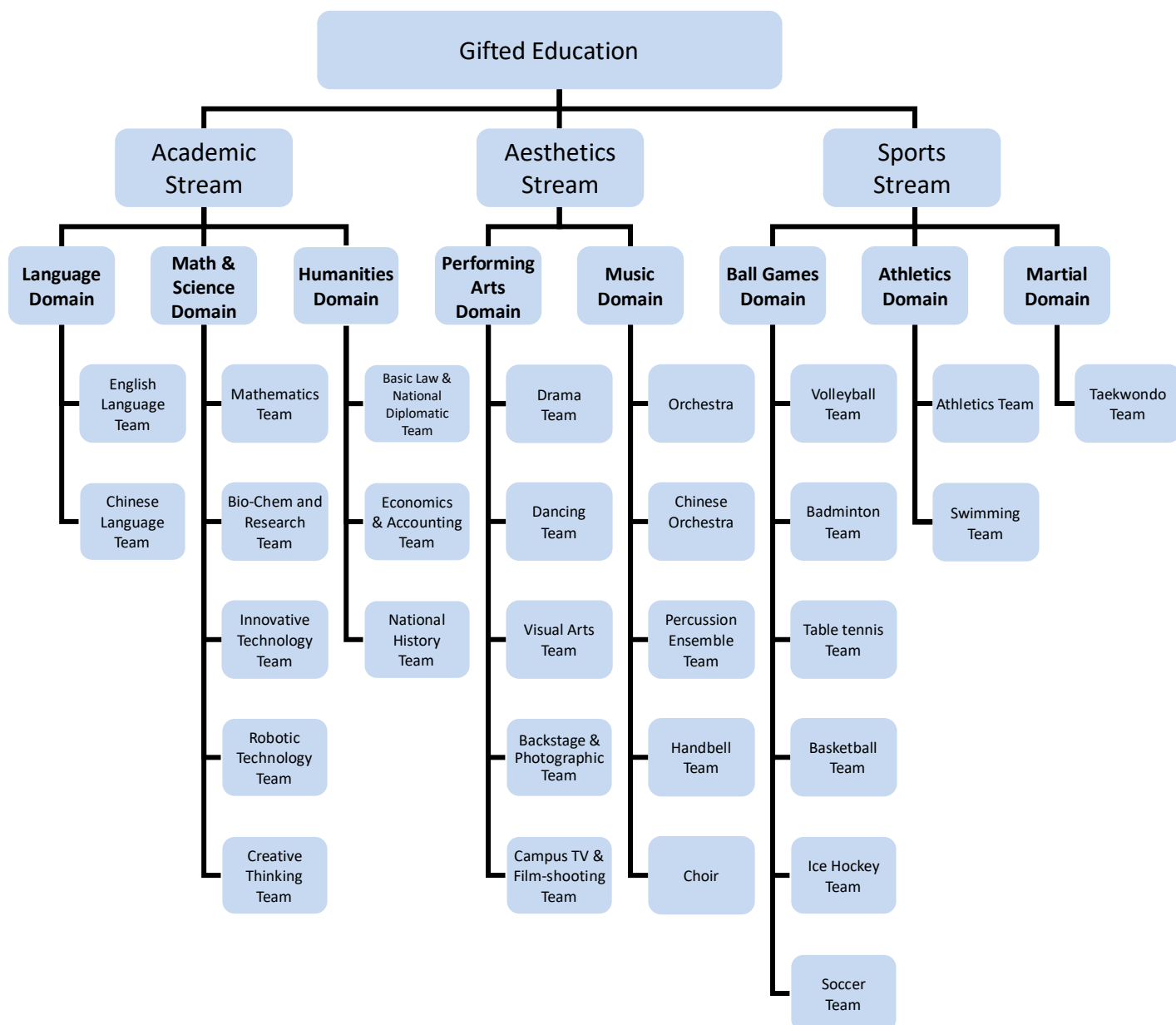
- (a) Our school has launched the "Star Program" since 2017 in order to provide more systematic nurture to gifted students with high potentials in our school.
- (b) Students can be nominated by teachers and parents in the following domains:  
Chinese Language, English Language, Mathematics, Science, Humanities, Computer & Technology and Leadership.
- (c) Members in the Star Program will have priority in being nominated and receiving subsidy from the school for Level 3 Gifted Education Programs. Members will also have the priority in being selected to participate in gifted education-related exchange programs.

(d) Major Level 3 Gifted Education Programs:

*(for reference, information will be released via parents' letters and on school website when confirmed)*

<u>Program</u>	<u>Organizer</u>	<u>Application period</u>
1. Dual Program	The Hong Kong University of Science and Technology (HKUST)	Late September
2. Program for the Gifted and Talented	The Chinese University of Hong Kong (CUHK)	October and April
3. Nomination for membership	The Hong Kong Academy for Gifted Education (HKAGE)	January and May
4. Online Web Course	HKAGE and EDB	October

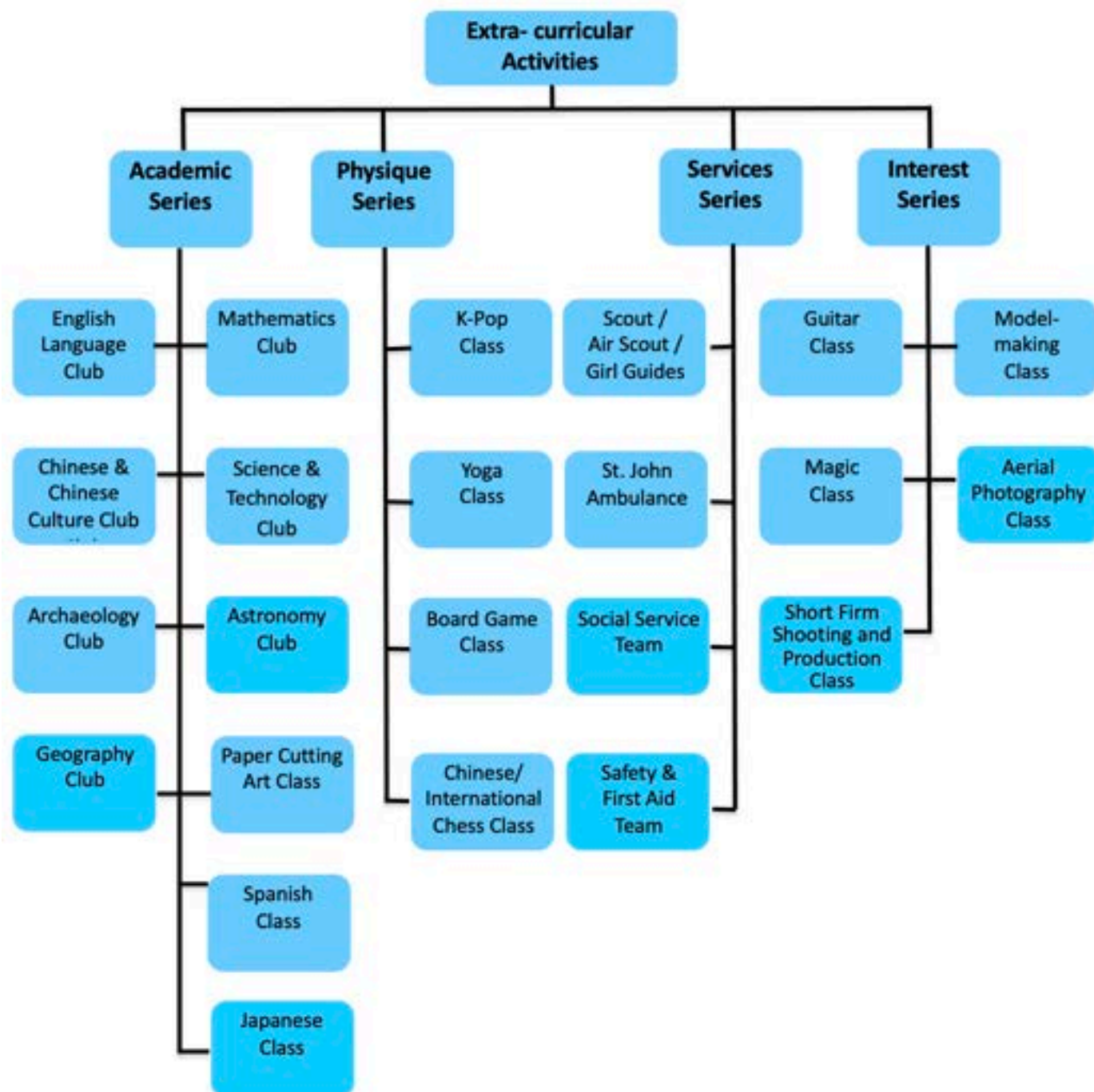
The following chart summarizes the details of the Gifted Education (School Teams).



### 3.02 Arrangement of the Extra-Curricular Activities Lesson (ECA)

- 3.02.1 According to students' interests and school's situation, various clubs or classes are established.
- 3.02.2 Several ways, such as bulletins, posters, banners, public announcements, newsletters and personal contacts will be used to keep students and parents be informed about the activities.
- 3.02.3 Student should take at least one of the ECAs to fulfill the "One Student, One ECA" policy.
- 3.02.4 Students can choose their interested ECAs on Recruitment Day by filling in the ECA application form.
- 3.02.5 Some ECAs may require students to pay for the course materials / coach fee.

The following chart shows the details of the extra-curricular activities:



### 3.03 Requirement for Services

Every student is required to participate in voluntary service for at least three hours each year. When a student leaves junior secondary college after three years, they should have at least nine hours of voluntary service.



## Section 4 Other School Support

### **4.01 Student Subsidies**

#### 4.01.1 Application for Student Health Service

- (a) All S.1 application forms will be **distributed by the school on 1/9/2023**. Applicants are expected to **submit** the completed forms to their class teachers **on 7/9/2023**.
- (b) Each participating student will be scheduled for an annual appointment at a designated Student Health Service Centre according to the location of the attending school.
- (c) An appointment letter will be sent to you through the school about one month before the appointment date. Parents are invited to accompany your child to attend the appointment.

#### 4.01.2 Application for Personalized Octopus Card (Student Travel Scheme)

- (a) Students who would like to apply for the Student Travel Scheme must apply for a Personalized Octopus Card first.
- (b) Students can apply for a Personalized Octopus with "Student Status" or to Activate or Renew the "Student Status" on their existing Personalized Octopus online through MTR web page: [http://www.mtr.com.hk/en/customer/tickets/student\\_travel\\_scheme.html](http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html)  
<https://youtu.be/j5ZSfh3hr5I>.
- (c) Besides, application form can also be obtained from the MTR Customer Service Centre or download from MTR website <http://www.mtr.com.hk/ch/customer/tickets/terms.php>. All application forms should be submitted to General Office (Ms Rannie Wong) before 31<sup>st</sup> October for the school stamp first. Then, the students should submit the stamped application form and pay the fee to the MTR customer service centre in person.

#### 4.01.3 Application for the School Textbook Assistance / Student Travel Subsidy Schemes / Subsidy Scheme for Internet Access Charges

- (a) Parents can apply for the Assessment of Eligibility starting **from May each year**.
- (b) If applicants have provided all necessary information and can pass the means test, a notification of the result will be issued by the Student Financial Assistance Agency (SFAA) to the applicants in late August of the same year.
- (c) For families who can pass the means test, Eligibility Certificates (ECs) will be issued to those children whom the applicants have indicated the need for an EC in the application form.
- (d) Parents receiving the Eligibility Certificates should select the appropriate scheme(s) in the ECs for their children and submit the completed ECs to the class teacher (in normal situation) or General Office (Ms Rannie Wong) (in school suspension period).
- (e) In general, the SFAA will not accept any EC submitted after the deadline. Parents should fill in the Eligibility Certificate and return it to school on or before the deadline within the academic year.
- (f) From the date of 1<sup>st</sup> September until January, parents should submit the Eligibility Certificate to class teachers or SAC teacher-in-charge as soon as possible during this period. Otherwise, the financial assistance will not be released after the deadline even if they pass the means tests.
- (g) Families that have serious financial difficulties should apply for the scheme with a written letter and return it to the school with the Eligibility Certificate.
- (h) For those who have not received any Eligibility Certificates and would like to apply for the Assessment of Eligibility within the academic year, Application Form A can be obtained from the General Office, the Home Affairs Department, the Regional Education Office or the Student Financial Assistance Agency within the office hour on or before March each year.
- (i) For those who have any enquiries concerning the eligibility and application procedures may visit the SFAA website: <https://www.wfsfaa.gov.hk/sfo/en/index.htm> or contact the SFAA at 2802 2345.

#### 4.01.4 Application for the EDB Student Grant

- (a) The Student Grant will be non-means-tested. All students, as at the date of application, studying in secondary day-schools that offer local or non-local curriculum in Hong Kong, are eligible for the Grant. Holders of student visa for entry into Hong Kong for studies and holders of Form of Recognizance issued by the Immigration Department are not within the scope of subsidy.
- (b) For the “Student Grant” Application Forms, there are Form A and Form B. Form A is a blank form (applicable to students who are newly admitted to a school in this school year, have transferred to another school, have not received Form B issued by the Education Bureau or have been urged to amend some important information in the form). Form B is pre-printed with the basic information of the student as well as that of the applicant (applicable to students who have been promoted to the next class level in the same school).
- (c) Besides, electronic submission (e-Submission) of application for student grant is implemented starting from the 2023/24 school year. To submit applications electronically in September in the new school year, parents must have a user account of “iAM Smart+” with digital signing function. Parents may register for “iAM Smart+” in person at the district “iAM Smart+” self-registration kiosks or registration service counters at around 160 locations, including Post Offices in various districts. For details, please visit the related government webpage: <https://www.iamsmart.gov.hk/tc/>.
- (d) Apart from submitting online applications via the e-submission platform, parents can still follow the existing practice to submit the completed paper application forms to the EDB through the schools, however, the disbursement of grant may be delayed slightly.
- (e) In general, Form B will be distributed by class teachers in early October. Students will receive Form A if they have not received Form B. Besides, parents will receive a guideline. Based on the guideline, parents must fill in the form and make sure that all the information is correct in order to avoid any delay in receiving the Student Grant.
- (f) In order to reserve sufficient time for handling applications, parents should complete the forms and urge students to return them to their class teachers before the deadline. After preliminary check, the school will send application forms to the Education Bureau.
- (g) If students cannot return to the school due to special circumstances, the staff members in the General Office will contact parents to come to school and handle the applications. Parents must bring their passbooks, fill in the application forms and submit them to the school.
- (h) It is estimated that the deadline of collecting the application of Student Grant will be in early November. Except under special circumstances, the school will stop issuing and handling applications of the academic year after the deadline of application.
- (i) Please be reminded that the procedure above may be updated by the Education Bureau. The policy and procedure may be subject to change. If further inquiries are needed, parents can contact the Special Duties Office of the Education Bureau on 38502000, or by [spdoenquiry@edb.gov.hk](mailto:spdoenquiry@edb.gov.hk). In addition, parents can browse the following website for more information:  
<https://www.edb.gov.hk/tc/student-parents/support-subsidies/student-grant/index.html>

#### 4.02 Locker Arrangement

- 4.02.1 The aim of providing lockers is to build up self-management skills of our students.
- 4.02.2 The lockers are located in the corridor of each floor.
- 4.02.3 Students are required to lock their lockers properly. It is the responsibility of the students to take care of their personal belongings.
- 4.02.4 A locker is assigned to each student in September of every academic year.
- 4.02.5 Students are required to take their belongings home during long holidays.
- 4.02.6 All food and drinks are not allowed to be stored in the lockers.
- 4.02.7 Students are allowed to use their lockers until the last day of 2<sup>nd</sup> term.
- 4.02.8 2/F students can use the smart lockers with their student cards.

#### 4.03 Common Log-on

In order to help parents to manage different school app accounts in a more convenient way, the school has provided a Google account for all parents and students for common log-on purpose. Parents can use the **assigned Google account** to log in school website (**w.TNKJSC**) and different school app services including **x.TNKJSC**, **p.TNKJSC**, **m.TNKJSC**, **l.TNKJSC** and **b.TNKJSC**. The account details are as follows:

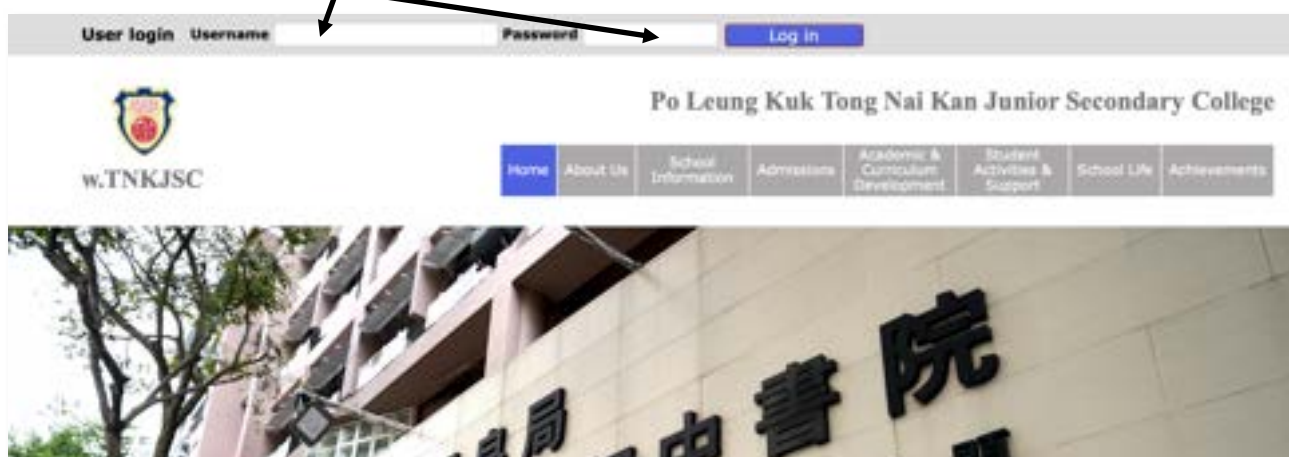
Example student's account:	s1234@plktnkjsc.edu.hk
Example parent's / guardian's account:	p1234@plktnkjsc.edu.hk
Password:	Y1234567

**\*\*The default password of both parents' and students' school accounts are HKID Card number (Capital letters) of the corresponding student. \*\***

#### 4.04 School Website (w.TNKJSC)

##### 4.04.1 Login & account settings

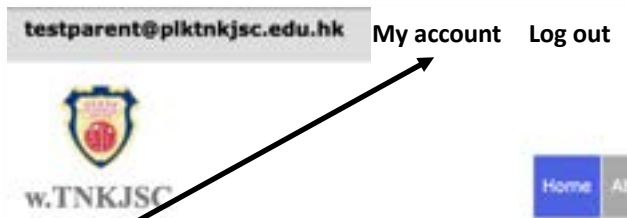
Step 1) You may login to the school website via the following URL: <https://www.plktnkjsc.edu.hk/> using the school login account.



The default **password** of both parents' and students' school accounts are **HKID Card number (Capital letters) of the corresponding student**.

Example student's account:	s1234@plktnkjsc.edu.hk
Example Parent's / guardian's account:	p1234@plktnkjsc.edu.hk
Password:	Y1234567

Step 2) If you have successfully logged in, **your account username** will be shown at the top-left hand corner.



Step 3) You may click '**My account**' to **edit** your password and update your email (not recommended).



#### 4.04.2.1 Frontpage

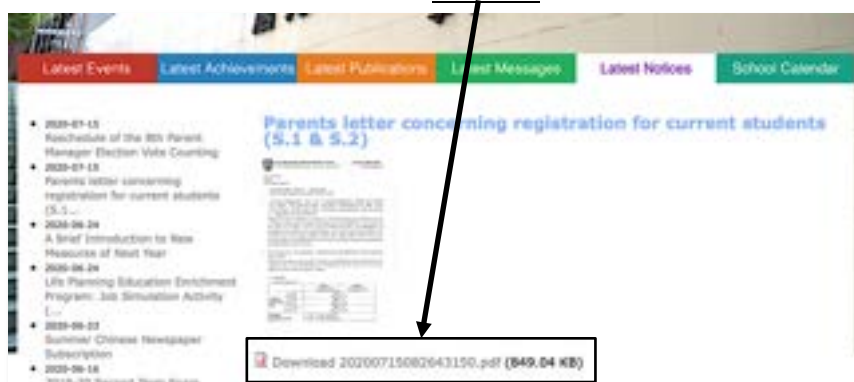
## Navigation menu and homepage tabs



## Sitemap

#### 4.04.2.2 Latest Notices (requires login)

The school notices are in PDF format. Click on **PDF link** to view and download the notice.



If you are using Windows platform, you may need to install **Adobe Acrobat Reader** for viewing the e-copies. You can download the software from the Adobe Homepage in the link below:

Refer to the steps below to download and install the software.





#### 4.04.2.3 Latest Messages (requires login for internal messages)

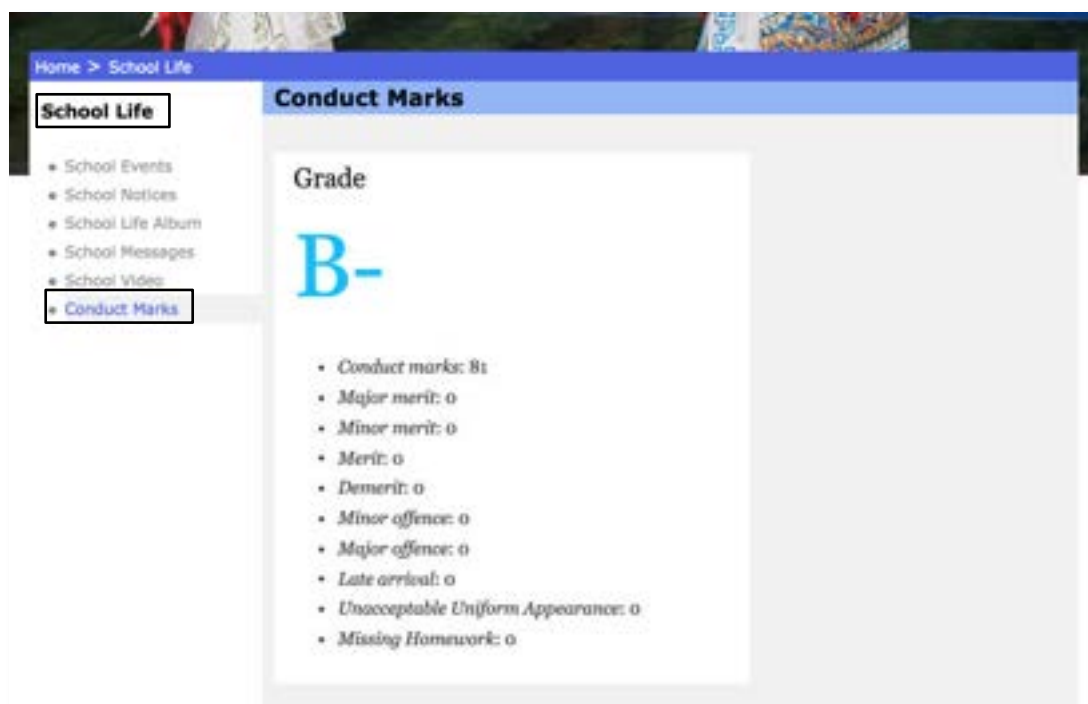
New announcements can be viewed in 'Latest Messages'.

(or under the **'School Life' > 'School Messages'**)



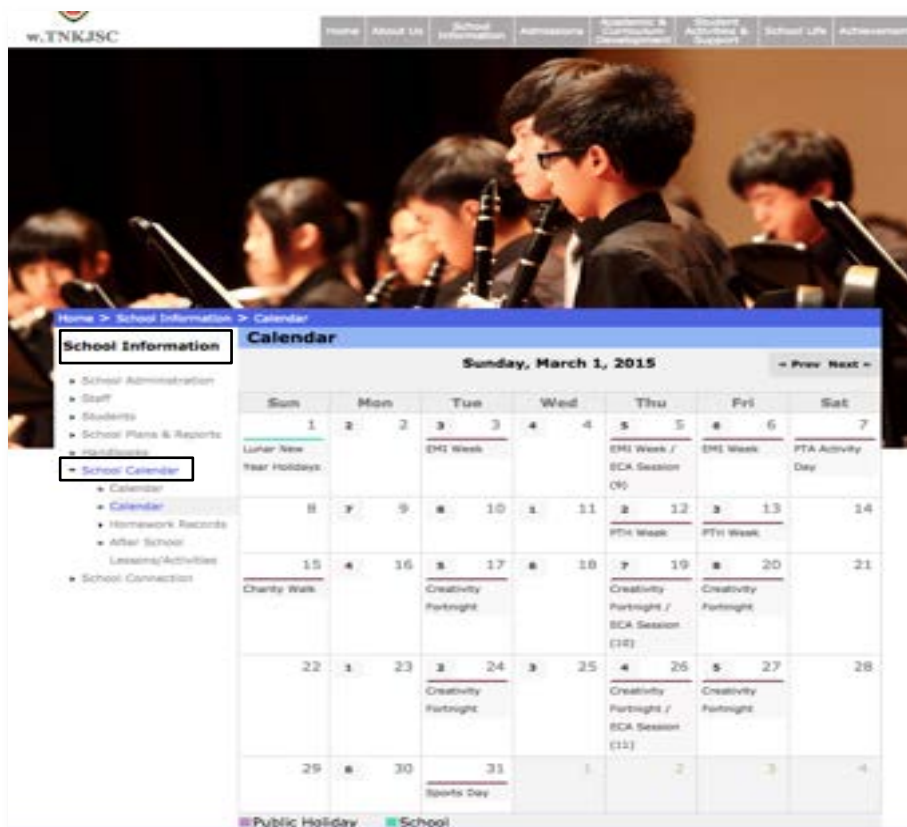
#### 4.04.2.4 Student Conduct Marks (requires login)

Students and their parents can view their conduct mark summary in **'School Life' > 'Conduct Marks'**.



