



敬啟者：

To the Parents/ Guardians

**措施簡介(德育、課外活動、學生事務、訓導及輔導)及家長須知\*****A Brief Introduction to Measures(Moral Education, Extra-curricular Activities, Student Affairs, Discipline and Guidance and Counseling) and Notes to Parents**

範疇 Domains	頁數 Page
德育 Moral Education	P.1-P.2
課外活動 Extra-curricular Activities	P.2-P.4
學生事務 Student Affairs	P.5
訓導 Discipline	P.5-P.8
輔導 Guidance and Counseling	P.8-P.9

## 一. 德育

**Moral Education**

## 1. 網上德育操守教育計劃

## 「i-Mission」Cyber Ethics Scheme

為強化學生網上德育操守，以灌輸學生正確價值觀及建立正確使用互聯網媒體的態度，本年仍繼續推行及強化網上德育操守教育計劃，透過不同類型的活動主題，包括網上欺凌、網上誹謗、非法上下載圖片及資料、網上偷竊及駭客行為等，並配合不同的教育活動，如剪報討論、短片及電台廣播、講座或工作坊等，讓學生明白於互聯網上作出不法行為須負上的刑事責任，切忌以身試法。為加強家校合作，本校有需要時會向家長查詢子女於家中的上網情況及習慣，亦歡迎家長主動與本校聯絡，共同為學生建立正確使用互聯網的態度。

「i-Mission」Cyber Ethics Scheme will continue to organize students' moral of using Internet and **build up their positive values and attitudes towards cyber world**. Different themes will be designed in this scheme, such as **cyber-bullying, online defamation, illegal upload and download pictures or information, online theft and hacker** etc. Various activities will be held, such as news discussion, video clip broadcasting, lectures or workshops will be organized so as to **let students understand the criminal responsibility of committing cyber crimes**. In order to strengthen school-parent cooperation, parents may be inquired about the habit of their children on the Internet. Parents are also welcomed to take the initiative to communicate with school so as to help their children to build up positive values and attitudes towards cyber world.

## 2. 學生德育操守優化計劃

## Students' Moral Education Conduct Enrichment Scheme

為進一步提昇學生的德育操守，讓學生建立正確的價值觀，此計劃於校內進行德育宣傳及培訓工作。本年主題為「培養正面價值」及「確立學生自我形象」，德育及公民教育組、訓導組、輔導組合作舉辦一系列工作坊、講座及比賽等，以優化學生品德修養。

Students' Moral Education Conduct Enrichment Scheme aims to **foster students' moral rightness**, guide students to establish positive values and attitudes. Moral education promotion and training are held. The themes this year are **"Fostering Positive Thinking" and "boosting Self Esteem"**. Moral and Civic Education Committee, Discipline Committee, Guidance and Counselling Committee co-organize a series of workshops, seminars and competitions in order to promote an ethical culture among students.

## 3. 古文導讀計劃

## Chinese classical literature reading scheme

德育科與中文科合作，讓中一及中二學生透過閱讀及背誦古文，如三字經、弟子規、朱子治家格言等，讓學生多接觸中國的傳統典故，學習前人崇高的德育操守，從而學懂做人道理，提升自我道德規範，以應用於現今多元的社會中，貫徹中國人的傳統德育精神。

Moral Education and Chinese subjects are cooperated to organize Chinese classical literature reading scheme in order that Form One and Form Two students can learn the spirit of traditional Chinese culture through reading **Three Character Classic, Disciples Rules and Zhuzi Zhijiageyan** etc. Through traditional Chinese reading, students can **learn the truth of life and the integrity of moral**. They can also apply this traditional Chinese moral spirit in their daily lives.

## 4. 「論時事，知天下」新聞問答比賽

## News Competition

為進一步提升學生對社會時事的觸覺，本年將每約兩星期進行一次新聞問答比賽，以增加學生對社會時事批判思維的訓練。問題類型將圍繞國際、本地及內地時事及冷知識，每次比賽後會分為初中及高中班別計算總分，表現最佳的初中組及高中組各三班同學會進入於禮堂舉行的決賽，以選出冠、亞、季軍班別。

\*此通告部份措施須配合學生手冊一併閱讀。



二零一八年至一九年度學校通訊第十二號 B

2018-2019/School Circular no.12B

In order to arouse students' **awareness of daily news and train their critical thinking skills**, a news competition will be held every two weeks. The questions will be about **international news, local and mainland news, extraordinary knowledge**, etc. After the scores are collected, a winning class from both junior and senior form will be chosen. The best three classes of junior form and senior form will be chosen to the final round which will be held in the school hall.

## 5. 德育優化計劃

## Moral Education Enrichment Scheme

學生的德育操守是本校一向關注的重點之一，除學生的學業成績外，品行的培育亦是學生個人成長中的重要部分，故此為培育學生的正確價值觀，本年會繼續推行「德育優化計劃」，**目的是讓一些因一時錯失或初次違反校規而被紀律處分的學生，給予他們改過自新的機會和教導他們走向正確的人生道路。**此計劃適用於**被紀律處分為缺點或以上的中一至中六學生**，並於在學期間只能申請一次。家長可以書面向德育及公民教育組主任提出申請；如被紀律處分為小過或以上的學生必須附上自行制定的服務計劃書(服務範圍可包括參與德育及公民教育組內的義工服務、校內服務如圖書館工作、美化校園及各組活動的學生助理等)，並由「德育優化計劃」委員會決定接納申請與否。

The College has placed great emphasis on upholding students' moral standard since good conduct is an integral part of students' development in addition to academic results. To help students cultivate a positive attitude towards values, the College will continue to implement 'Moral Education Enrichment Scheme' in order to **provide a chance for students who break the school rules recklessly for the first time to compensate for the blunder they have made and lead them to the right path. This scheme is applicable to Forms One to Six students who have received a Black Mark or above.** Students are **only allowed to apply for the scheme once during their studies in the College.** Parents should apply for the scheme to the Moral and Civic Education Master in writing. Those who were given either a Minor Demerit or Major Demerit should devise a service plan (services include the volunteer work of Moral and Civic Education Committee, services in the library, campus embellishment work and assisting in activities organized by different committees). The Moral Education Enrichment Scheme Committee is to decide whether to accept the application.

計劃內學生必須完成以下項目：

Students should complete the following in the scheme:

紀律處分 Disciplinary action	計劃時間(月數) Duration of scheme