#### 4.04.2.5 Calendar (requires login)

School Calendar shows all relevant events to the corresponding users.  
(or under the **'School information' > 'School Calendar'**)



There are several frequently used calendars in this tab, which shows all relevant records and events according to the classes, study groups and activity groups of the corresponding users.



Homework Record



After School Lessons / Activities



Detention



## 4.05 School App (m.TNKJSC)

### 4.05.1 Introduction of the school app

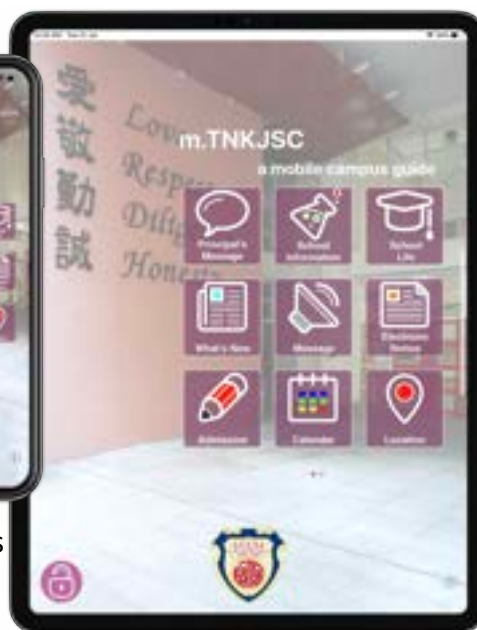
m.TNKJSC is a universal app for Android and iOS devices. It displays updated information about the school.



Android phone



iOS devices



### 4.05.2 Procedure for downloading



#### (a) From the school website

You may go to the school website using your Android or iOS device(s) (Android Phone, iPhone or iPad), and go into 'School Connection' > 'School Apps' to find the download links. You may also scan the following QR codes to get to the download pages directly.



For iOS in App Store



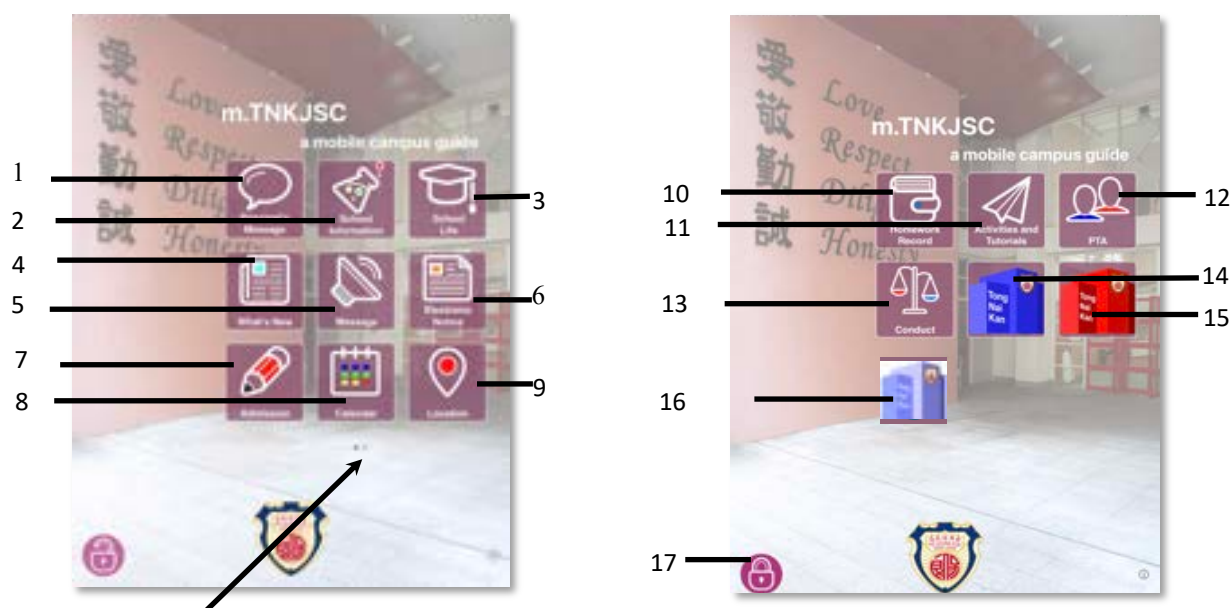
For Android in Google Play

#### (b) Search in App Store / Google Play

You may also go to the App Store / Google Play to search for 'm.TNKJSC' to download the app.

### 4.05.3 App Functions

#### (a) Home



There are 2 pages of icons for the users to access in the app. Swipe left or right on the home screen to switch between the pages.

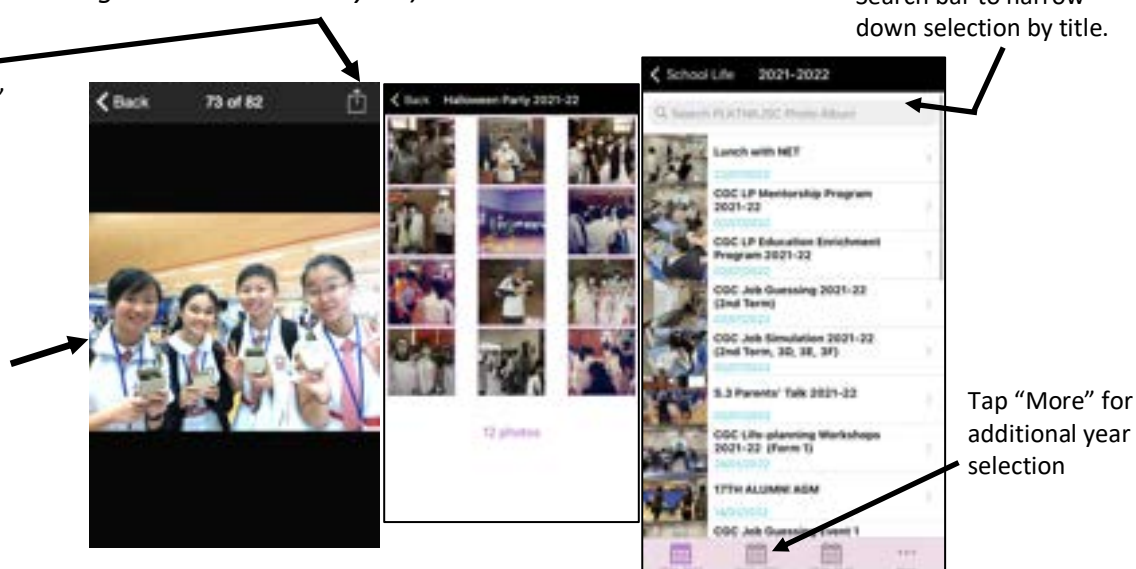
1. Principal's Message	10. Homework Record - Class specific homework calendar
2. School Information	11. Activities and Tutorials - After school activities
3. School Life - Photos and Videos	12. PTA
4. What's New - News & Events and Achievements	13. Conduct
5. Message - School announcements	14. x.TNKJSC (Communication App)
6. Electronic Notice - School notices	15. b.TNKJSC (Library App)
7. Admission	16. p.TNKJSC (SchoolLink App)
8. Calendar - Important events and holidays, including school days and cycle info	17. Login - user login status
9. Location - Contact details, including map and street view	

#### (b) School Life

In this section, users can access to the school photos and videos, users can search photos for up to 6 academic years. *(including current academic year)*

Action button for Save, Copy, or Email current photo.

You can use the spread and pinch gestures to zoom in the photos, as well as swiping left or right to flick through the photos just like the iOS's built-in Photos app.



(c) What's New

Under "What's New", there are two sections, including the **"News and Events"** and **"School Achievements"**

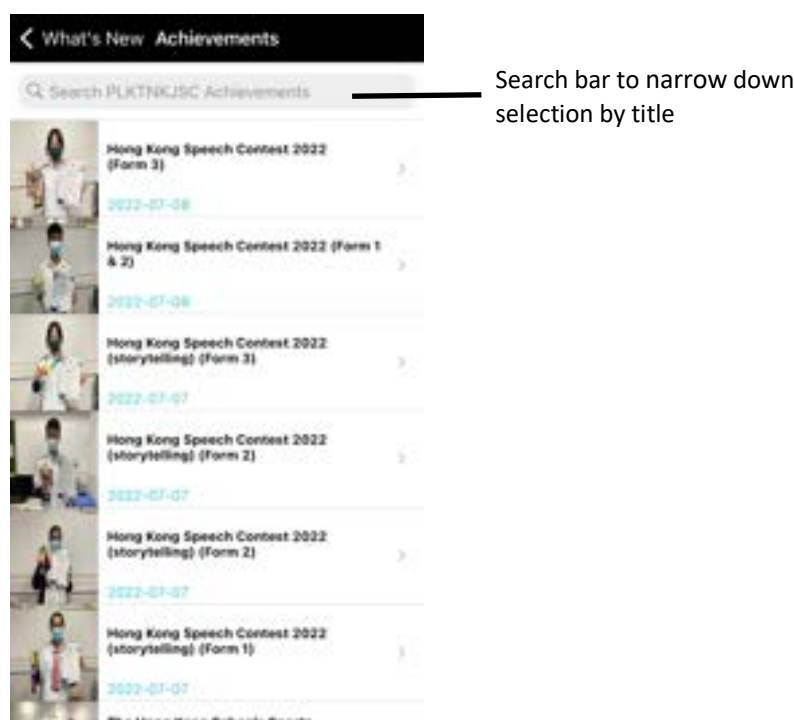
(i) News and Events

The News & Events section keeps you inform of the latest news at the school. Users can get more details including the descriptions and the photos of different events.



(ii) School Achievements

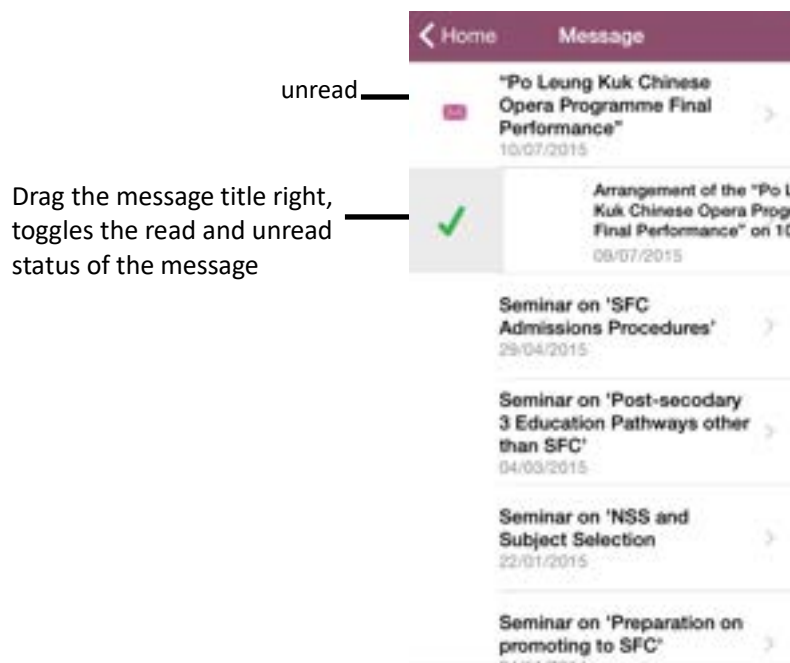
The Achievements section lists the students' scholarships, academic and non-academic achievements. You can quickly narrow down your interested entries by title searching and type filtering. A list of student names will be displayed by tapping onto the desired entry.



#### (d) Messages

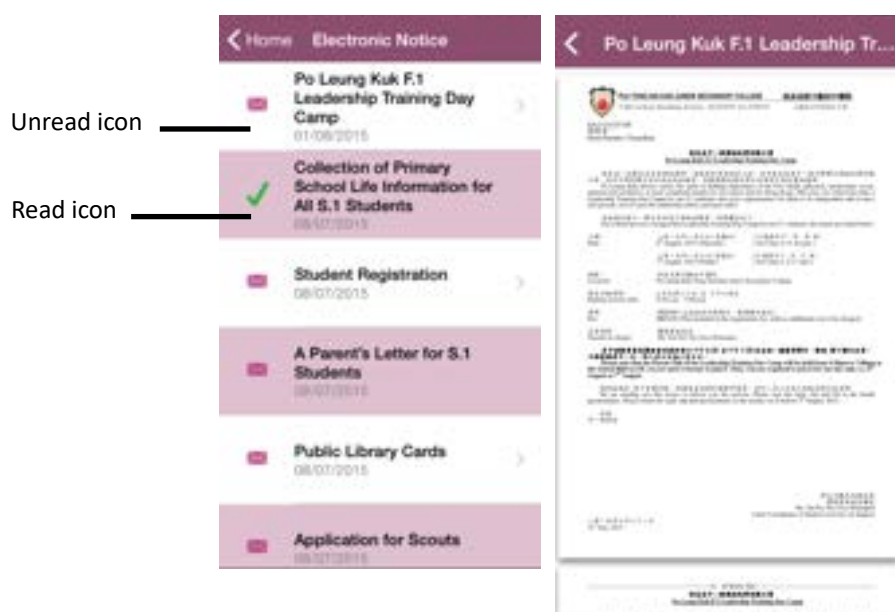
For the message section, it enables teacher users to send messages to individual, a certain group of students, certain classes or even an entire form of students. *(User menu and procedures for uploading and sending messages will be provided when the function is ready for use.)*

The Message section lists the latest school announcements and personalized messages for logged in users *(see Login section)*.



#### (e) Electronic Notices

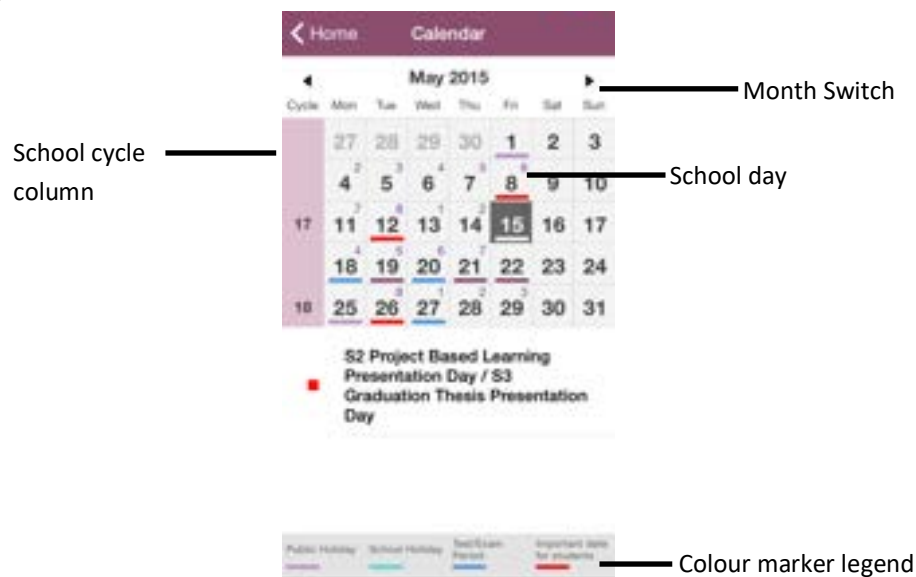
Electronic notices are for logged in users only. (To accept notices, please see SchoolLink)



Notices can be zoomed in and out by the spread and pinch gestures.

## (f) Calendar

Users can refer to the calendar in order to know the important days in each month, the school cycle and the day in the cycle.



- Calendar is filled with important school events and holiday details.
- All the events of the months are listed below the calendar, and you can tap on a specific date to view only the events for that date.
- Different events are individually colour coded and explained by the legend at the bottom
- Current month is displayed by default, but you can switch to different months by using the month switch arrows at the top of the calendar.
- School cycle information is displayed on the left column.
- School day information is displayed on the top right corner of each date cell.

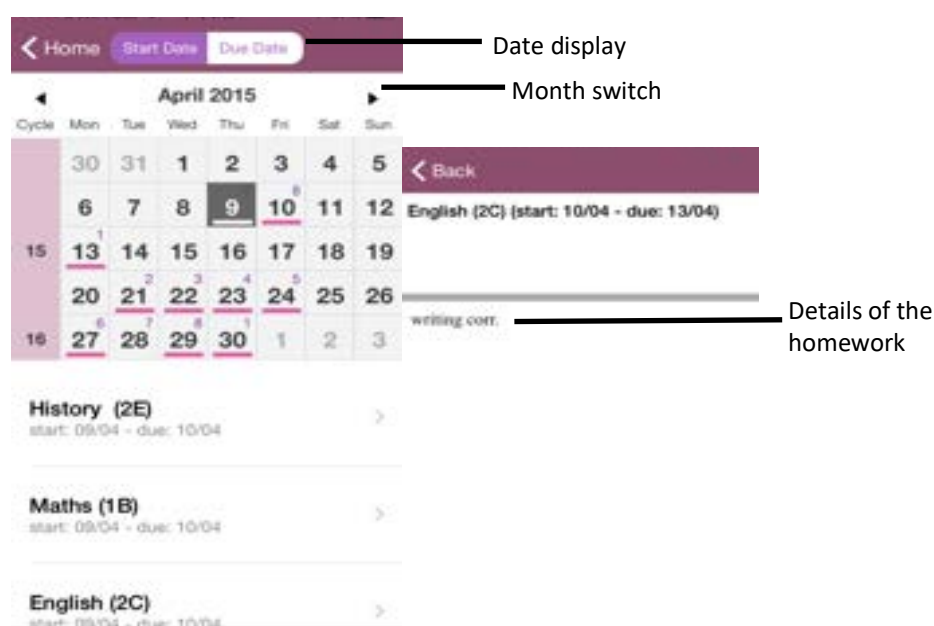
## (g) Homework Records

This section enables users to check the homework records of different classes according to either the start date or the due date.

Available records are marked on the calendar, and the marked dates can be toggled between start (*default*) and due dates.

The homework records for that date will be listed out by tapping on the marked cells in the calendar.

Current month is displayed by default. You can switch to different months by using the month switch arrows at the top of the calendar.





#### (h) Activities and Tutorials

This section enables users to check the after-school activities or tutorials students need to attend.

- After school activities, tutorials and the students involved can be viewed.
- Available records are marked on the calendar.
- Current month is displayed by default, but you can switch to different months by using the month switch arrows at the top of the calendar.
- Tapping on the entries below the calendar lists the students involved.



#### (i) Student Conduct Marks

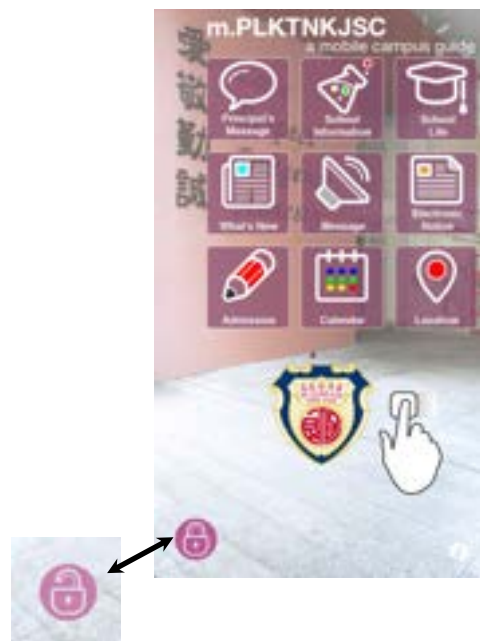
Student conduct marks checking is available in the mobile school app **m.TNKJSC**. Swipe to the 2<sup>nd</sup> page of icons, tap **“Conduct”** icon to view conduct marks summary.



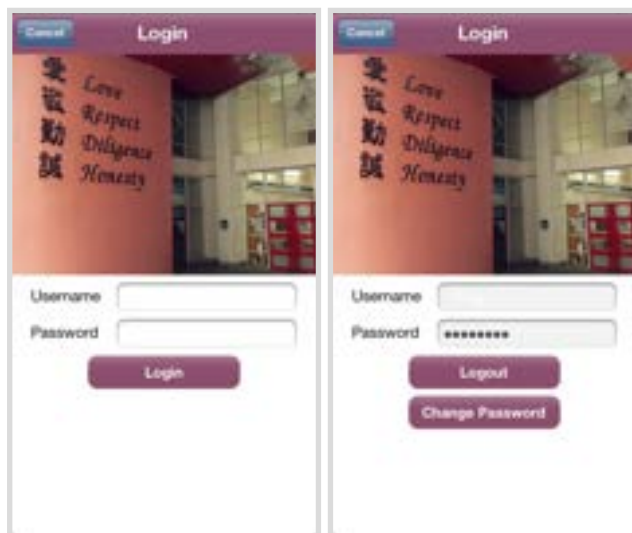


(j) Login

School users will be allocated login accounts for a personalized experience, including personalized messages and electronic notices.



Login button can be found on the home screen, where the opened and closed padlock indicates the logged out and logged in status respectively



A logged in user (see Login section) might get personalized messages and there is an option for the user to send a reply back to the school.

\* The **default password** of parents' and students' school accounts is **HKID Card number (Capital letters)** of the corresponding student.

Example student's account:	s1234@plktnkjsc.edu.hk
Example parent's / guardian's account:	p1234@plktnkjsc.edu.hk
Password:	Y1234567

#### 4.06 E-Payment App – SchoolLink [p.TNKJSC] (Attendance, e-Notice & e-Payment)

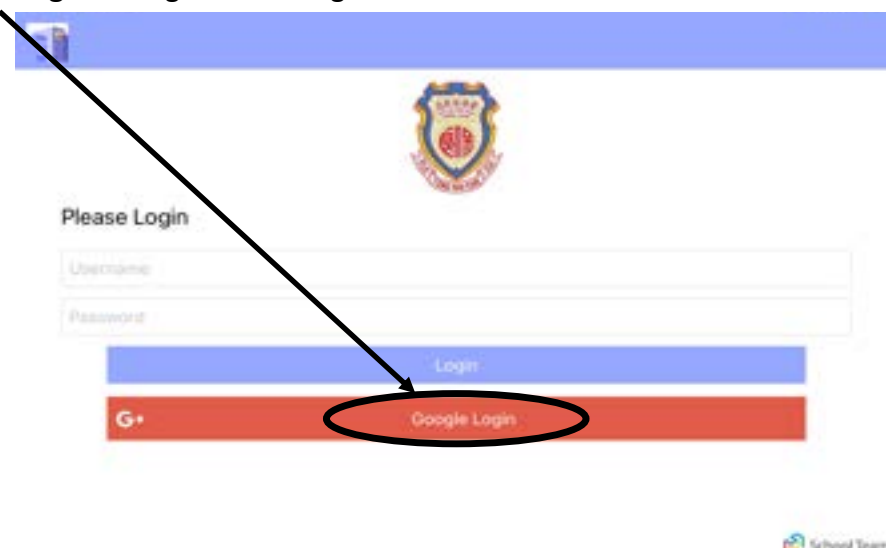
The school introduced the SchoolLink Apps in order to provide electronic services to different stakeholders including teachers, parents and students. The services include the following:

- a) Attendance – parents and teachers may know the arrival status according to students' card swiping record every day. Push notifications will be sent to parents; their status can always be checked online by teachers and parents.
- b) e-Notice and e-Payment – parents may read and sign electronic notices online via the mobile app. Electronic payments can also be made via this platform with proper credit card association.

Step 1) Search and download the mobile app. **p. TNKJSC** in App Store (iOS) or Google Play Store (Android).



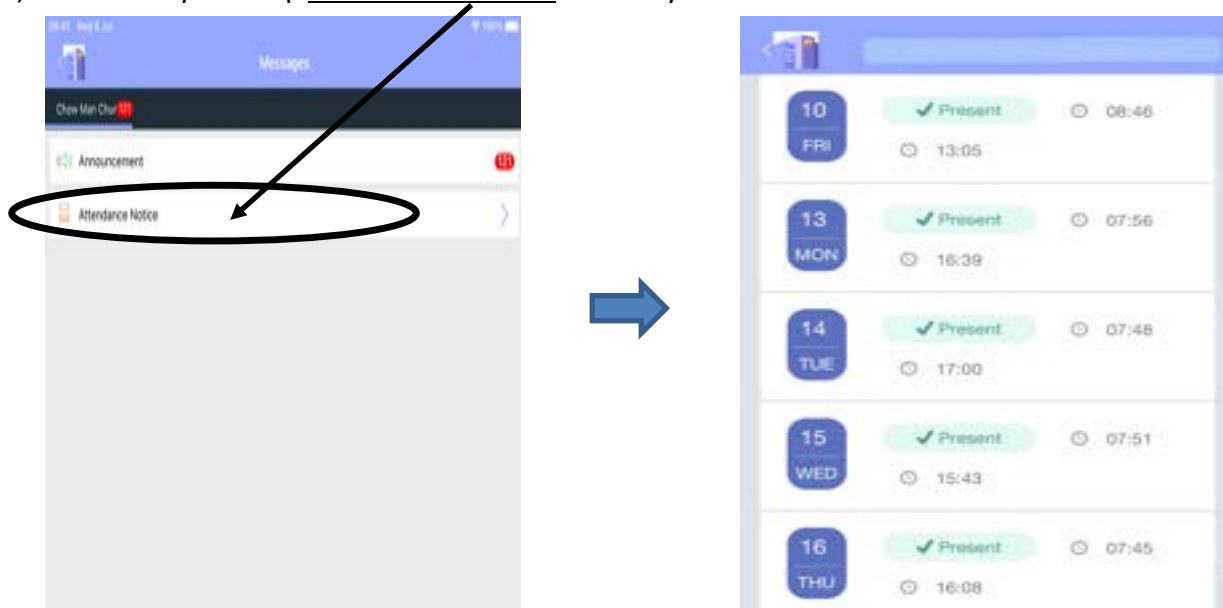
Step 2) Click **Google Login** for login with Google.



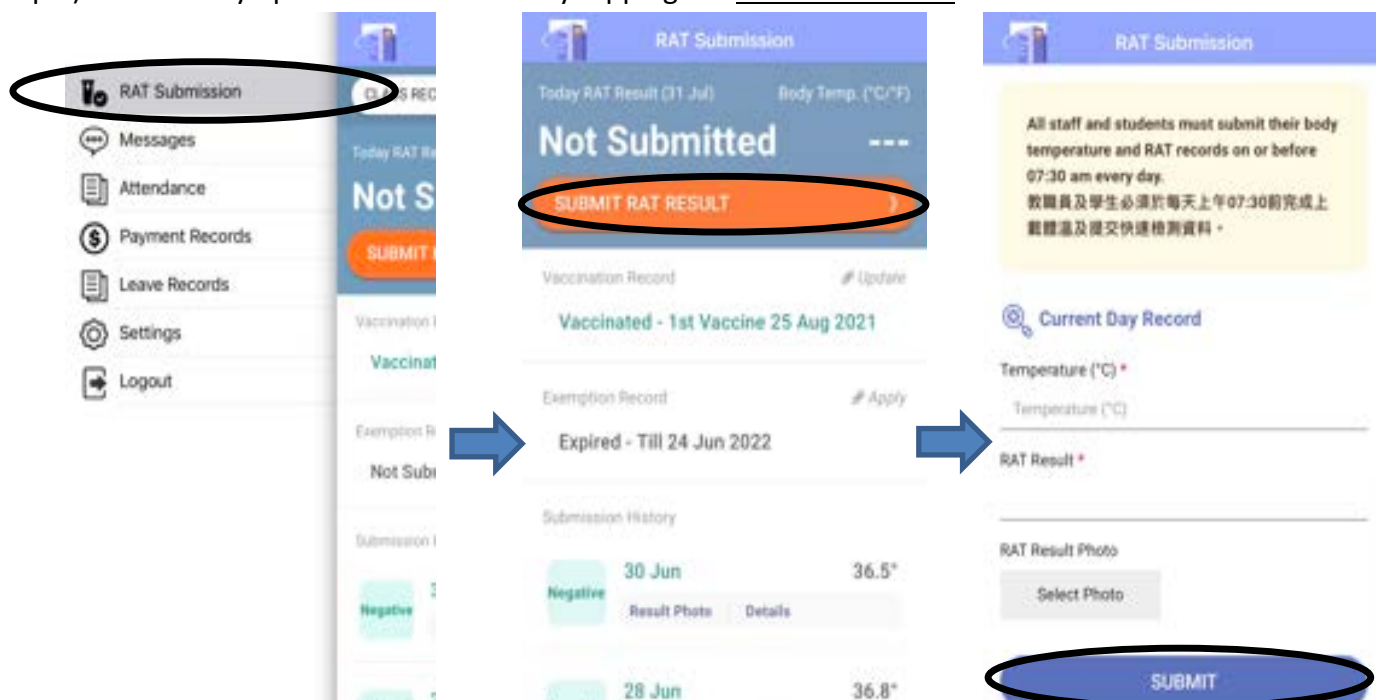
Step 3) Parents may tap **Announcement** to view and sign the notices.



Step 4) Parents may also tap **Attendance Notice** to view your child's arrival status and attendance record.



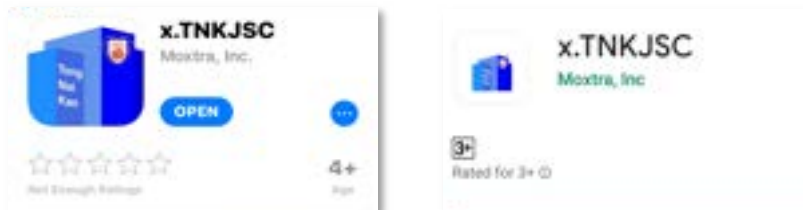
Step 5) Parents may upload the RAT result by tapping the **RAT Submission**.



#### 4.07 E-Message App – Moxo [x.TNKJSC]

##### 4.07.1 Procedure for downloading, set up and logging in

Step 1) You may go to the school website using your Android or iOS device(s) (Android Phone, iPhone or iPad), and go into 'School Connection' > 'School Apps' to find the download links. Parents/Guardians and students can also download "x.TNKJSC" from App Store (iOS) / Google Play (Android).



Step 2) Open the apps after installation and login.

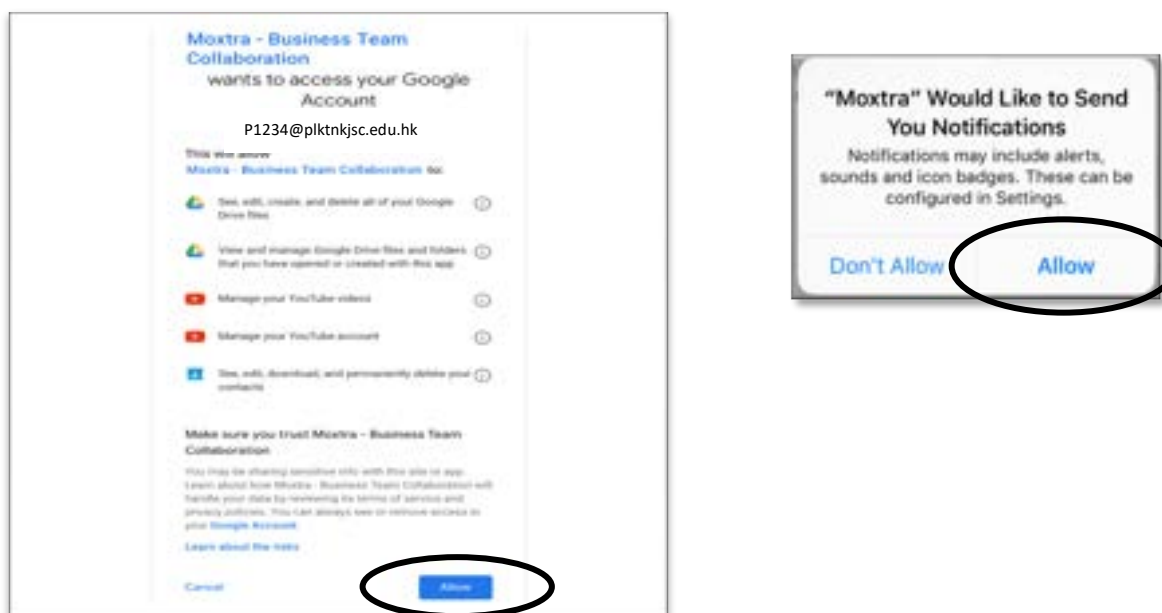
- i. Choose '**Log in**' and enter the School Google account to login.



\* The default password of parents' and students' Google accounts is HKID Card number (Capital letters) of the corresponding student.

<b>Example student's account:</b>	<b>s1234@plktnkjsc.edu.hk</b>
<b>Example parent's / guardian's account:</b>	<b>p1234@plktnkjsc.edu.hk</b>
<b>Password:</b>	<b>Y1234567</b>

- ii. Click '**Allow**' to enable using Google login and push notification function.



- iii. Login successfully. Parents and students may **now tap the contacts and the groups** on the frontpage to communicate with their related parties.



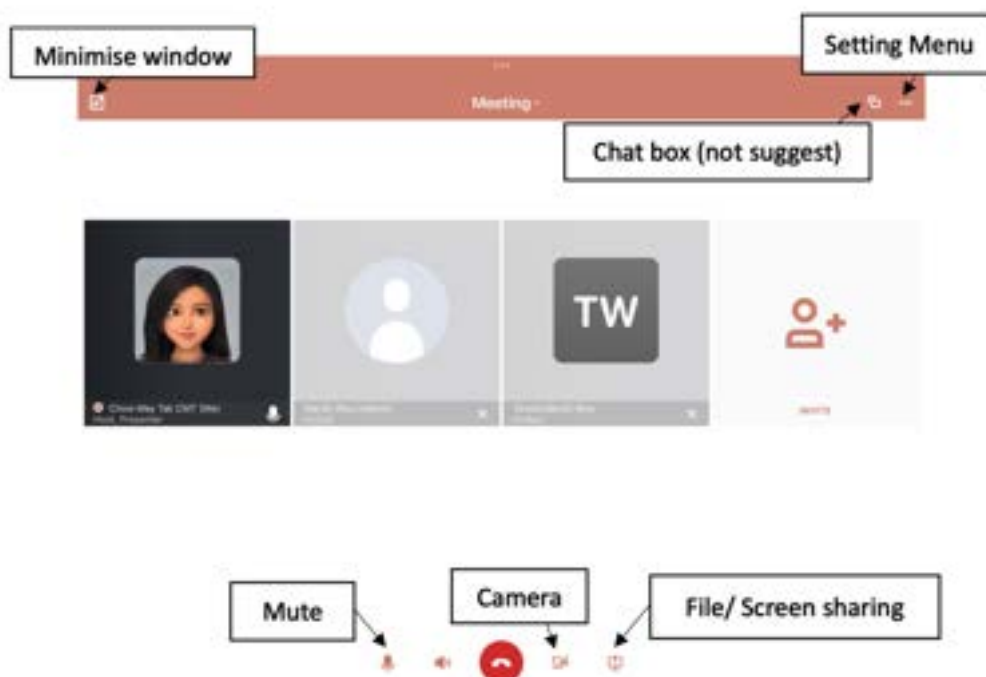
- iv. To start a conversation, need to go to 'Contact' under 'Account' to find the target. Then click 'Chat'.
- v. Users may use different functions at the bottom of the conversation window, such as instant messaging, file transfer, whiteboard, video conferencing, etc.



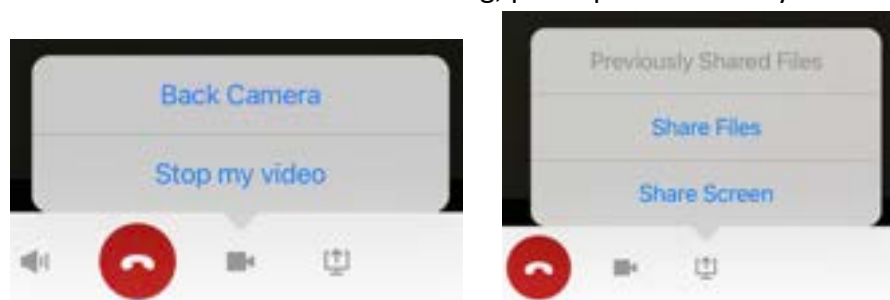
#### 4.07.2 Useful functions in x. TNKJSC

##### 1. Video Conferencing

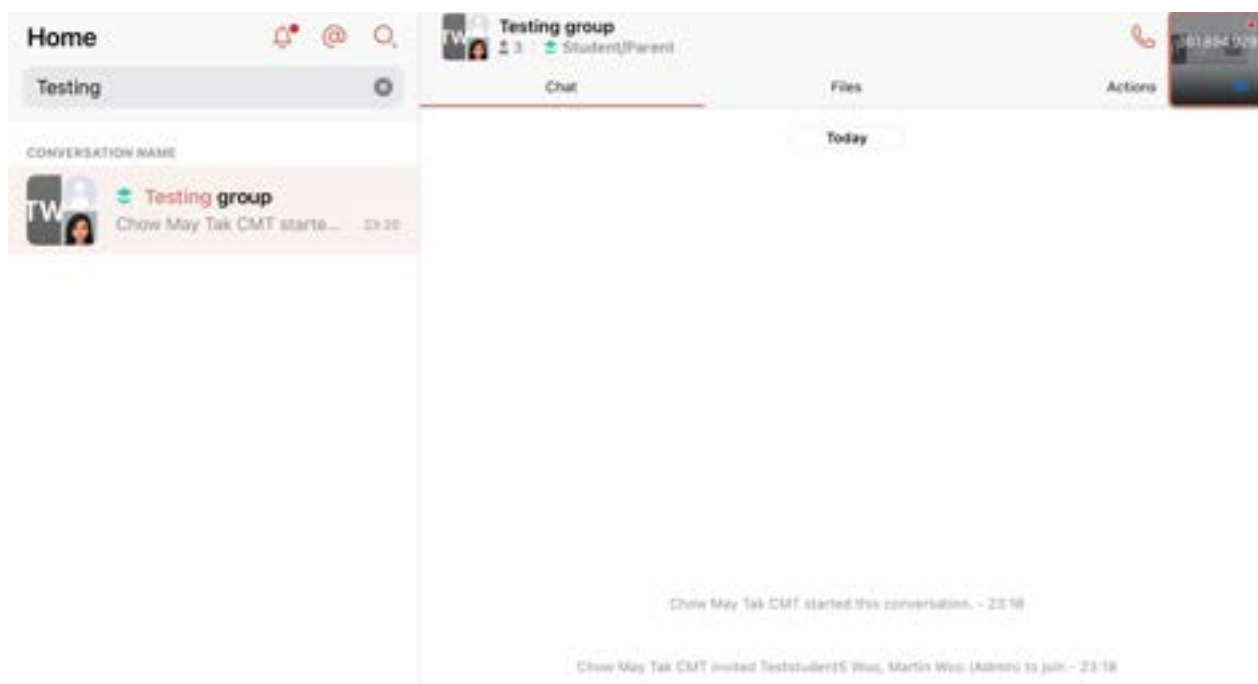
After answering the call, here are the details for conference interface:



Step 1) Select **“Camera”** icon to turn on front/back camera. Select **“File/Screen Sharing”**, to send or share a file. For Screen Sharing, participants can see your screen.



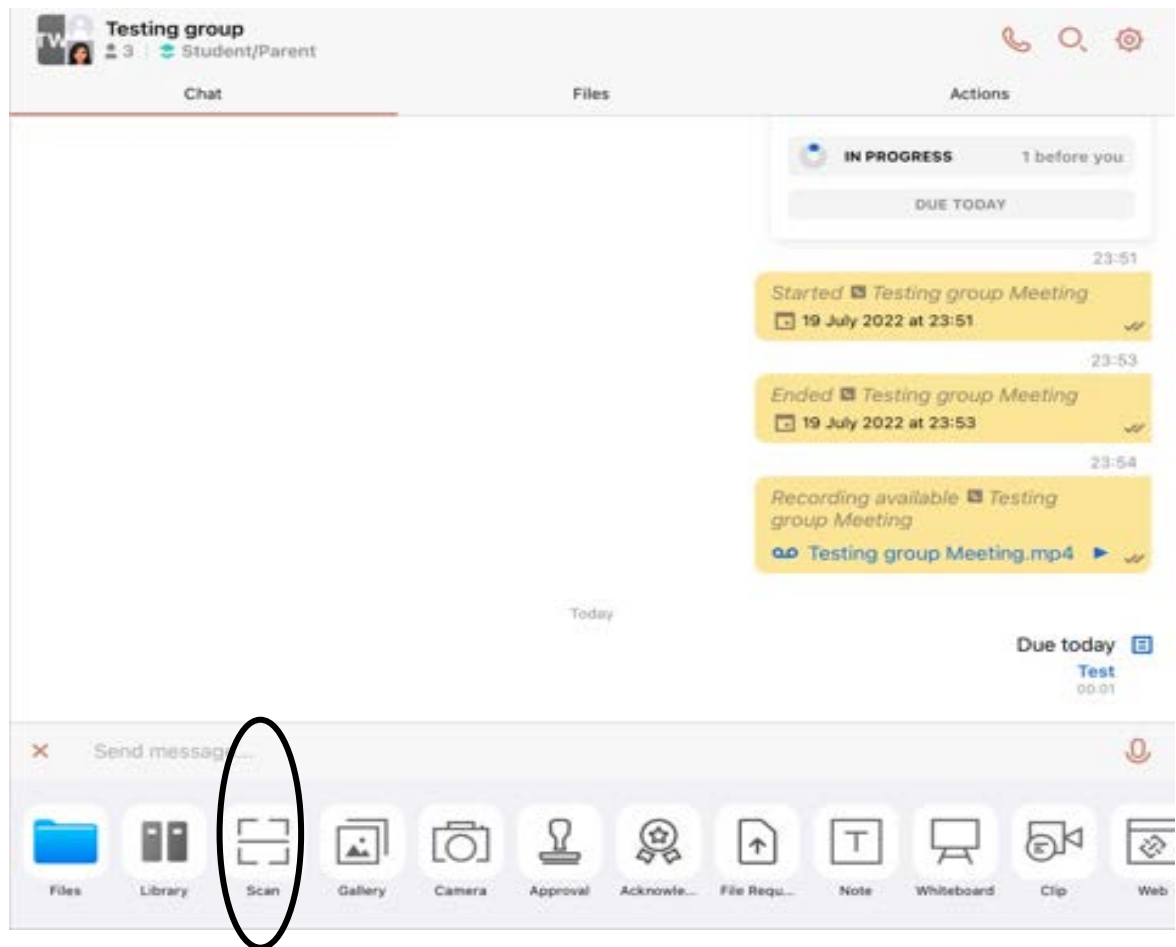
Step 2) Select **“Minimize Window”** to see the conversation and chat there.



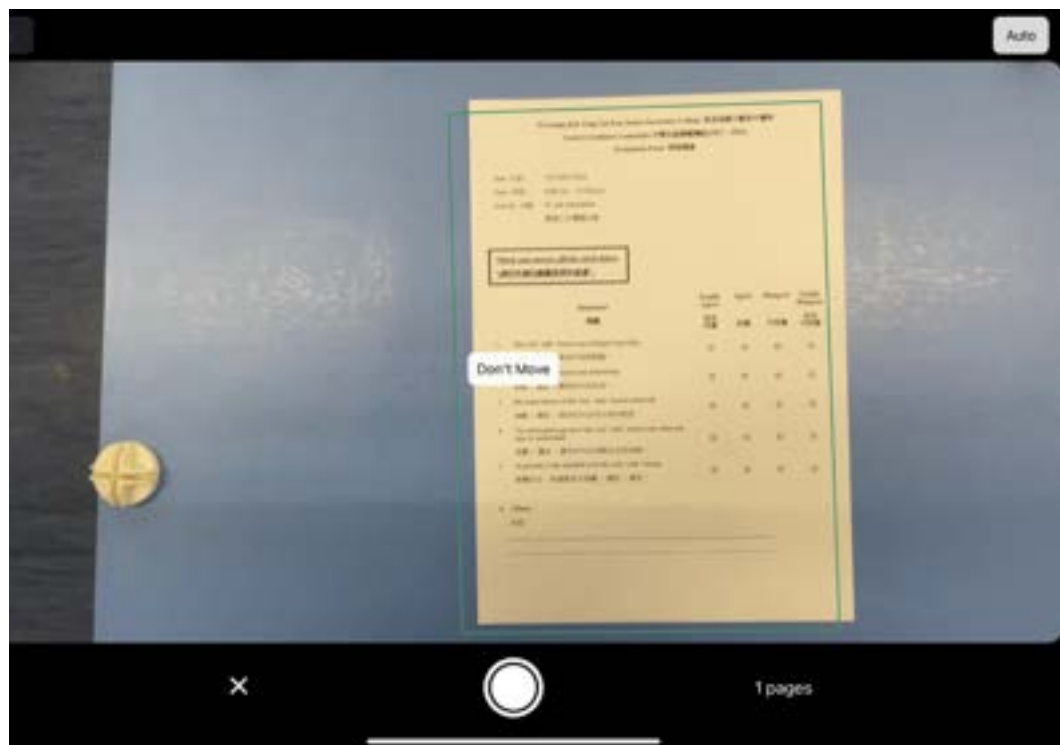


## 2. Scan

Step 1) Click “+”, select “Scan”.



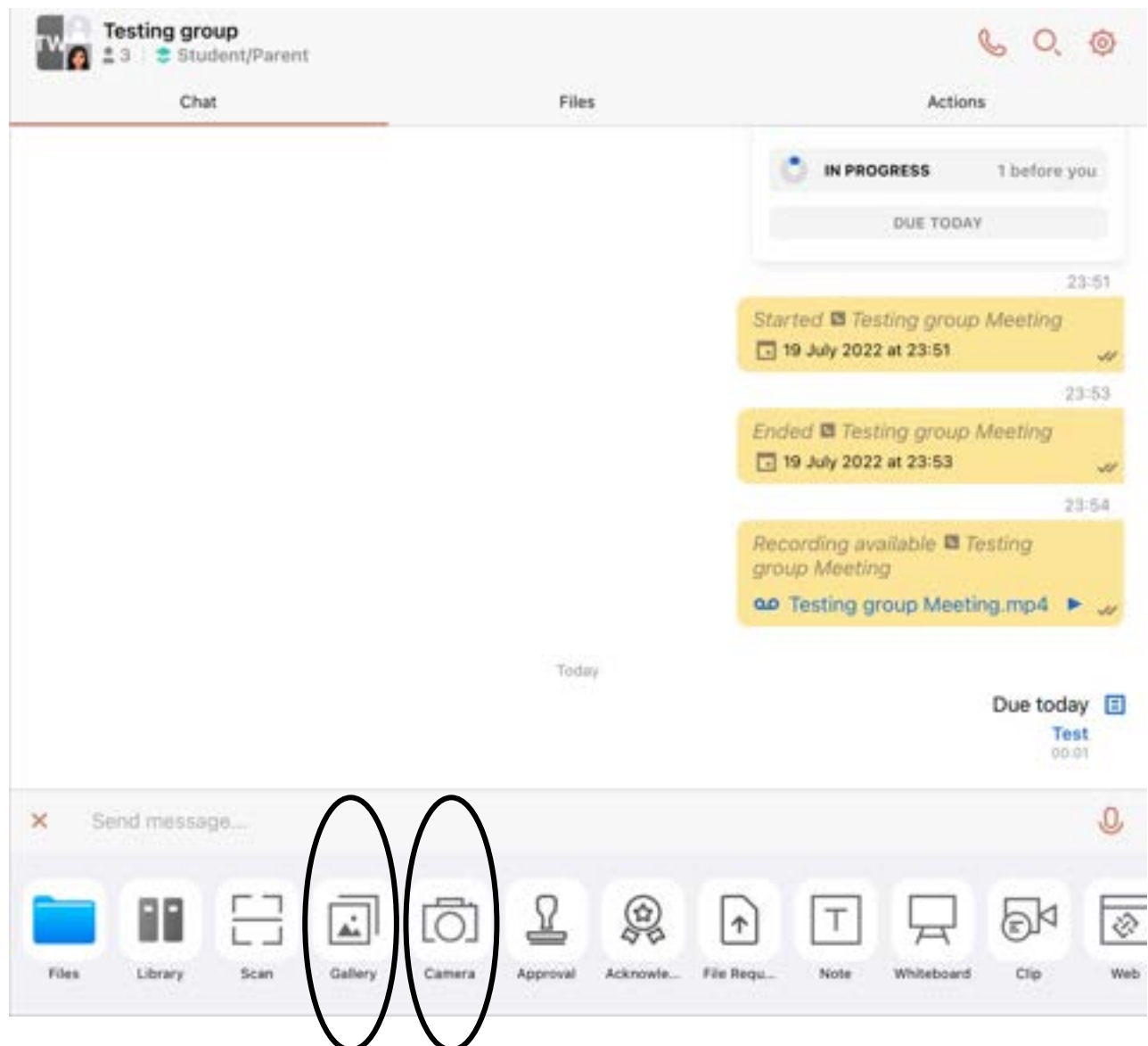
Step 2) Make sure **capturing the whole paper**, and it will automatically scan the file.



Step 3) Click “Send”, a pdf file will be sent out.

### 3. Camera

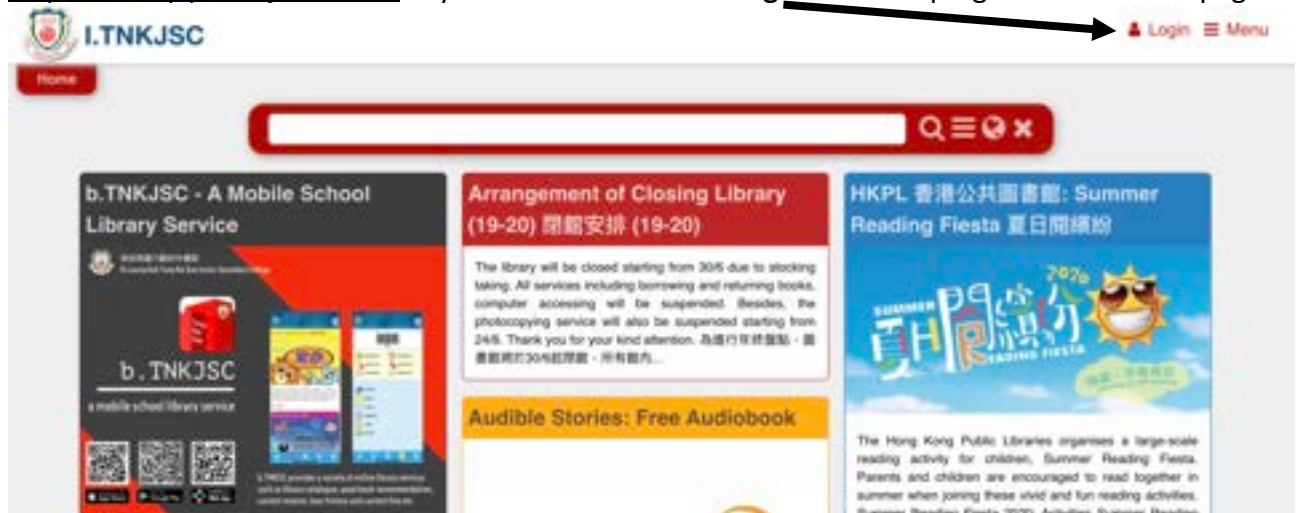
Step 1) Click “+”, select “**Gallery**” or “**Camera**” to send a photo.



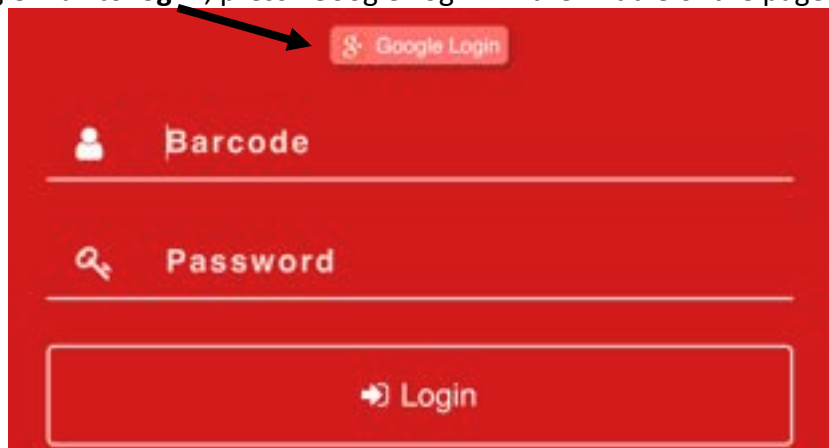
## 4.08 Library Website [I.TNKJSC]

### 4.08.1 Login & account settings

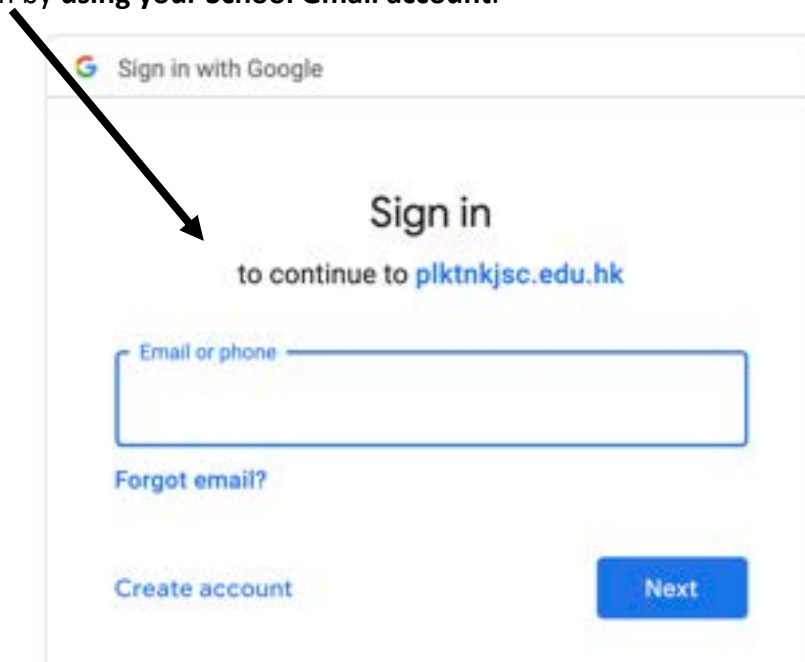
Step 1) Once you have been given your user credentials, you can log in to the school website by opening <http://library.plktnkjsc.edu.hk> in your web browser and **log in** at the top right corner of the page.



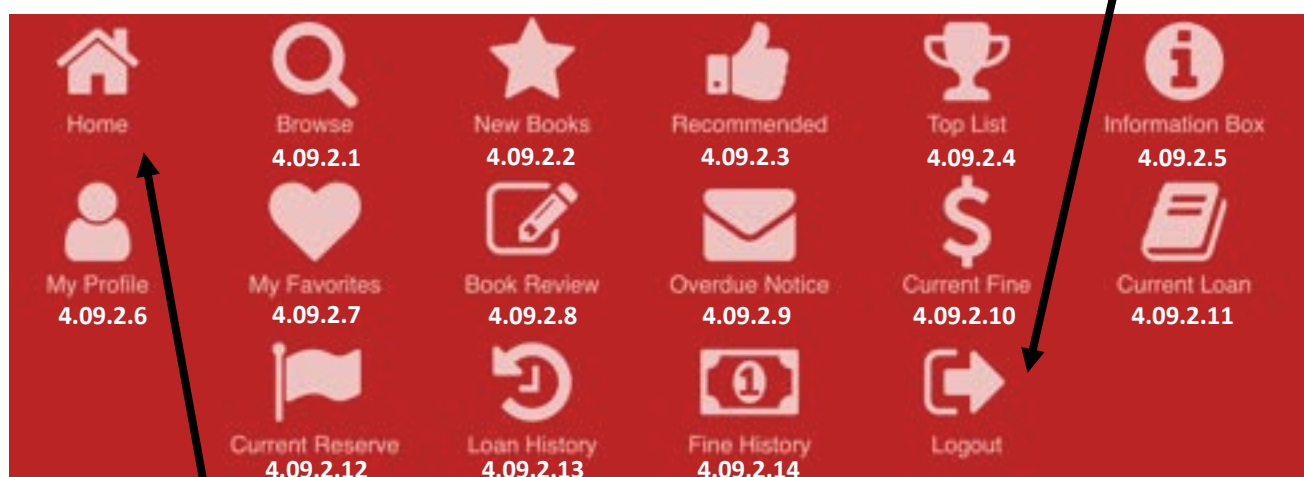
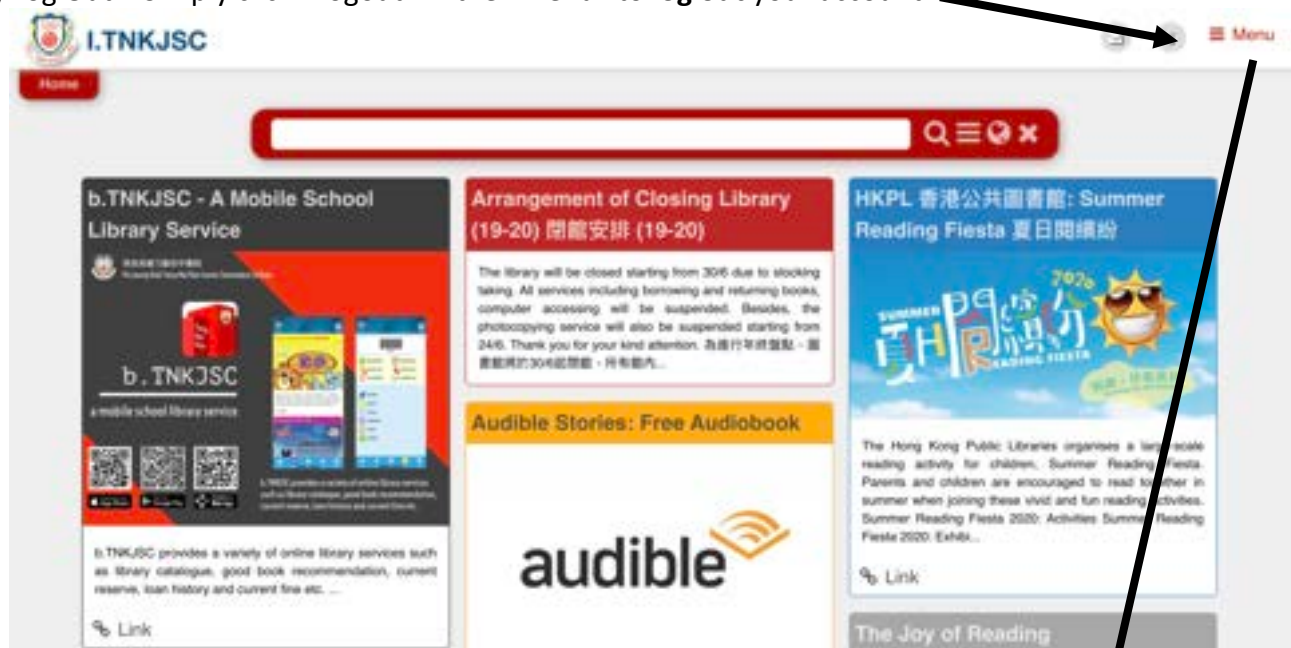
Step 2) To use Google mail to **log in**, press “Google Login” in the middle of the page.



Step 3) You can log in by **using your School Gmail account**.



Step 4) Log Out – Simply click “Logout” in the “Menu” to **log out** your account.



## 4.08.2 Functions

According to the previous picture, there are many more functions you can use under the “Menu” section. The **“Home”** button directs you to the homepage. Other functions are listed below.

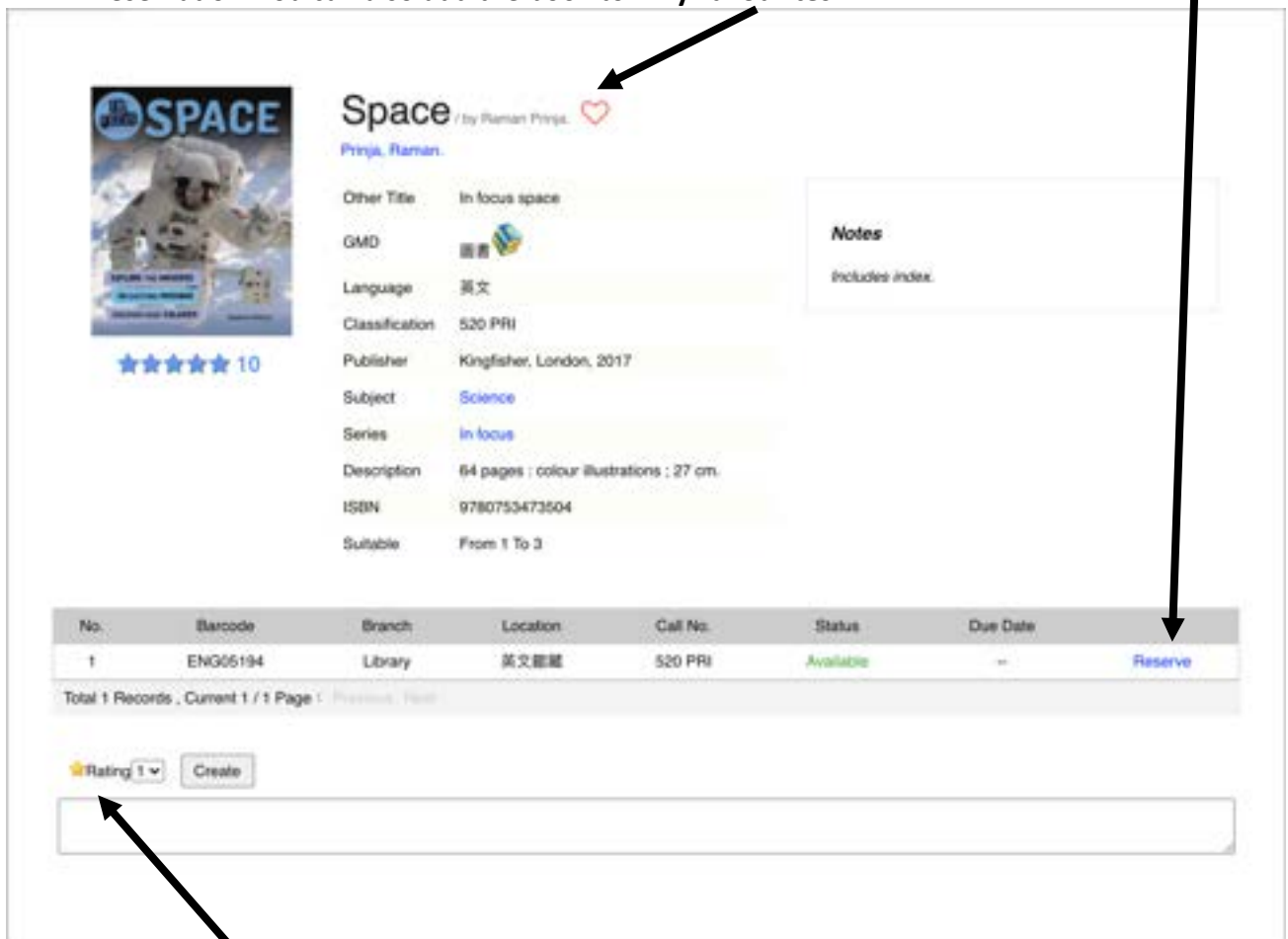
### 4.08.2.1 Browse

- You can browse all the books which are collected in the library. **“Search”** function is also available. You can simply enter the keywords and related information, such as ISBN, to the search bar and search the books.

(b) You can press the **book title** which you needed.



(c) You can check the detailed information, such as author, publisher, call number, and make reservation. You can also add the book to **"My Favourites"**.



(d) You can rate the book and submit an online book review.

#### 4.08.2.2 New Books

You can browse the new arrivals.

#### 4.08.2.3 Recommended

You can browse the recommended booklists.



#### 4.08.2.4 Top List

You can browse different statistical reports, such as top resources, top borrowers and top classes.

Resources Borrower Class Year Points					
2019-09-01 - 2020-08-31					
Ranking	Title	Author	Publisher	Publication Year	Total
	天下事全知道：名人逸事		新雅文化事業有限公司	2002	73
	醫生札記	梓珊 作者	突破出版社	2003	72
	邊城	沈從文 作者	鴻光書店	1990	63
4	城南舊事	林海音 作者	格林文化	1999	62
5	八八九九	李金陵 作者	阿漫圖書	2002	58

#### 4.08.2.5 Information Box

You can check the updated information of the library.

**b.TNKJSC - A Mobile School Library Service**  
  
 b.TNKJSC provides a variety of online library services such as library catalogue, good book recommendation, current reserve, loan history and current fine etc. ...  
[Link](#)


**Arrangement of Closing Library (19-20) 閉館安排 (19-20)**  
 The library will be closed starting from 19th due to stocking taking. All services including borrowing and returning books, computer access etc. will be suspended. Besides, the photocopying service will also be suspended starting from 24th. Thank you for your kind attention. 為進行年終盤點，自24日起所有館內...  
[Link](#)

**HKPL 香港公共圖書館: Summer Reading Fiesta 夏日閱讀紛**  
  
 The Hong Kong Public Libraries organises a large-scale reading activity for children, Summer Reading Fiesta. Parents and children are encouraged to read together in summer when joining these vivid and fun reading activities. Summer Reading Fiesta 2020: Exhibits...  
[Link](#)

**Audible Stories: Free Audiobook**  
  
 In order to address students' need to read English books, Audible, a company under Amazon, is now offering free audiobooks about children's books and classics for those who cannot borrow books due to the closure of schools and public libraries. Neither registration nor fee is required. D...  
[Link](#)

#### 4.08.2.6 My profile

You can browse your profile, e.g. name and email.



Upload Image

Change Password

Barcode DEMO003	Sex Male
F.Name 測試用帳戶	P.Name Demo003 Library
Nickname	Contact Person
Email demo003@plktnkjsc.edu.hk	Telephone
Address	
Remarks	



#### 4.08.2.7 My Favourites

You can see the books you added to “My Favourites”.

#### 4.08.2.8 Book Review

You can see the book reviews that you have written before.

#### 4.08.2.9 Overdue Notice

You can see the overdue notice.

#### 4.08.2.10 Current Fine

You can see the fine history.

#### 4.08.2.11 Current Loan

You can see your current loan. If renewal is allowed, you can go to “current loan” to renew the books that you borrowed.

#### 4.08.2.12 Current Reserve

You can see the status of your reservation.

#### 4.08.2.13 Loan History

You can see the booklist that you borrowed and returned.

#### 4.08.2.14 Fine History

You can see the payment history.

#### 4.09 E-Library App [b.TNKJSC]

##### 4.09.1 Installation & Login

Step 1) The library app “b.TNKJSC” can be downloaded from App Store / Google Play.

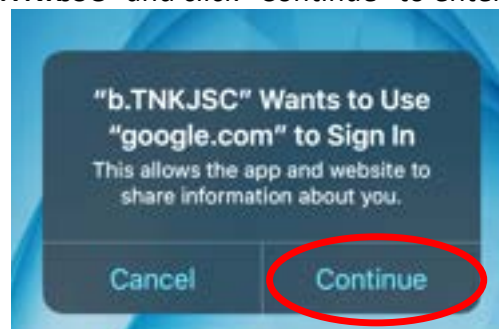


App Store

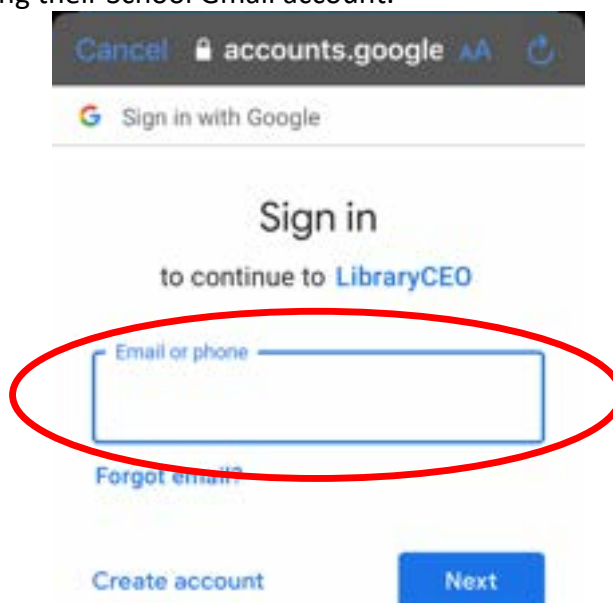


Google Play

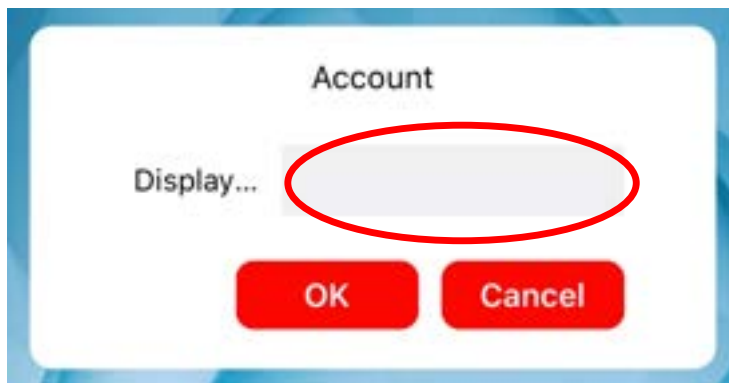
Step 2) After installation, open “b.TNKJSC” and click “Continue” to enter the login page.



Step 3) Users can login by using their School Gmail account.



Step 4) Enter "Display Name" for the account, such as user's name.



The image shows a dialog box titled "Account". It contains a label "Display..." followed by a text input field. The input field is highlighted with a red oval. Below the input field are two red buttons: "OK" and "Cancel".

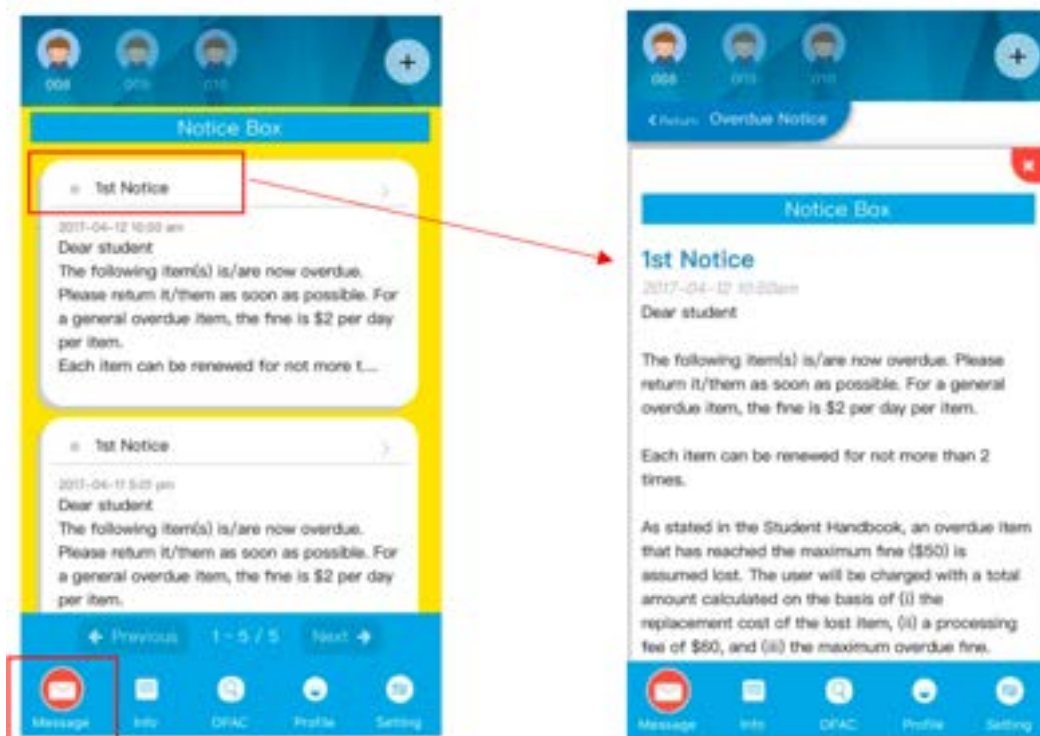
Step 5) Login successfully.



## 4.09.2 Features

### 4.09.2.1 Message

To read messages, press the “Message” button at the bottom. Press the message’s title, then you can read the full content of the message.



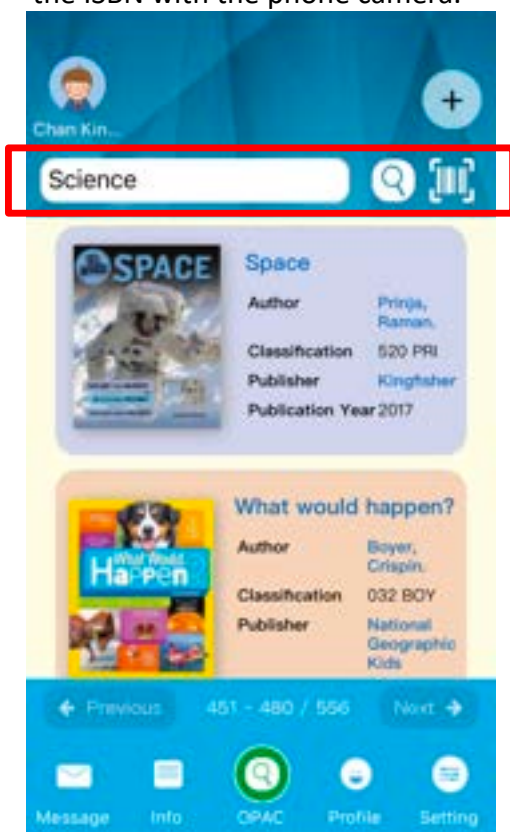
### 4.9.2.2 Info

To browse the latest library news, press the “Info” button at the bottom.

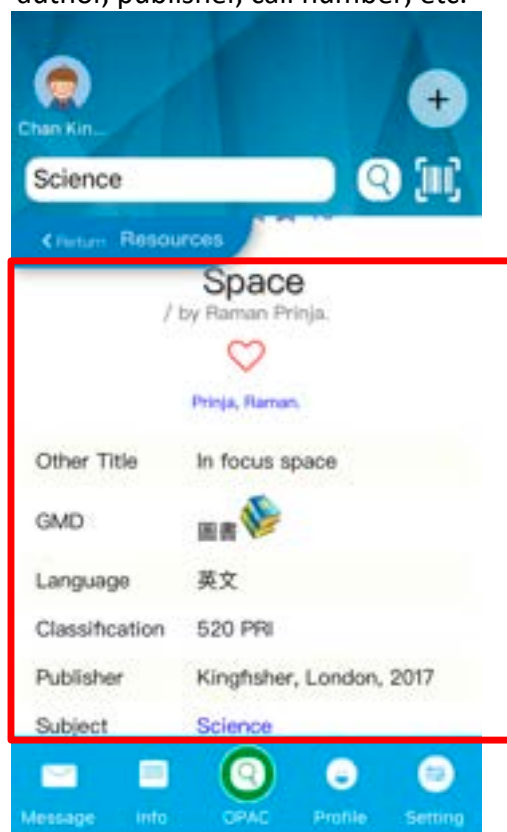


#### 4.09.2.3 OPAC

(a) Please press the “OPAC” button at the bottom and enter the keywords or scan the ISBN with the phone camera.



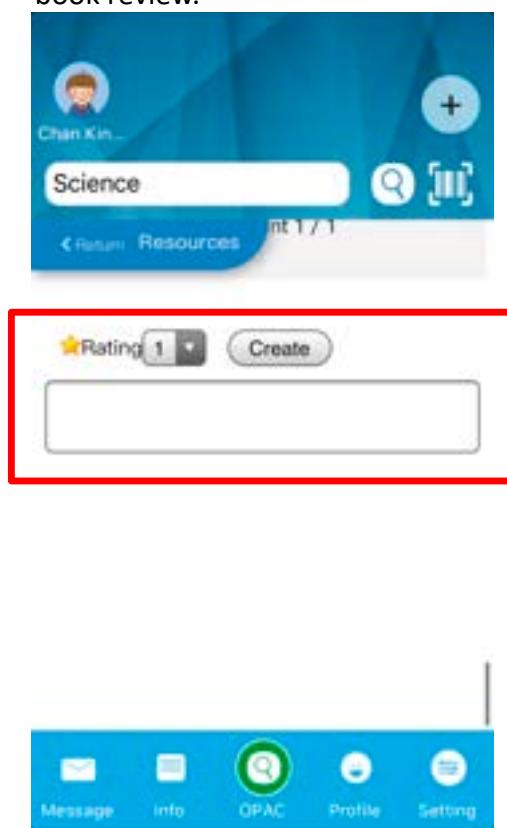
(b) Press the book title which you need and check the detailed information, such as author, publisher, call number, etc.



(c) Make reservation.



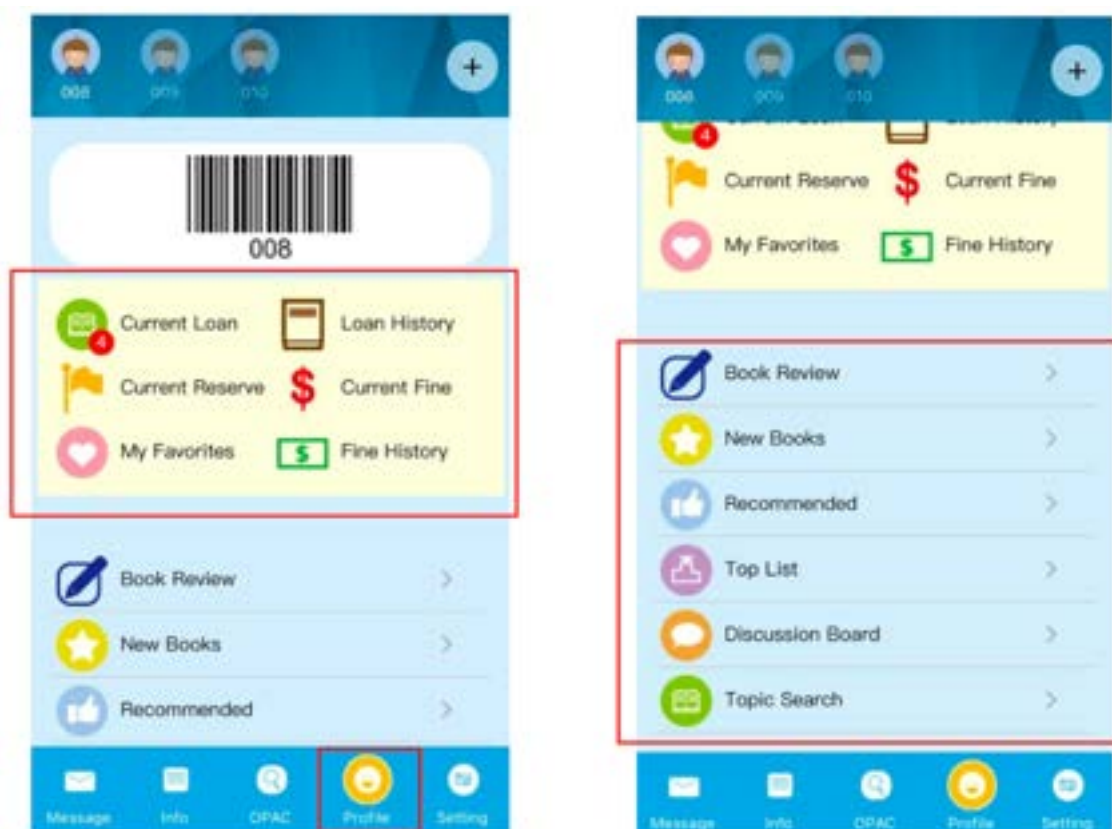
(d) Score the book and submit your online book review.



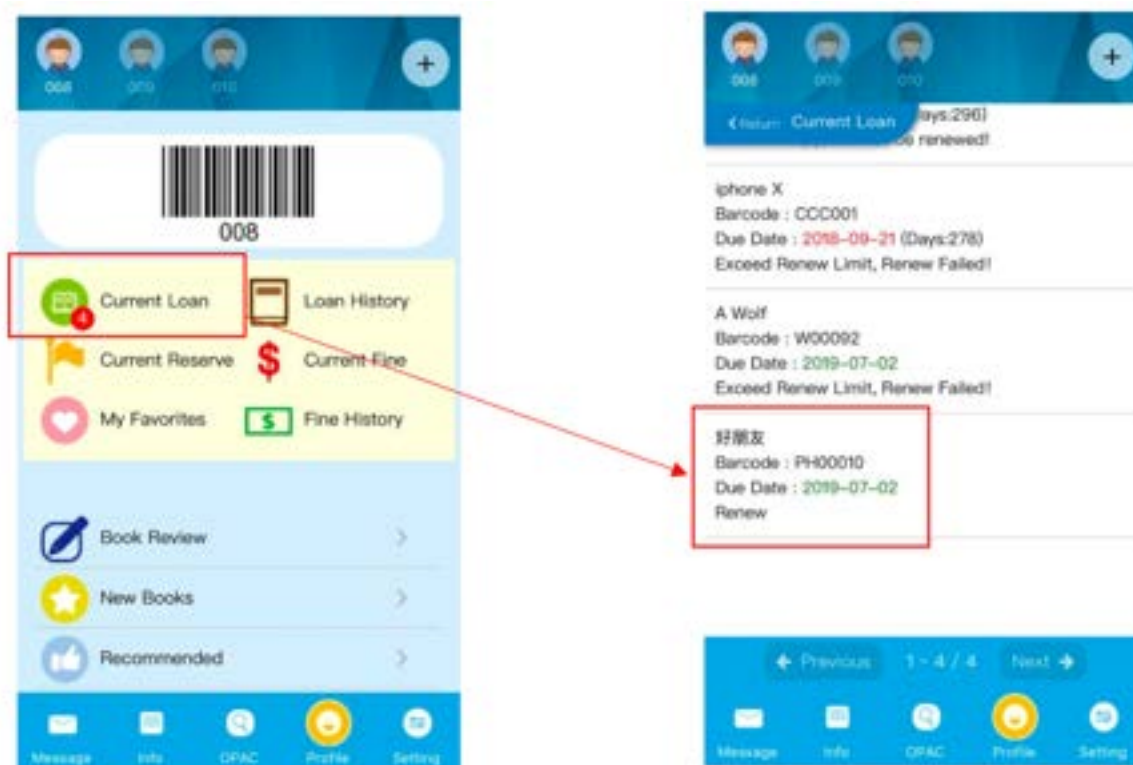


#### 4.09.2.4 Profile

Press the “Profile” button at the bottom. You can check current loan, current reserve, my favorites, loan history, current fine, fine history, book review, new books, recommended, top list, discussion board and topic search.



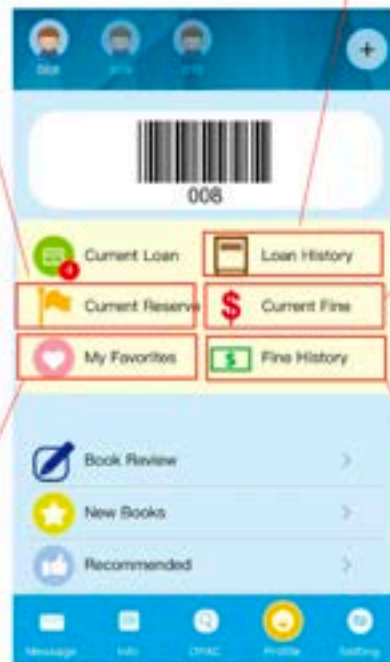
If renewal is allowed, you can go to “current loan” to renew the books that you borrowed.





In 'Current Reserve', you can see the status of your reservation.

In 'Loan History', you can see the book list that you borrowed and returned.



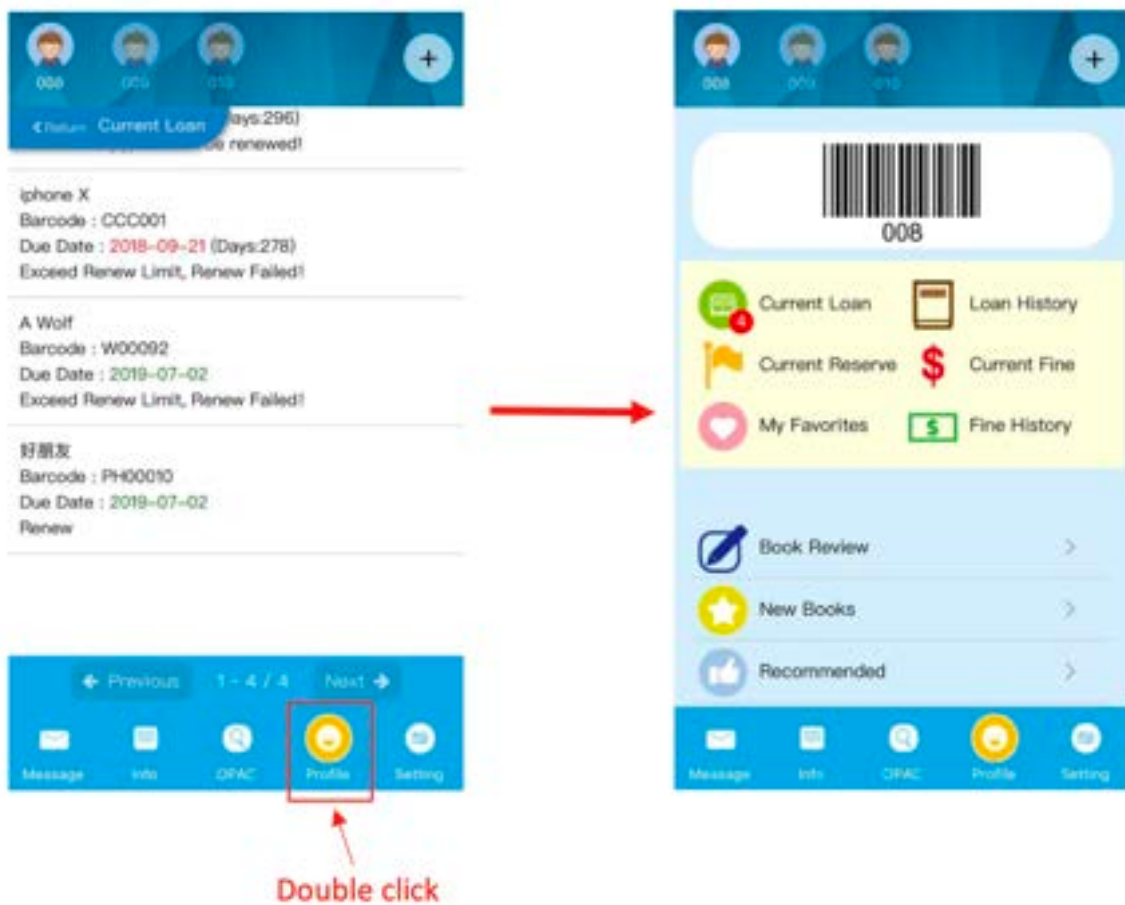
In 'Current Fine', you can see the fine history.

In 'My Favorites', you can see the books you added to 'my favorites'.

In 'Fine History', you can see the payment history.

#### 4.09.2.5 Others

Double click on the button Message, Info, OPAC or Profile can enable you to return to the information of that button's first page.



## 4.10 E-Learning App

### 4.10.1 Bio-Tech AR Experiment App – AR Experiment [e. TNKJSC]

#### 1. Introduction

This application is mainly used to popularize the application method of scientific tools, and the specific operation method of some experiments.



#### 2. Compatibility

e. TNKJSC is compatible with Apple devices. Below is a list of compatible devices.

- iPhone requires iOS 11.0 or later.
- iPad requires iPadOS 11.0 or later.
- iPod touch requires IOS 11.0 or later.
- Mac requires masOS 11.0 or later and a Mac with Apple M1 chip or later.

#### 3. Installation

For Apple Devices:

- Search “e. TNKJSC” in the App Store and then install the application.



- Home

From the home screen, you can choose “Apparatus” or “Experiment”.



### iii. Apparatus

There is a list of 15 apparatus.

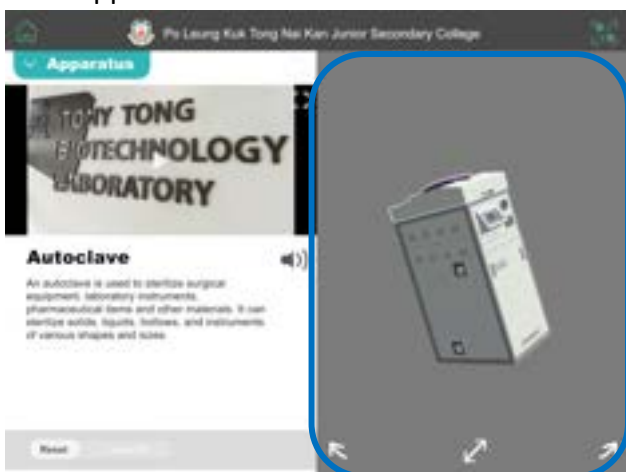
1. Select an apparatus.



2. Play the video to watch the demonstration of using the apparatus.



3. Rotating the 3D model to show the apparatus in 360° view.



4. Touch the button to view the features of the apparatus.



5. Select another apparatus on the list.



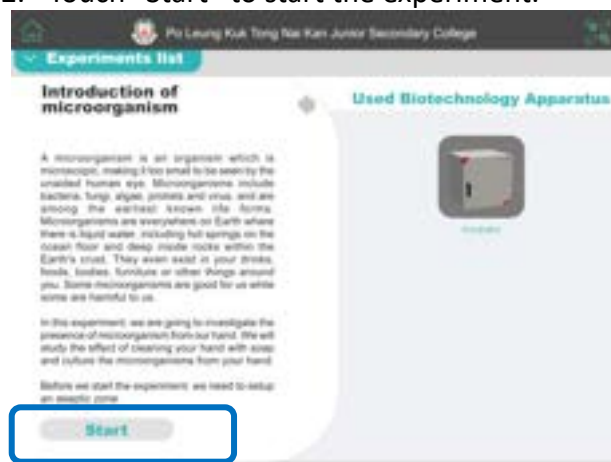
#### iv. Experiment

There is a list of 12 experiments.

1. Select an experiment.



2. Touch "Start" to start the experiment.



3. Perform the experiment step by step.

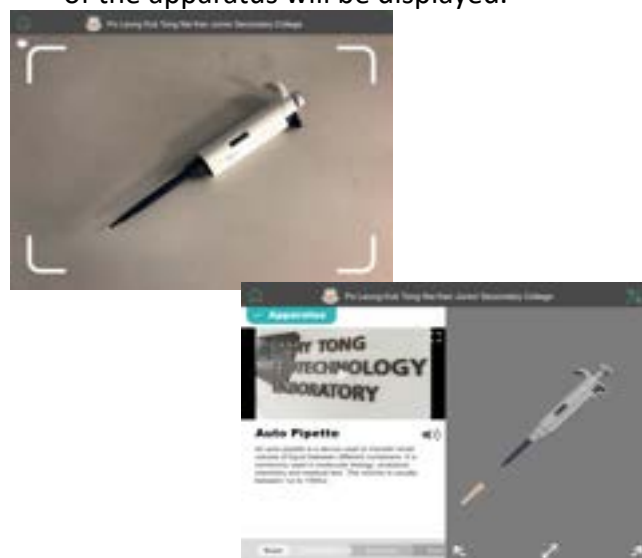


#### v. 3D Object Detection

1. Touch this icon.



2. Scan the apparatus of interest. The details of the apparatus will be displayed.





#### 4.10.2 AR Learning App – Virtual Learning [v.TNKJSC]

##### 1. Introduction

The learning app (v.TNKJSC) is funded by Quality Education Fund and is designed for learning with Augmented Reality (AR) by students.



##### 2. Installation

The app is designed for Apple mobile devices – iPad (with iPadOS 11.0 or later) and iPhone (with iOS 11.0 or later).

There are two ways to locate the app for installation.

2.1 Search v.TNKJSC on the App Store:

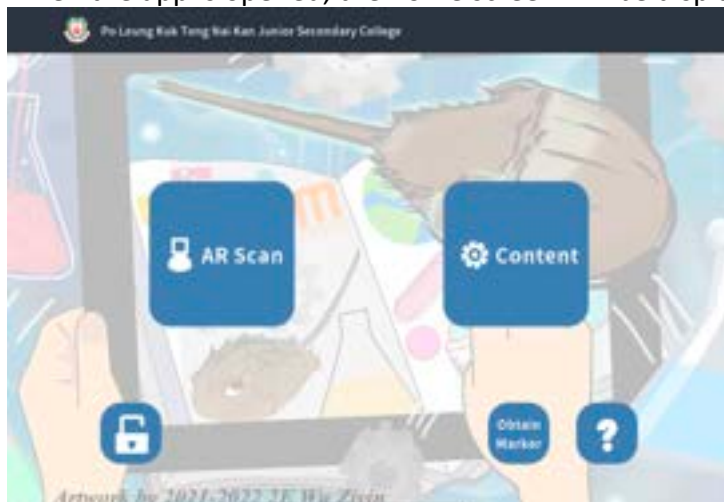


2.2 Scan the QR code:



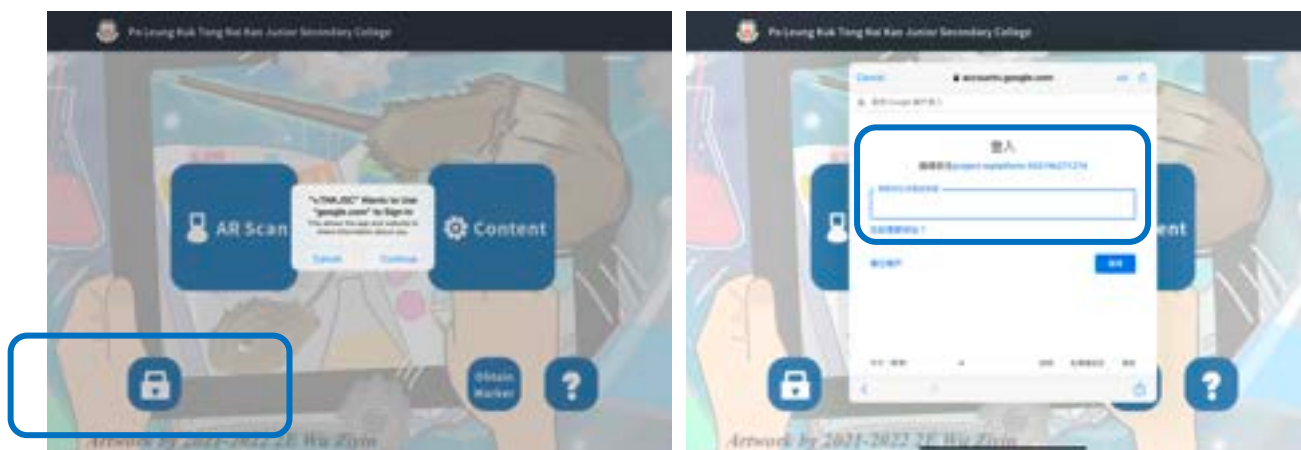
##### 3. How to use it for AR learning

When the app is opened, the home screen will be displayed:

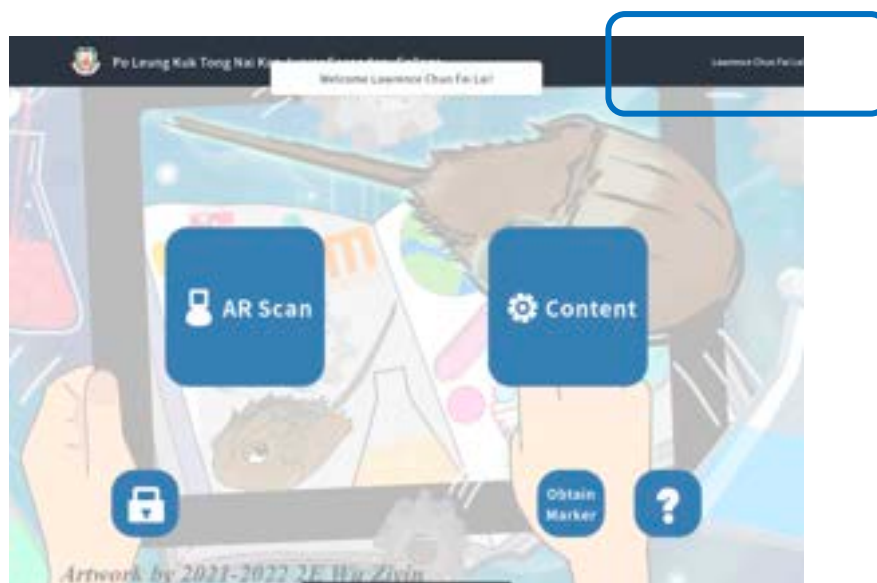




- 3.1 Touch the **bottom left icon (the lock)** to sign in with the Google account for students.



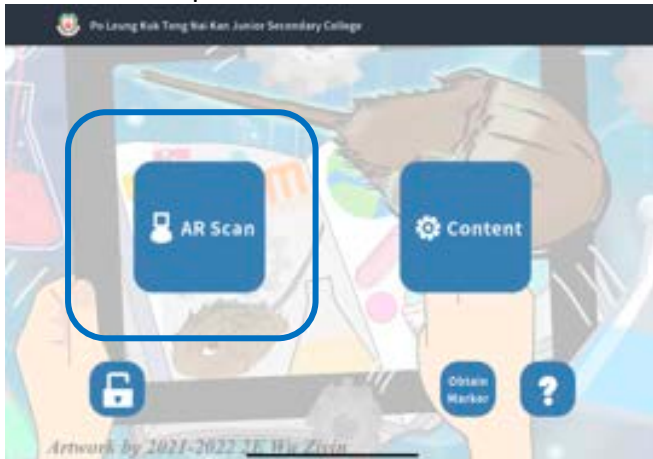
- 3.2 When signed in successfully, the user name will be displayed at the top right corner of the home screen:



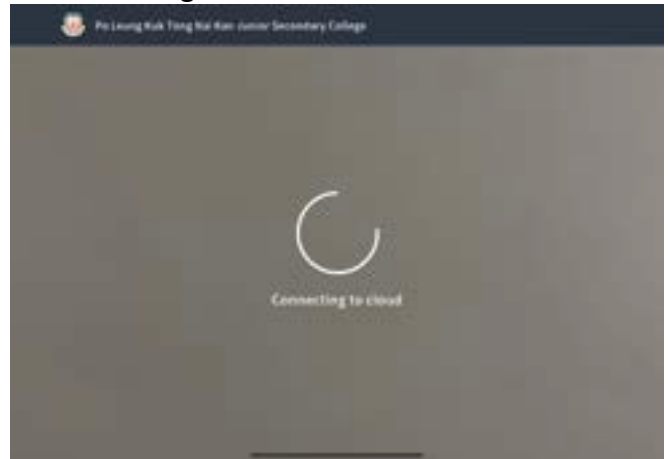
- 3.3 Get a marker ready, take an example as below:



(a) Touch the left icon **“AR Scan”** on the home screen to open the scanner:



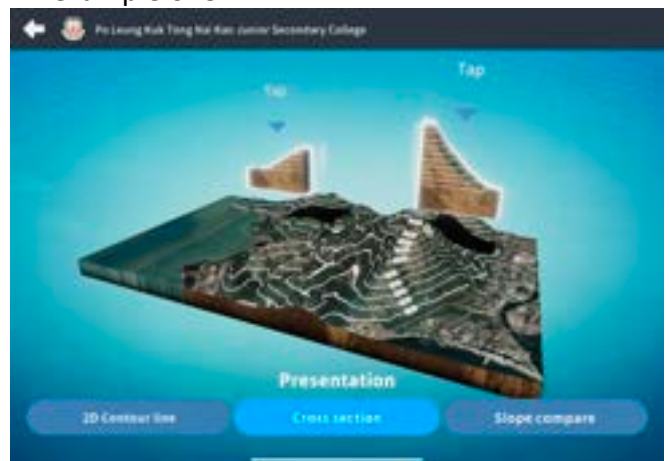
(b) It will normally take about 10 seconds for connecting to the cloud.



(c) Place the lens above the marker to **scan** (detect) it.



(d) When the marker is recognized, the relevant AR materials will show up for students to explore the particular subject area, as for the example of 3.2



## **4.11 BYOD (Bring Your Own Device) Policy**

### **4.11.1 Objective**

By the development of BYOD and fully implementation of e-learning, students' learning will become more personized and mobile. Various IT teaching and learning materials will be adopted in lessons, so as to raise the learning effectiveness.

### **4.11.2 Rules**

When on campus, students can use approved tablet computers or headsets for learning activities during lesson and non-lesson periods under the instructions of teaching staff.

- (a) Without the school's permission, students cannot use their tablet for learning activities in school such as photo taking, video recording, and sound recording.
- (b) Except for the tablets that have been enrolled in the mobile management system and under the school's supervision, students must not bring other electronic devices into the classroom.
- (c) Smart cabinets for mobile phones and smart watches are placed on G/F outside the tuck shop. Upon their entry into the campus, students must place their mobile phones and smart watches into the storage immediately. They must switch off their phones and smart watches and disable the timer/alarm within before doing so.
- (d) If students forget to bring their student cards or are late for school, they should keep their mobile phones in the smart cabinets in DGC room.
- (e) For students who have applied for early leave, students should go to General Office to seek GO staff's help to open the smart cabinets for them.
- (f) Smart cabinets for the tablet computers are placed in each classroom.
- (g) If students have school team trainings after the end of the school day, they should get back their electronic devices before leaving. For other students, they should get back their electronic devices before 5:45 p.m. (or 2:00 p.m. during test or examination weeks).
- (h) All electronic devices cannot be kept in the storage overnight. The school will not take the responsibility if there is any electronic device loss or damage after the school closes.
- (i) Students must ensure that their tablets are kept properly and safely at all times, and parents should also teach students to use them wisely. Students are solely responsible for any electronic device losses, thefts or damages resulting from their negligence. The school will not take any responsibilities for that matter.
- (j) Students are responsible for the maintenance and charging of the battery of their devices. To ensure productivity, students are expected to come to school every day with a fully charged battery.
- (k) Students should obey the intellectual property law of the HKSAR, students should not use unauthorized photos, sound effects, music pieces or videos in their homework.
- (l) If students use the electronic devices improperly, penalty will be given according to the severity of the misbehavior. If students violate the regulations the second time, the electronic devices will be kept in the school, parents are required to come to school to get it back.
  - Improper Use of Electronic Devices (Mobile Phones/ Smart Watches and the like) (moderate level): including, but not limited to play mobile games in Mei Foo area, browse websites which include improper contents, use electronic devices when crossing the road, etc.
    - 9 conduct marks will be deducted at the first time of violation,
    - 9 conduct marks and 1 demerit will be deducted at the second time of violation, and
    - 9 conduct marks and 1 minor offence will be deducted at the third time or more of violation.
  - Improper Use of Electronic Devices (Mobile Phones/ Smart Watches and the like) (serious level): including, but not limited to take photo or video inside the school campus, take photos or video of any teacher or classmate, or record their sound without the school's permission, etc.
    - 27 conduct marks and 1 minor offence will be deducted at the first time of violation,
    - 27 conduct marks and 2 minor offences will be deducted at the second time of violation, and
    - 27 conduct marks and 1 major offence will be deducted at the third time or more of violation.
- (m) Both parents and students will need to agree with the policy listed out in the acceptance use policy while using their mobile tablets at school.

## Section 5 Home-School Connection

### **5.01 Parent Teacher Association**

Name in English : Po Leung Kuk Tong Nai Kan Junior Secondary College Parent Teacher Association  
Name in Chinese : 保良局唐乃勤初中書院家長教師會  
Address : Inside Po Leung Kuk Tong Nai Kan Junior Secondary College, 11 Mei Lai Road,  
Mei Foo Sun Chuen, Kowloon  
E-mail : pta@plktnkjsc.edu.hk

#### 5.01.1 Objectives:

- To enhance cooperation between teachers and parents to achieve the best education outcome.
- To establish a good relationship between the school and parents for better communication with one another.
- To establish a close partnership between parents and teachers to take utmost care of students' personal development and academic achievement.

#### 5.01.2 The 19<sup>th</sup> PTA Executive Committee:

	Chairperson	Vice Chairperson	Treasurer	Secretary	Recreation	Publicity	Publication
Parent	Ms Yeung Po Yan	Mr Chan Fun Keung	Ms Kwan Tsui Man	Ms Lee Fung Chun	Mr Wong Chun Hung	Ms Yue Bo Yee	Ms Yu Kit Wah
Teacher	-----	Mr Ma Kai Sing	Mr Cheng Yuk	Mr Chan Hon Shing	Mr Wong Hoi Wang	Mr Kwok Tsz Kit	Ms Poon See See

Other than the first executive committee, an executive committee shall meet at least three times every academic year.

### **5.02 Notices to Parents**

- 5.02.1 School notices foster communication between the school and the parents/guardians. Notices are given out to keep parents informed of school policies, programs and activities.
- 5.02.2 All signed reply slips are expected to be collected on the following day.
- 5.02.3 Please read the notices carefully in order to understand all the school policies and programs. The reply slips need to be signed by parents and/or approved guardians.
- 5.02.4 The signature on all school documents must be the same as that in the record of the student handbook.
- 5.02.5 School notices regarding the special uniform test and examination arrangements for students with special educational needs are issued in early September. Parents are welcome to contact the Student Support Team or Vice Principal of Student Activities and Support for more information.
- 5.02.6 Other means of communication  
To ensure high quality education for our students, it is important for teachers, parents and students to get involved and stay informed of the educational process. Apart from regular notices, the school communicates with parents through a variety of means:
  - S1 Parents Orientation Day and S2 & S3 Parents Night are held in mid-August and late September respectively to present the academic curriculum and other important aspects of school life.
  - Parents are kept informed of their child's progress via report cards that are issued four times per year.
  - Parents' Days are held in February/March and July each year.
  - Parents are advised to check and sign the *Record of Merit / Demerit* and *Message from school*

*to parents* in the student handbook regularly.

- e) Important / urgent messages and students' daily homework are posted on our school webpage.
- f) Students are requested to call their parents if they need to stay after school concerning homework or study issues.
- g) Parents are encouraged to call the school to discuss with teachers if they have questions or concerns.

### **5.03 Preventing Communicable Diseases in School**

With reference to the guidelines provided by the Department of Health, the diseases shown in the following list are communicable. To prevent the outbreaks of such diseases, parents have to refrain from letting their children go to school before complete recovery if they have contracted such diseases.

The followings are examples of statutory notifiable communicable diseases, please refer to the following link for the most updated list from Centre for Health Protection:

[https://cdis.chp.gov.hk/CDIS\\_CENO\\_ONLINE/disease.html](https://cdis.chp.gov.hk/CDIS_CENO_ONLINE/disease.html)

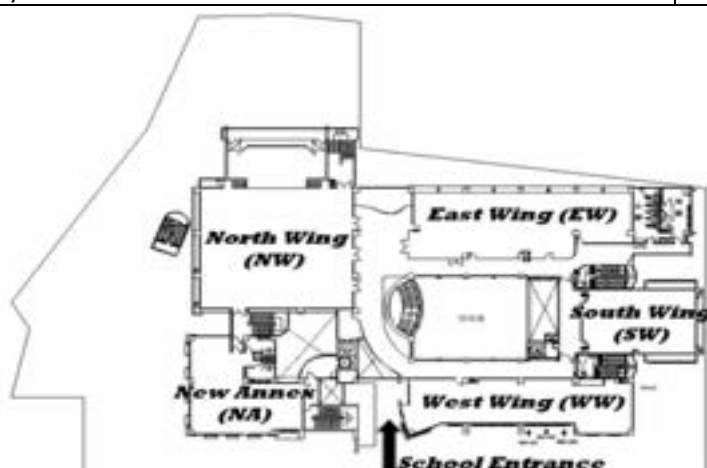
- Bacillary dysentery, 桿菌痢疾
- Chickenpox, 水痘
- Cholera, 霍亂
- Conjunctivitis, 紅眼症
- Coronavirus disease 2019 (COVID-19), 2019 冠狀病毒病
- Diphtheria, 白喉
- Hand, foot and mouth disease, 手足口病
- Measles, 麻疹
- Meningococcal infections, 腦膜炎雙球菌
- Mumps, 腮腺炎
- Poliomyelitis, 小兒麻痺症
- German measles, 德國麻疹
- Scarlet fever, 猩紅熱
- Tuberculosis, 肺結核
- Typhoid fever, 傷寒
- Viral gastroenteritis, 腸道傳染病
- Viral hepatitis A, 甲型肝炎



## Section 6 Miscellaneous

### 6.01 Location of Special Rooms

Room/Place	Location	
	Block	Floor
Bio-Tech Lab (320)	SW	3
Campus TV Room (621)	SW	6
Chemistry/IS Laboratory (520)	SW	5
Conference Room 1 (120)	SW	1
Computer Room A (509)	EW	5
Computer Room B (510)	EW	5
Debate Room / Conference Room 2 (620)	SW	6
Design & Technology Lab (308)	EW	3
Detention Room (142)	NA	1
Fab Lab (220)	SW	2
Geography Room (208A)	EW	2
Hall (110)	NW	1
Living technology Lab (407)	EW	4
Language Centre (309B)	EW	3
Learning Common (Canteen)	NW	G
Lecture Theatre (G41)	NA	G
Library (503)	WW	5
Multi-Media Learning Centre / Computer Room (434)	NW	4
Multi-Purpose Room (508)	EW	5
Music Room (445)	NA	4
Physics Laboratory (420)	SW	4
Reception Room / Life Planning Training Centre (121)	SW	1
Student Activity Centre 1 (G03)	WW	G
Student Activity Centre 2 (143)	NA	1
Student Activity Centre 3 (720)	SW	7
Study Room (501)	WW	5
Visual Art Room (209)	WW	2
Assistant Vice-Principal Offices (206AB)	WW	2
Associate Principal (IT) Office (141)	NA	1
Education Psychologist Office (505)	WW	5
General Office (102 – 108) Principal Office Vice-Principal Office Assistant Principal Office Associate Principal Office Interview Room/Small Conference Room	WW	1
PTA Office (541)	NA	5
Social Workers Office (405)	WW	4
Staff Room 1 (112)	EW	1
Staff Room 2 (115)	EW	1





## 6.02 Floor Plan of Campus & Emergency Evacuation Procedures

### 6.02.1 Floor Plan & Emergency Escape Route of Campus

#### 南翼 SW

7 <sup>th</sup> Floor	
720	
SAC 3 / SR 10	

6 <sup>th</sup> Floor	
620	621
CR2/DR	Campus TV

5 <sup>th</sup> Floor	
520	
IS/Chem Lab	

4 <sup>th</sup> Floor	
420	
Physic Lab	

3 <sup>rd</sup> Floor	
320	
IS/Bio-Tech Lab	

2 <sup>nd</sup> Floor	
220	
Fab Lab	

1 <sup>st</sup> Floor	
120	121
CR1	RR/LPTC

#### 北翼 NW

4 <sup>th</sup> Floor			
431	432	433	434
3A	3B	3C	CAL Rm

1 <sup>st</sup> Floor		
110	111A	111B
HALL	Prefect Office	Makeup Rm

Ground Floor		
G09	G20	G21
LC	Store Rm	Store Rm

#### 東翼 EW

5 <sup>th</sup> Floor				
508	508A	508B	509	510
PR2	SR 7	SR 8	Computer Room A	Computer Room B
Multi – Purpose Room				

4 <sup>th</sup> Floor	
407	408
Living Technology Lab	SR 5

3 <sup>rd</sup> Floor		
308	309B	309A
D&T Lab	English Corner	2A

2 <sup>nd</sup> Floor		
208	208A	209
1A	Geog Room	Visual Arts Room

1 <sup>st</sup> Floor		
112	115	116
Staff Room 1	Staff Room 2	Store Rm

Ground Floor	
G11	G16
Male Changing Room	Female Changing Room

#### 西翼 WW

5 <sup>th</sup> Floor				
501	502	503	504	505
SSR2/SR9	Library			EPO

4 <sup>th</sup> Floor				
401	402	403	404	405
SR 6	3F	3E	3D	SWO

3 <sup>rd</sup> Floor				
301	302	303	304	305
2B	2C	2D	2E	SUO

2 <sup>nd</sup> Floor					
201	202	203	205	206A	206B
1B	1C	1D	1E	AVPO1	AVPO2

1 <sup>st</sup> Floor						
102	103	104	105	106	107	108
APO1	PR	PR1	APO2	VPO1	VPO2	PO
General Office						

Ground Floor		
G02	G03	G03A
JCR	SAC 1	Houses Office

#### 新翼 NA

5 <sup>th</sup> Floor		
541	542	543
PTAO	Store Rm	SCR

4 <sup>th</sup> Floor				
441	442	443	444	445
Practice Room 1	Practice Room 2	Practice Room 3	Store Room	Music Room

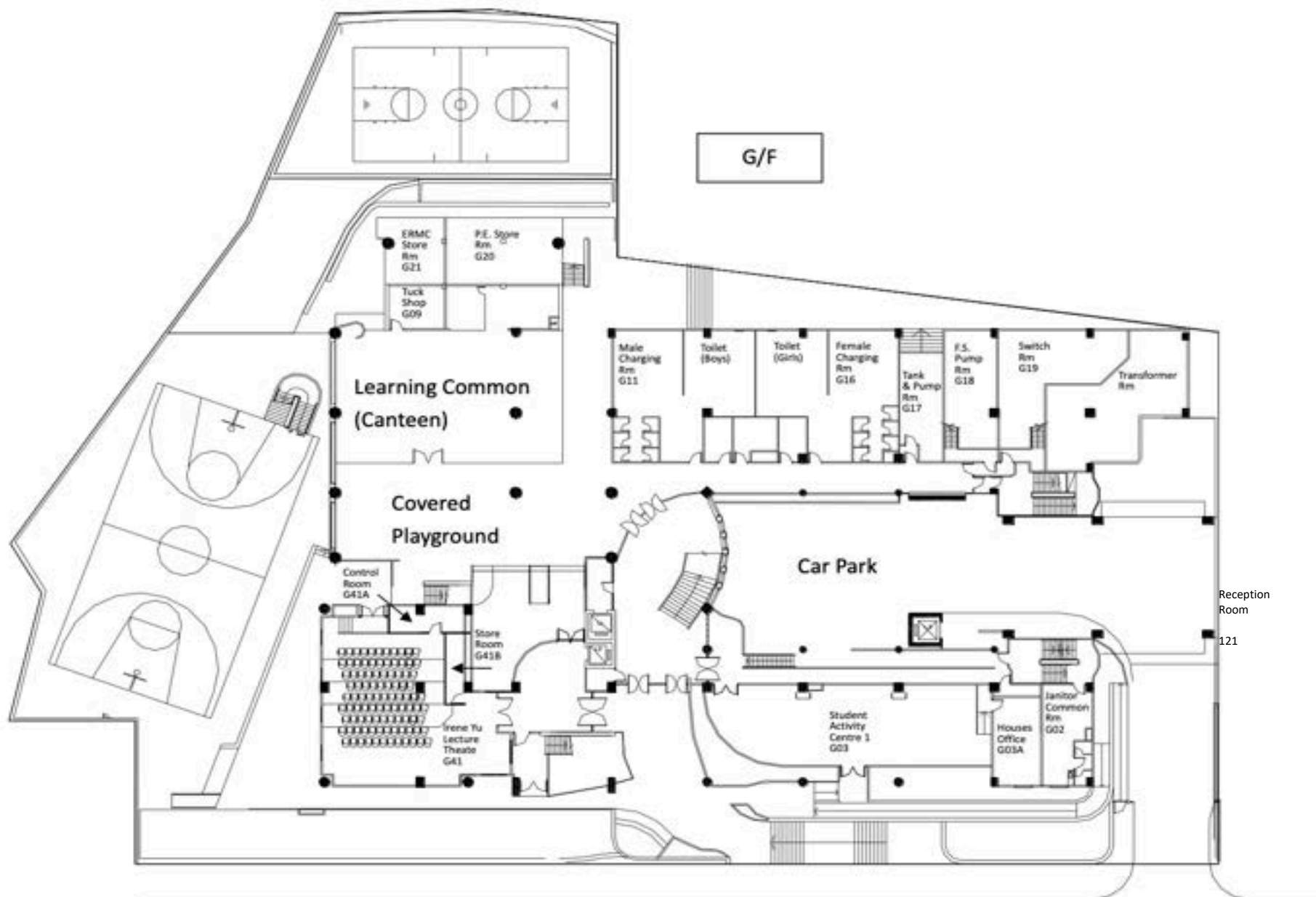
3 <sup>rd</sup> Floor		
341	342	343
2F	SR 3	SR 4

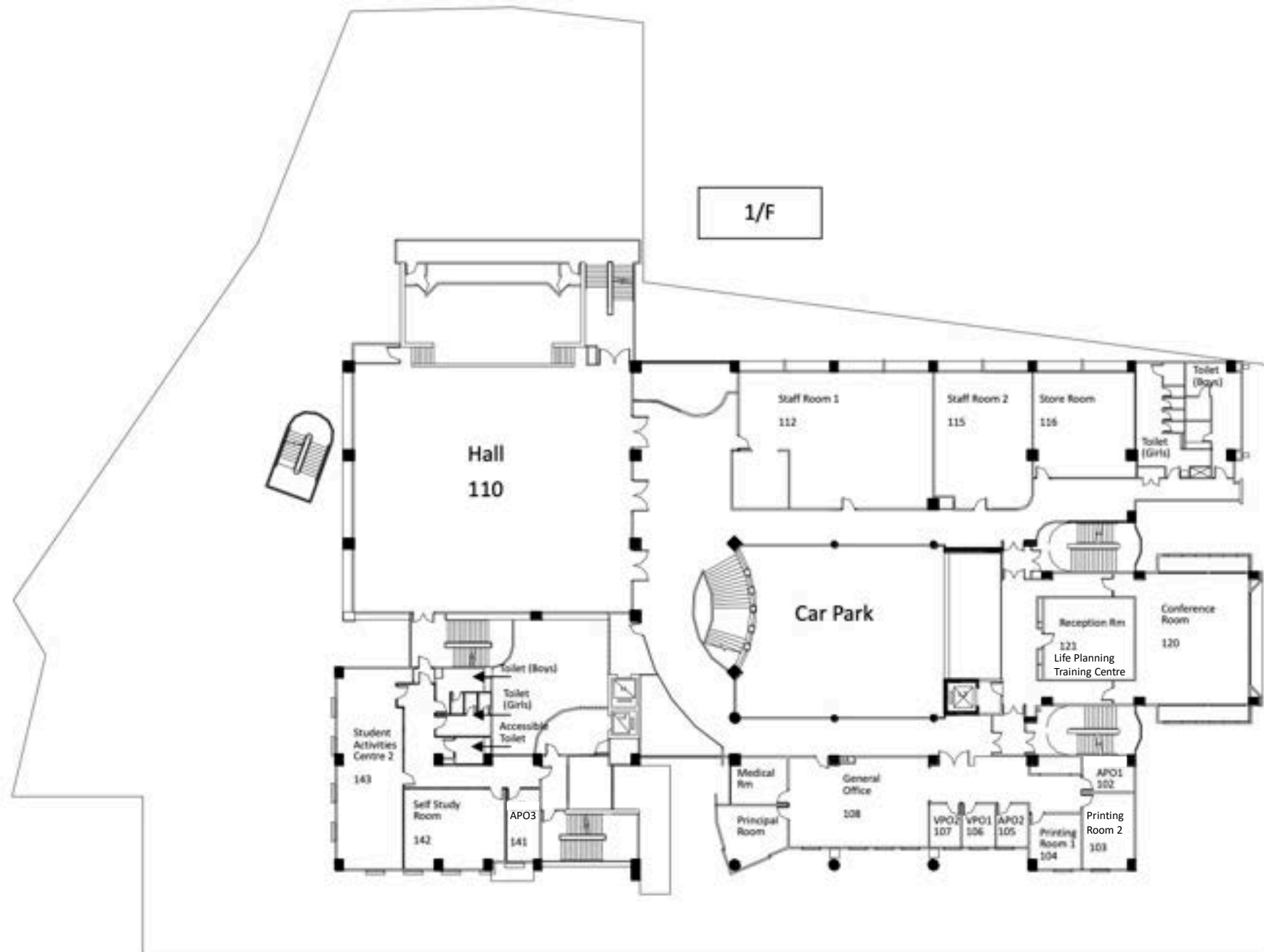
2 <sup>nd</sup> Floor		
241	242	243
1F	SR 1	SR 2

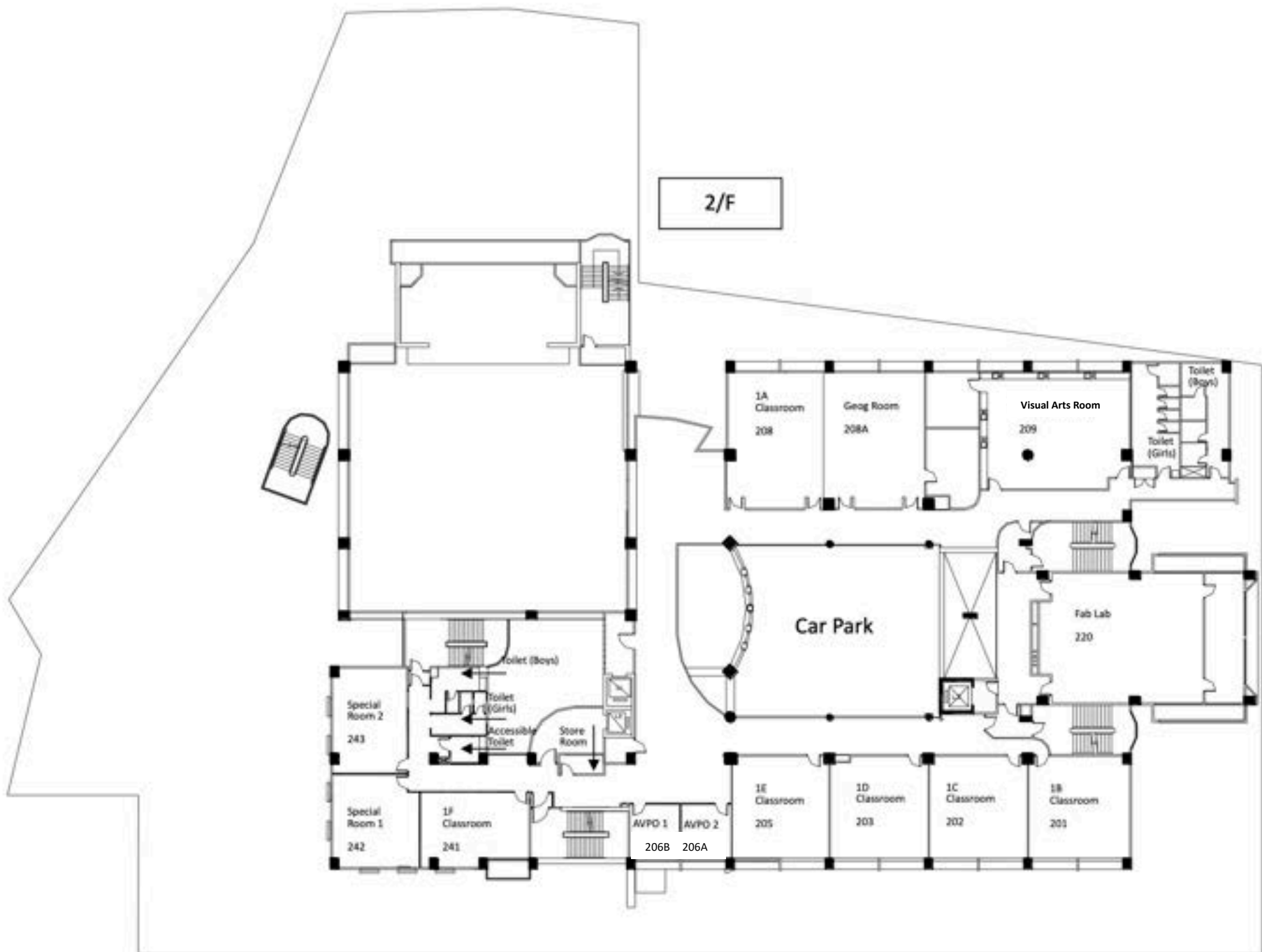
1 <sup>st</sup> Floor		
141	142	143
APO3	SSR 1	SAC 2

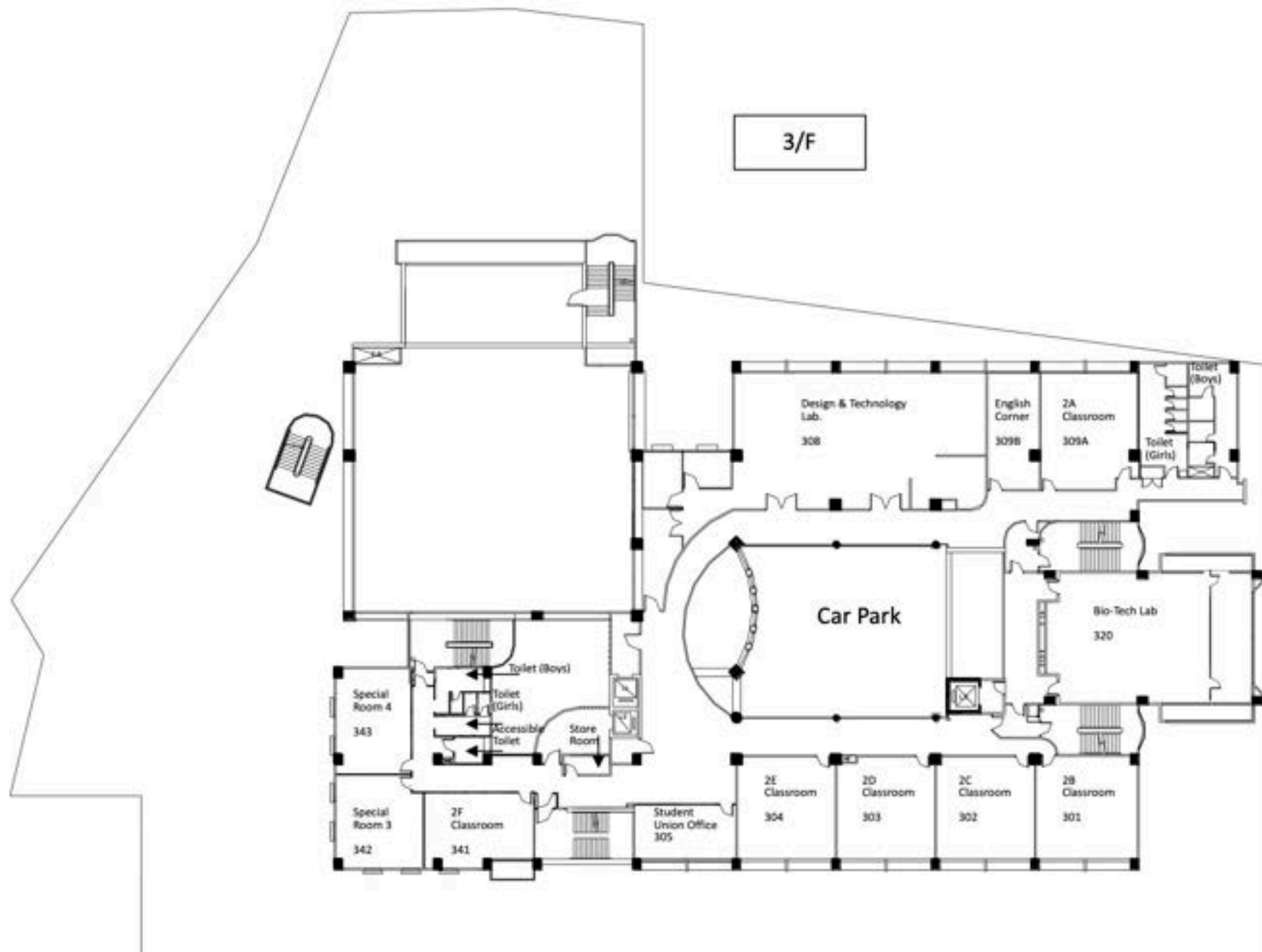
Ground Floor	
G41	Lecture Theater

PO – Principal Office  
 VPO – Vice-Principal Office  
 APO – Assistant / Associate Principal Office  
 AVPO – Assistant Vice-Principal Office  
 EPO – Education Psychologist Office  
 SWO – Social Worker Office  
 SUO – SU Office  
 PTAO – PTA Office  
 SCR – Staff Common Room  
 JCR – Janitor Common Room  
 CR – Conference Room  
 DR – Debate Room  
 LC – Learning Common (Canteen)  
 SAC – Student Activities Centre  
 SSR – Self Study Room  
 SR – Special Room  
 RR – Reception Room  
 MR – Meeting Room  
 PR – Printing Room



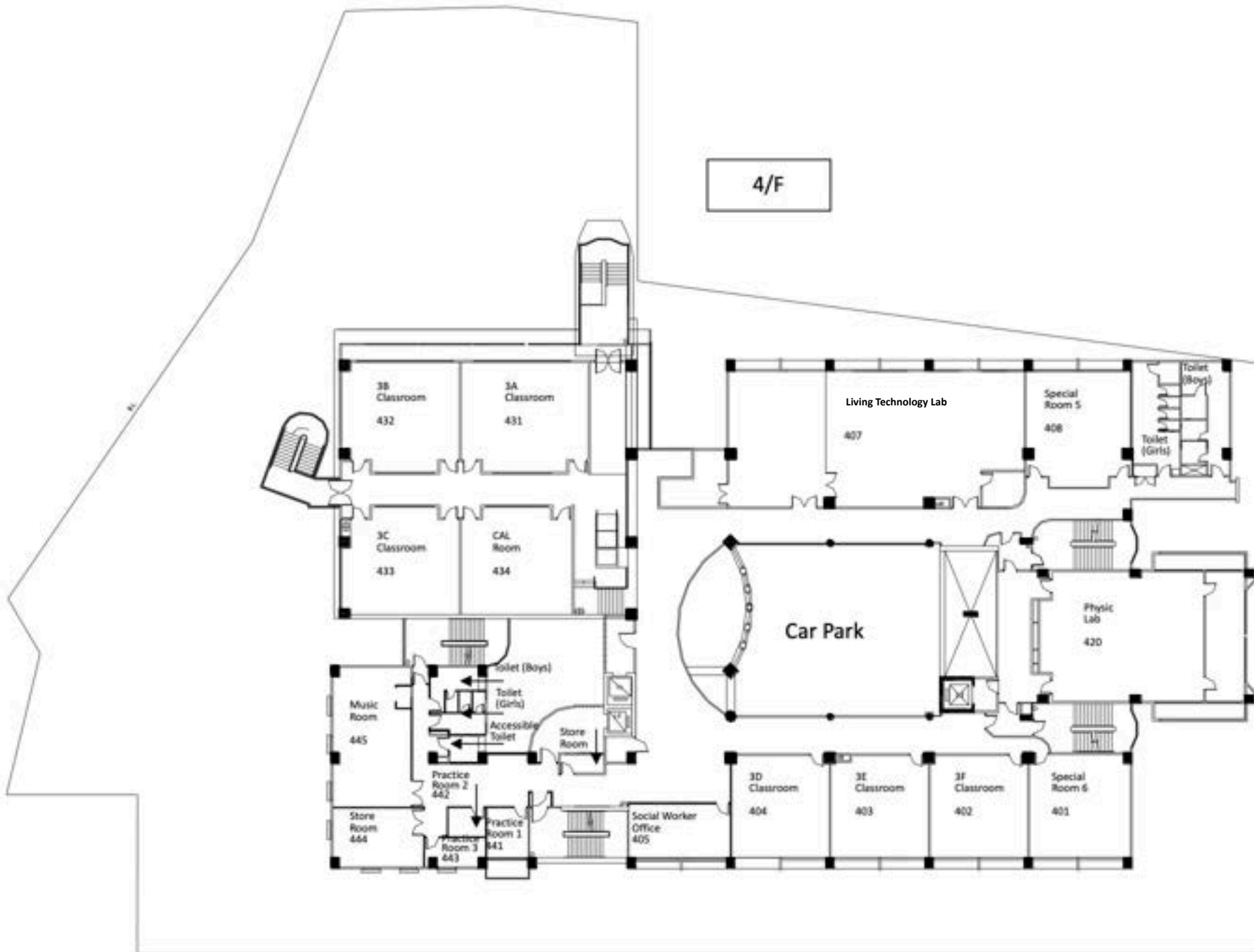


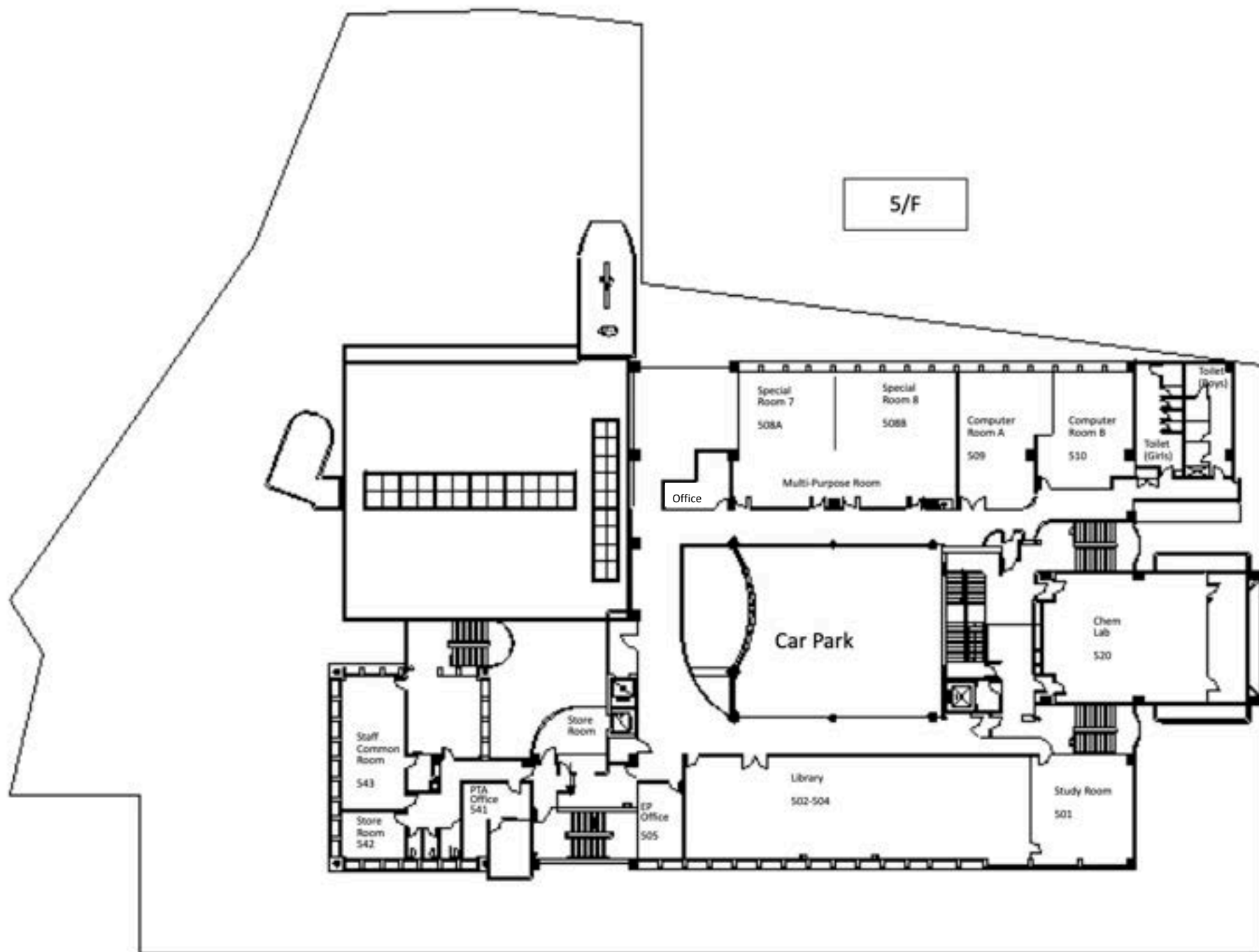


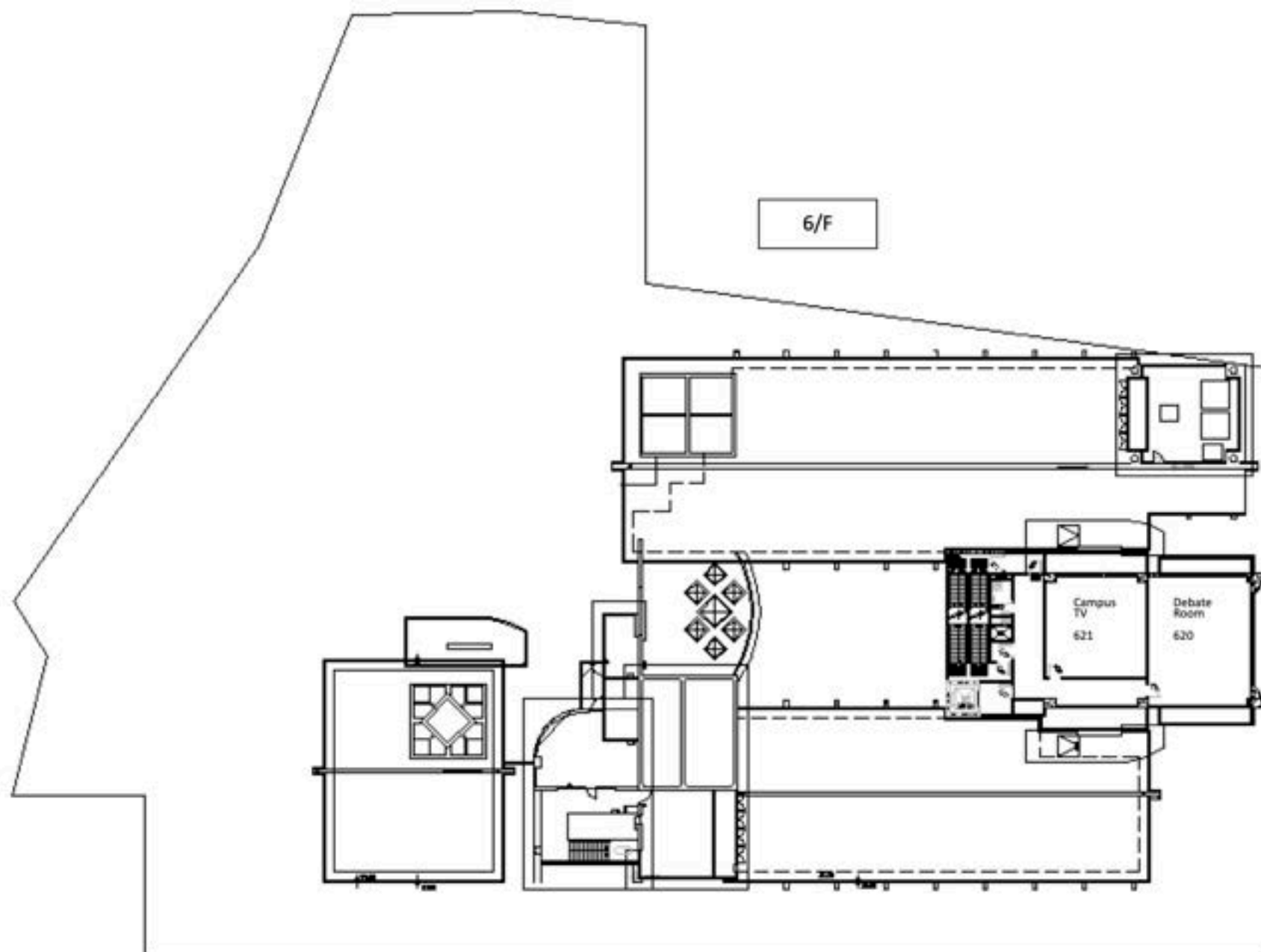


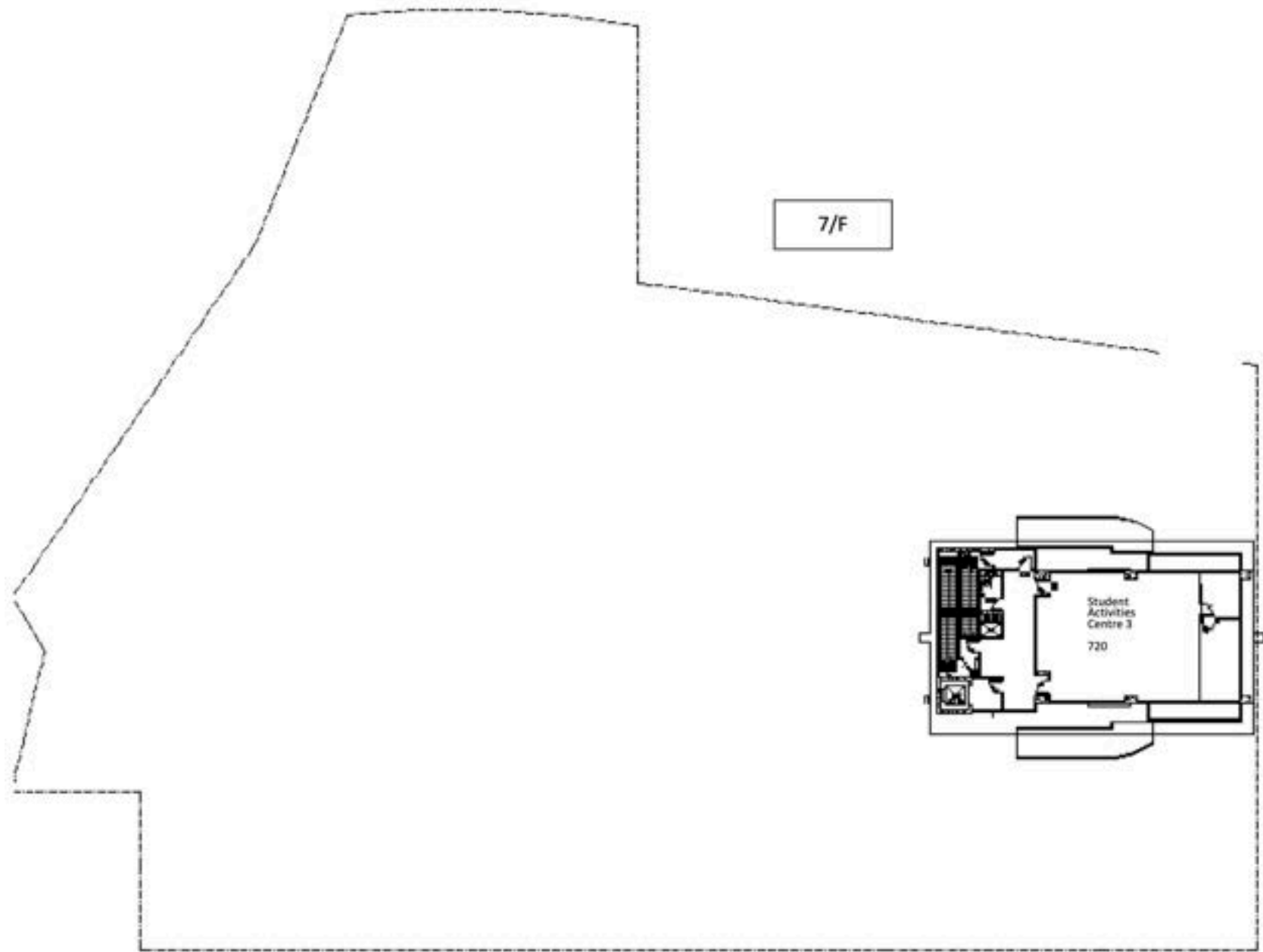


4/F

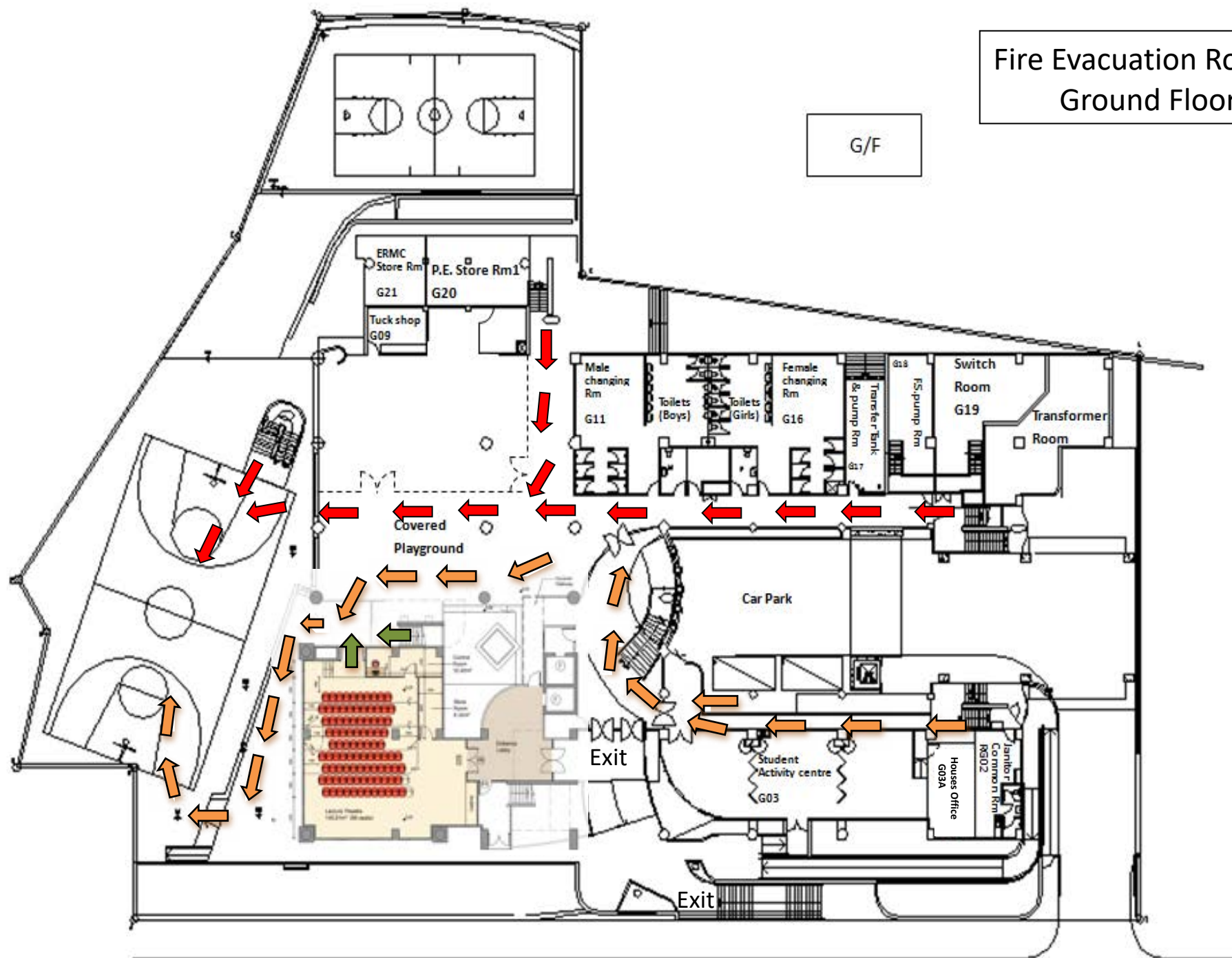








Fire Evacuation Routes  
Ground Floor





### 6.02.2 Whole School Emergency Evacuation Procedure

- (a) All students and staff are required to evacuate the building immediately when a fire alarm sounds, or some other evacuation signal is given.
- (b) Follow the evacuated layout instruction on each room to leave the building and assemble in school playground.
- (c) The last person to leave an office, classroom, or lab will close the door behind them.
- (d) Keep calm and follow the instruction of teachers.
- (e) Use the nearest exit to leave the building.
- (f) Use the stairwell only (hold on to handrails).
- (g) Do not use elevators.
- (h) Never attempt to travel through smoke-filled or other imminently hazardous areas.
- (i) If you encounter smoke in the stairwells, close the door and use a different exit.
- (j) Never assemble near exits or fire lanes.
- (k) Do not return to the evacuated building unless you are told to do so by in-charged teachers.

### 6.02.3 Bad weather warning procedures

(Tropical Cyclone Warning Signal No.8 or above / Red or Black Rainstorm Warning Signal)

Bad Weather Warning Hoisting Time	School Condition	Notice to parents
Before 6:15	<ul style="list-style-type: none"> <li>School is closed</li> </ul>	<ul style="list-style-type: none"> <li>Parents should pay attention to the announcements of the Hong Kong Observatory or EDB about the school suspension on TV/Radio.</li> </ul>
During 6:15 a.m. to 8:00a.m. (school starting time)	<ul style="list-style-type: none"> <li>School remains open for the arriving students</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will be responsible for looking after arrived students</li> <li>Students will remain in school until parent picks them up.</li> <li>If parents cannot come to school, students will remain in school. With the permission from parents, students can leave school after contacting parents by telephone under safe condition.</li> <li>When the Hong Kong Observatory announces that the bad weather condition persists and will get worse very soon, all students will be sent home <u>within 1 hour</u>. Students should contact parents by telephone before leaving.</li> </ul>
Tropical Cyclone Warning Signal No.8 or above is hoisted / will be hoisted during 8:00 a.m. to 3:45/4:15 p.m. (school time)	<ul style="list-style-type: none"> <li>School remains open for the arriving students</li> </ul>	Same as above
Red or Black Rainstorm Warning Signal is hoisted / will be hoisted during 8:00 a.m. to 3:45/4:15 p.m. (school time)	<ul style="list-style-type: none"> <li>School remains open</li> </ul>	<ul style="list-style-type: none"> <li>School operates as normal.</li> <li>If the bad weather condition persists after school, students will stay at school until the weather condition gets better.</li> <li>If parents want to pick up students by themselves, they may contact school (Tel. No.: 2194 5707) before 3:30 p.m. The students will be arranged to stay at school until 5:30 p.m.</li> </ul>

#### 6.02.4 Suspected gas leakage

- (a) In case of suspected poisoned gas leakage, school will inform the police and the fire station at once.
- (b) If it is accessed that the school is not safe to stay, all the students will be dismissed. Class teachers will inform the parents individually by telephone.
- (c) Parents' letter will be issued on the next school day.

### 6.03 School Environmental Protection Education Policy

In order to enhance students' sense of responsibility to the community and the world, and in the area of environmental education, the school has organized a number of activities and implemented various measures to cultivate their awareness of the earth and of the importance of resources.

This policy designed to allow every member of the school to work together to take advantage of every measure to avoid waste enables students to raise their awareness and work through personal experience. Teachers aim to teach students the knowledge of environmental education, environmental attitudes, and to encourage them take the initiative to take action to protect the environment.

Measures on:

#### (a) Energy Saving

- Use more energy-efficient electrical appliances.
- Turn off all power when leaving the classroom.
- Choose the appropriate cooling capacity of the air conditioner model according to the size of the room.
- Clean air conditioners and air filters regularly.
- Doors and windows should be closed to avoid hot air infiltration when air conditioners are on.
- Open the window when the temperature is lower than 25.5 degrees Celsius.
- Maintain the temperature at 23-25 degrees Celsius when using air conditioners.
- Pull down the blinds to reduce the room temperature if the sunlight enters the room directly through the window.
- Encourage teachers and students to use natural light if possible.
- Equip all classrooms with T5 light tubes to help save energy.
- Affix insulation film to reduce room temperature in some classroom windows.
- Turn on the computer and the projector only when necessary.
- Turn off the projector when not in use.
- Remind teachers and students constantly the need to save resources.
- Broadcast videos about the concept of "carbon footprint" regularly on campus.

#### (b) Saving paper

- Encourage employees to use "green paper" or double-sided printing or photocopying.
- Set up "paper recycling bin" next to the photocopier.
- Set up "waste paper recycling bin" in all classrooms, special rooms and on all floors.
- Encourage students to keep old exercise books.
- Use electronic systems to archive and compile documents.
- Delete unnecessary electronic files, merge and shrink electronic forms, records and notices.
- Use green paper as draft paper.
- Use the "Duplex" and "Multi-page to print on 1 page" functions to save paper.
- Use the recycled single-sided paper for the original copy or print.
- Collect used envelopes for reuse.
- Use e-mails to communicate and deliver messages.
- Use electronic archives to store and distribute documents and school information.

- Encourage students to congratulate school staff and classmates with e-cards.
- Install dry handsets in all toilets to reduce the amount of paper towels.

(c) Water Saving

- Save water consumption.
- Encourage members to save water, cherish resources, and remember to close the tap after use.
- Install infrared sensor device for saving water in all toilets.

(d) Environmental management and maintenance

- Focus on the beauty, tidiness and security of the campus environment, and to encourage employees not to casually place items around.
- Encourage employees and students to cherish the school's public facilities and equipment, make good use and preservation of them.
- Develop good habits and self-discipline attitudes of the members gradually regarding the use of the school facilities and the importance of keeping the campus clean.

(e) Environmental procurement

- Buy environmentally friendly cleaning agents for campus cleaning, reducing pollution of the environment.
- Buy durable and easy-to-repair products.
- Buy refillable or partially refillable products.
- Purchase products that can be recycled.

(f) Waste utilization

- Reuse old envelopes, noticeboard decorations or paper.
- Set up recycling/environmentally friendly boxes in the teacher room and the school office; reuse single-sided used paper.

(g) Green campus

- Place wastepaper and waste plastics recycling bins in each class.
- Collect the wastepaper and waste plastics in each class periodically, and put them in wastepaper and waste plastics recycling boxes in the covered playground.
- Encourage students to put plastic bottles / aluminum cans in a collection box in the covered playground.
- Encourage students to actively participate in various recycling activities organized by the school.
- Encourage staff to put wastepaper and waste plastics into the recycling box in the staff room.

(h) Green plant campus

- Plant different kinds of plants on campus, so that students appreciate nature, cherish the environment.
- Offer students the opportunity to participate in planting activities which cultivate students to cherish life.

(i) Environmental activities

- "School Recycling Campaign"
- "Environmental Ambassadors" and "Energy Ambassadors"
- "Light off half an hour" plan
- "After school three minutes tidy up" program
- "Understanding the Carbon Footprint"
- "Environmental School"
- "No Air Conditioning Day"
- "Environmental Training Seminar"
- "Green Christmas"

#### **6.04 National Security Education Policy**

National Security Education (NSE) is an important component of value education, which is inseparable from national education and indispensable in school curriculum. To better implement national security education in school, different committees and subjects will carry out the following:

##### **(a) Academic Committee (AC)**

- Instruct all subjects to review the curriculum according to the National Security Education Curriculum Framework of Education Bureau, to ensure the curriculum complies with the regulations of Education Bureau.
- Instruct all subjects to review the curriculum according to the Value Education Curriculum Framework of Education Bureau, to ensure the curriculum complies with the regulations of Education Bureau.
- Review all subject curriculum, make sure for all major fields of national security are covered, for major fields that are not covered, learning activities will be held so students can have a preliminary understanding of all major fields of national security.
- Develop policies, instruct all subjects should review teaching and learning materials to fully comply with national security education regulations.

##### **(b) Moral, Civic and National Education Committee**

According to the national security education framework of Education Bureau, Moral, Civic and National Education Committee promotes national security education through classroom teaching and life-wide learning activities, such as flag-raising ceremonies, lectures, workshops, visits, etc., to strengthen students' understanding to the law and national situation and the importance of national security, to enhance students' national identity. In addition to national security, relevant content also helps students learn about national situation, strengthen their understanding of the country's history, culture and latest development, and to deepen their understanding of national security, the Constitution and the Basic Law.

##### **(c) Subjects**

- Follow AC's instructions, review the curriculum every year according to the National Security Education Curriculum Framework of Education Bureau, to ensure the curriculum complies with the regulations of Education Bureau.
- Follow AC's instructions, review the curriculum every year according to the Value Education Curriculum Framework of Education Bureau, to ensure the curriculum complies with the regulations of Education Bureau.
- Follow AC's instructions, review the subject curriculum and identify major fields covered in the curriculum for national security education.
- According to AC's policy, review all teaching and learning materials, to ensure they are fully comply with the national security education regulations.
- Cooperate with AC and MCNEC, organize national security education activities, so that students can understand different fields of national security.

## **6.05 Guidelines for Handling School Complaints**

### **6.05.1 Objective**

Our school would like to establish a good communication culture and maintain a close partnership with our stakeholders so as to enhance the effectiveness of handling of public enquiries, opinions and complaints.

### **6.05.2 Scope of Application**

- (a) This is applicable to the handling of the following types of complaints lodged by parents, students, or the public through various means, including post, fax, email, phone or in person:
- In the spirit of school-based management, the Education Ordinance has entrusted the Incorporated Management Committees (IMCs) with the power and responsibility to manage schools. Schools should, therefore, collaborate closely with their sponsoring bodies to develop their school-based mechanism and procedures for handling school affairs, including complaints related to schools. A complainant should lodge his/her complaint directly to the school for effective handling if it concerns the daily operation and internal affairs of the school;
  - The school should handle complaints about daily operation and internal affairs in accordance with the Education Ordinance, Education Regulations, Codes of Aid, relevant circulars, guidelines and codes of practice to ensure compliance with the relevant requirements;
  - If a complaint is about education policies, Education Ordinance and services directly provided by the EDB, it should be lodged to the EDB for direct handling, even though the case may have taken place in the school. If complaints related to suspected breaches of other legislations of Hong Kong should be lodged to and handled by the relevant law enforcement agencies (e.g. the ICAC, Hong Kong Police Force);
  - If a complaint involves both school(s) and the EDB, it should be handled by the particular school(s) and related division(s)/section(s) of the EDB.
- (b) The Guidelines are **not applicable** to handling of the following types of complaints:
- Complaints related to ongoing legal proceedings;
  - Complaints under the jurisdiction of other organisations / government departments;
  - Complaints governed by other ordinances or statutory regulations such as complaints against corruption, fraud or theft;
  - Complaints lodged by school staff (if a school receives any such complaints, it should handle them in accordance with the specifications of the school-based or the sponsoring body's mechanism and guidelines for staff complaints [if applicable]; if the EDB receives such complaints, it will handle them in accordance with the current procedures and reply to the complainant direct.)
- (c) In general, the school **need not handle** the following types of complaints:
- (i) Anonymous complaints
- Whether the complaint is made in written form or in person, the complainant should provide his/her name, correspondence/e-mail address and/or contact phone number. If in doubt, the school may request the complainant to show his/her identity documents. Should the complainant fail or refuse to provide these personal details, thus rendering it impossible for the school to investigate the complaint and reply in writing, the complaint will be deemed anonymous and the school may not handle it.
  - However, under special circumstances (e.g. when there is sufficient evidence or when the case is serious or urgent), the middle or senior management of the school may decide whether to follow up with an anonymous complaint, such as treating it as an internal reference, informing the respondent about the complaint, or taking appropriate remedial and improvement measures. If follow-up actions are considered unnecessary, the school should briefly state the reasons and put on file for record.
- (ii) Complaints not made by the person concerned
- Generally speaking, the person concerned should lodge the complaint by himself/herself. Anyone who seeks to file a complaint on behalf of the person concerned has to obtain his/her prior written



consent. If the case involves a student (or a minor, or an intellectually disabled person), then his/her parents/guardian, or the person authorised by the parents/guardian, may lodge a complaint on his/her behalf.

- If a complaint is lodged by more than one person on behalf of the person concerned, the school may require the person concerned to appoint one of them as the contact person.
  - Sometimes a complaint is lodged on behalf of the person concerned or referred by other organisations/groups such as Legislative councillors, district councillors, trade unions or the media. Since there is no current legislation which empowers any organisation/group to complain on behalf of someone else, schools/sponsoring bodies may stipulate in their school-based mechanism whether they would accept such kind of complaint. If, however, the organisation/group has obtained prior written authorisation from the person concerned, schools should handle the complaint in accordance with their prescribed procedures.
- (iii) Complaints involving incidents that happened more than one year
- Normally, complaints related to the daily operation of school should be lodged within the same school year. If the incident involved had happened more than one year, the environment might have changed or evidence might have disappeared, or the complainant/respondent might have already left his/her post or the school. The school will not be able to investigate the complaint because of the difficulty in collecting evidence. To provide greater flexibility, the one-year limit within which a complaint may be lodged should be one calendar year from the occurrence of the incident involved.
  - Even though the complaint is filed after the incident had taken place more than one year, the school may decide to conduct an investigation under special circumstances, e.g. when there is sufficient evidence, or when the nature of the complaint is serious and urgent.
- (iv) Complaints with insufficient information
- The school may require the complainant to provide concrete information regarding a case. If the complainant fails to provide sufficient information to allow investigation to proceed, the school may not handle the complaint concerned.

### 6.05.3 Guiding Principles for Handling Complaints

#### (a) Clear and transparent mechanism

- The school will consult teachers and parents to ensure that the relevant procedures are accepted by all stakeholders.
- The school will prepare guidelines for stakeholders on the relevant policies, procedures and responsible staff for handling complaints. We may make parents and staff fully aware of the details of the procedures through different channels, e.g. school websites, circulars, student handbooks, staff meetings, parent-teacher meetings, seminars and school events.
- The school will ensure that all staff responsible for handling inquiries and complaints understand and comply with the relevant policies and guideline.
- The school will regularly review the complaint handling policies and guidelines by consulting our staff and parents, and revise the handling procedures whenever necessary.

#### (b) Timely and efficient handling

- The school will handle and respond to all verbal or written inquiries, opinions or complaints as soon as possible to prevent any uninviting situation from worsening. Upon receipt of an inquiry/a complaint, our frontline staff will either directly handle it or immediately refer it to the designated staff/task force for action. If the responsible staff cannot resolve the problem, they will seek help from their seniors.

#### (c) Confidentiality

- All contents and information of complaints should be kept strictly confidential and restricted to internal reference or reference by relevant persons only.
- When the school need to collect personal data during the handling process or when they receive

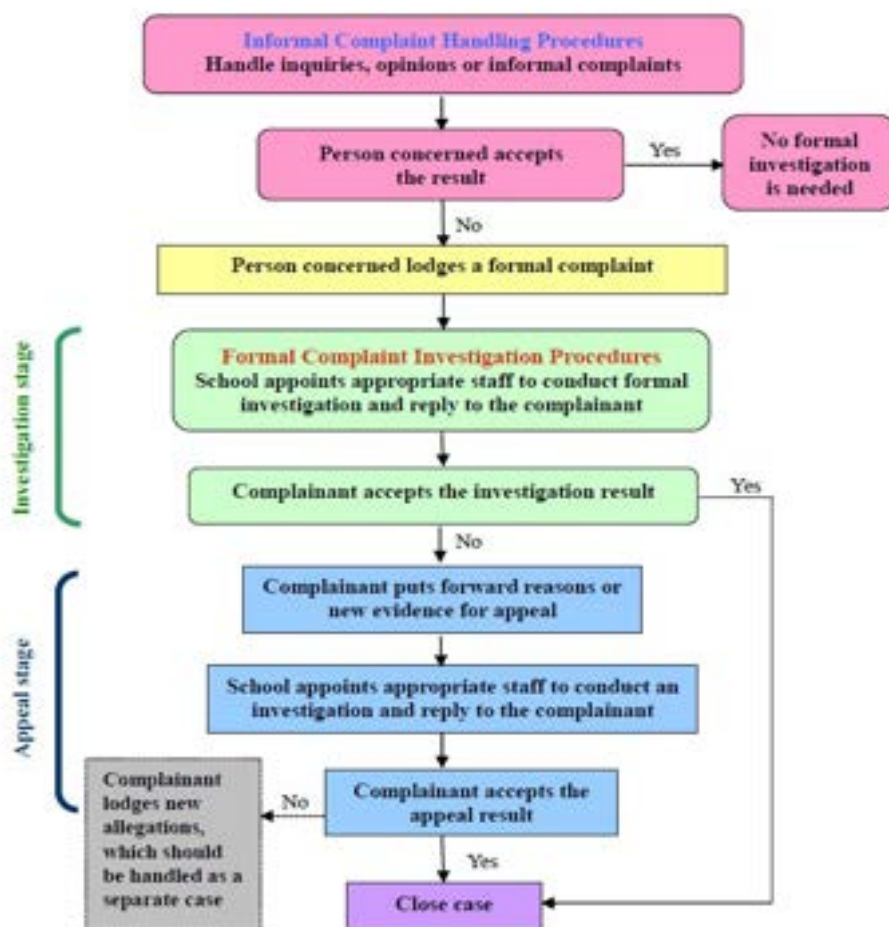
requests for the disclosure of data/records in respect of the complaint case, they should observe the regulations and recommendations laid down in the Personal Data (Privacy) Ordinance. This includes clearly stating the purpose and the form of collection of personal data, and that the data will only be used for handling the complaint or appeal cases.

- The school should adopt appropriate security measures to protect personal data and privacy, such as keeping the data in safe places (e.g. cabinets under lock and key).
- The school should establish procedures to ensure that only authorised persons are allowed access to information relating to the case. The responsible persons should not disclose or discuss in public any contents or information relating to the case without authorisation.
- The school can incorporate the arrangements for interviews or meetings with relevant parties into the school-based complaint handling mechanism. To avoid misunderstanding, schools should:
  - (I) state clearly whether the person(s) concerned can be accompanied by others (e.g. relatives, legal representatives) during the interview/meeting and reiterate this stance before the interview/meeting starts; and
  - (II) indicate before the interview/meeting starts whether audio/video recording is prohibited or whether the consent of all attendees must be obtained if the session is to be audio/video recorded. This stance should be reiterated before the end of the interview/meeting.

(d) Fair and impartial handling

- The school should approach complaints positively and treat the complainants and respondents of the complaints fairly. The school should ensure that sufficient appeal channels are provided and consider inviting independent persons to participate in the complaint/appeal handling process, if necessary.
- Before an investigation begins or where appropriate, the designated staff and related individuals should declare interests. If there is any conflict of interest, the persons concerned should not be involved in handling the case or have access to information relating to it.
- To avoid conflict of interest, any staff member who is the respondent of the complaint should not be involved in handling the case, supervising the investigation, or signing and issuing letters to the complainant.
- The school should see to it that the rights of the complainants or other persons involved in the complaint are being protected and that their future communication and contact with the school would not be affected.

**Diagram 1: Flowchart of School Complaint Handling Procedures**



### (a) Informal Complaint Handling Procedures

#### (i) Immediate/prompt handling

- If the school receives an inquiry, opinion or informal complaint from the public, whether verbal or written, the frontline staff should clearly distinguish its nature and take appropriate action. In general, if the case does not require an investigation involving evidence collection, or the person concerned does not request a formal written reply, the frontline staff may handle the matter following the informal complaint handling procedures of the school.
- The frontline staff should listen to the concerns of the inquirer/complainant with care and understanding. If the incident is not serious, they should provide whatever assistance or information required or promptly respond to the concerns raised by the inquirer/complainant and help resolve the problems involved.
- If necessary, the school staff in charge of the relevant issue should have direct talks or interviews with the person(s) concerned to explain the schools' stance and remove any misunderstanding, misgivings or worries of them.
- If necessary, the frontline staff should refer the case to a designated staff or a senior officer for prompt follow up actions and resolutions. The principal may decide whether to take up the handling of the case, depending on the situation of the school and the nature of the case.

#### (ii) Replying to complaints

- For verbal inquiries/opinions/complaints handled by the informal complaint handling procedures, oral replies will suffice and written replies are normally not required. For opinions/complaints which are presented in written form or if the school wishes to make

clear its stance or provide necessary details, the responsible staff may decide whether a simple written reply to the person(s) concerned/complainant is appropriate.

(iii) Complaint records

- Cases handled by the informal complaint handling procedures normally need not be documented in formal written records. If an inquiry/complaint has been answered or resolved instantly, it is suggested that the designated staff or the principal may record the key points in a log book for future reference.

(iv) Appropriate follow-up

- The school should review whether the policies or procedures regarding complaints have been properly followed and suggest appropriate measures to improve the handling of similar cases or prevent similar cases from recurring. If necessary, the responsible staff may brief the person(s) concerned on the follow-up actions that the school has adopted and the results that follow.

(b) Formal Complaint Investigation Procedures

If the school has made its best efforts to resolve the problem through the informal complaint handling procedures but the complainant still does not accept the school's response or the problem remains unresolved, the formal complaint investigation procedures will be initiated by the school.

Investigation Procedures:

If the school receives any formal complaints, a special complaint investigation team with not less than 3 persons will be setting up by the school to follow the complaints; if the complaint is regarding the Principal, the case will then be referred to PLK education department to follow.

(i) Handling Time

- acknowledge receipt of the complaint within 7 working days, seek the complainant's consent to obtain his/her personal data and information relating to the complaint, and inform him/her of the name, post title and phone number of the staff responsible for handling the case for contact purposes.
- the school will complete the investigation within two months after sending out the acknowledgement of complaint, and send a written reply to inform the complainant of the investigation result. Meanwhile, a copy of the investigation result will be sent to PLK education department. If the investigation is still in progress, the school will also inform the progress of the complaint to complainant; an appeal system will also be embedded into the written reply so that complainant will know the whole system thoroughly.

(ii) Investigation Stage

- when school receives formal complaints, assign appropriate staff or special team to investigate the complaint;
- all complaint details should be recorded in the complaint register;
- the designated staff or the special team will start the preliminary checking to see if all the evidences are valid. If yes, the designated staff or the special team will start the investigation; if no, the case will be closed and be recorded;
- if necessary, contact the complainant and other persons involved or arrange meetings with them in order to have a better grasp of the situation or request them to provide relevant information;
- handle the complaint according to our committed handling time, and send a reply to inform the complainant of the investigation result;
- if the complainant accepts the investigation result, conclude the case officially, but if the complainant does not accept the investigation result or the way the school handled the complaint, and is able to provide new evidence or sufficient justification, the complainant can lodge an appeal.

(iii) Reporting Procedure

Reporting to IMC

The school should report to IMC regularly about all complaint cases.

Complaints about the staff

The special complaint investigation team should report the result and all follow up work to the Principal. After seeking the approval by school supervisor, Principal can issue warning to the staff who has been proved to be misbehaved or under-performed.

Complaints about the Principal

The case will be followed by PLK Education Department and the result will be reported to CEO and school supervisor. Reply to complainant will be signed by school supervisor.

Appeal system

- if the complainant accepts the investigation result, conclude the case officially; and
- if the complainant does not accept the investigation result or the way the school handled the complaint, and is able to provide new evidence or sufficient justification, he/she may lodge an appeal in writing against the school's decision within 14 days from the date of its reply. PLK Education Department will be responsible for all appeal cases. PLK Education Department will complete the investigation within a month and send a written reply to inform the complainant of the appeal result.
  - ❖ if the complainant accepts the appeal result, conclude the case officially;
  - ❖ if the complainant does not accept the appeal result or the way the PLK Education Department handled the appeal, the PLK Education Department should cautiously review the appeal process to ensure that proper procedures have been followed;
  - ❖ if the complainant raises other new allegations, the school/PLK Education Department should handle them separately in order to avoid mixing up the old complaints with the new ones.

(iv) Monitoring

- If the case is handled by the school, the school should keep a clear record, including correspondences, investigation reports and interview records. This record should be signed by the Principal.
- If the case is followed by the PLK Education Department, PLK will keep a clear record. The record will be signed by CEO regularly.

The school should keep statistics of complaints and appeals lodged through either the informal or formal handling procedures for 3 years for future reference.

6.05.5 Review of Complaints

- (a) Some complaints may remain unresolved after the investigation and appeal stages. Complainants or relevant organizations (including schools/the EDB) may request the "Review Board on School Complaints" (Review Board) to review these cases under the following circumstances:
- The complainant provides substantial grounds or new evidence to show that the school/EDB has handled the case improperly.
  - The complaint has been properly dealt with through established procedures by the school/EDB but the complainant refuses to accept the investigation result and continues to complain.
- (b) All review cases should have already passed through the investigation process and appeal arrangement by the school and the PLK Education Department respectively. In requesting a review, the complainant should state explicitly in the application the reasons for his/her discontent (e.g. the case has not been handled according to proper procedures or the investigation result is prejudiced) and provide substantial justifications or new evidence. The EDB will then forward the case to the Panel to decide whether a review should be conducted.
- (c) For the membership of the review board, the functions and powers of the review board, review



procedures and the result of review, please refer to the Guideline Handbook for handling school complaint provided by EDB.

#### 6.05.6 Handling of Unreasonable Behaviour

Under general circumstances, schools should not put any restrictions on complainants making contact with the school. However, sometimes certain unreasonable behaviour of complainants may have a negative impact on schools, e.g. draining a considerable amount of the schools' human resources, interrupting their operations or services, as well as threatening the safety of staff and other stakeholders. Schools may therefore develop appropriate policies and measures to handle this kind of unreasonable behaviour to ensure that their operation would not be affected.

##### (a) Definition of unreasonable behavior

Complainants' unreasonable behaviour can generally be classified into the following three types:

##### (i) Unreasonable attitude or behaviour, such as:

- Acts of violence or intimidation
- Making complaints with abusive language or in an insulting and discriminatory tone
- Providing false data or deliberately concealing facts

##### (ii) Unreasonable demands, such as:

- Requesting a huge amount of information or demanding special treatment
- Making telephone calls incessantly to ask for a dialogue or an interview, or to command a certain staff member to reply
- Commanding a certain staff member to meet at a specific time and place

##### (iii) Unreasonable persistent complaints, such as:

- Insisting on rejecting the explanations and findings of the school/EDB, and/or requiring the school/EDB to discipline certain person(s), even after appropriate investigation procedures have been taken
- In respect of the same case, repeatedly making the same complaints or presenting similar justifications as before without providing any new evidence
- In respect of the same case, persistently bringing in new allegations or new complaint targets, but failing to present concrete evidence
- Interpreting things in an unreasonable or irrational manner, or wrangling over trivial details

##### (b) Handling of unreasonable behaviours

##### (i) Unreasonable attitude or behaviour

- Any unreasonable attitude or behaviour, including acts of violence, intimidation, and abusive/offensive conduct or language, whether performed face-to-face, by phone, or in writing are unacceptable. The staff member handling the complaint should convey this message clearly to the complainant and demand that he/she stop acting in such a way. If the complainant refuses to comply after the warning, the staff member may terminate the meeting or conversation with him/her.
- Schools should develop contingency measures and guidelines to remind staff responsible for handling complaints to stay alert and take suitable action to protect their own safety. Schools should empower the staff member to make decision, depending on the situation, on whether to terminate the interview or dialogue with the complainant and ask the complainant to leave, if his/her behaviour poses an immediate threat to the staff's personal safety or damages their personal interests. In an emergency or if it is deemed necessary, the school should take appropriate and decisive action, such as reporting to the police or taking legal action.

##### (ii) Unreasonable demands

- If a complainant makes unreasonable demands which have an adverse impact on the school, e.g. interrupting its operation/services or other stakeholders are affected by the unreasonable behaviour of the complainant, the school may consider putting restrictions on

the complainant's contacts with the school, including specifying the time, frequency, date, duration and modes of communication (for example, requiring the complainant to make an appointment before visiting the school, submit his/her views in writing, or contact only with the staff designated by the school). The school must notify the complainant in writing of such arrangements and handling procedures.

- If the complainant's behaviour improves, the school may consider whether the restrictions should be lifted. If the school decides to keep the restrictions, it should regularly review the conditions for imposing them.

(iii) Unreasonable persistent complaint

- Faced with these complaints, if the school has carefully examined the case and handled it properly under the prescribed investigation and appeal procedures, and sent a detailed and unbiased written explanation regarding the outcome to the complainant, the school may decide whether to restrict or stop contacts with the complainant, and cease handling the case altogether.
- To avoid any unrealistic expectations on the part of the complainant, the school should communicate to him/her in a firm manner that a final decision has been made regarding the case and that the decision is irreversible.
- In response to these complaints, the school may send a "Reply Card" to the complainant, referring him/her to the replies previously given, and reiterate that the school will neither respond to the same complaint nor contact him/her again.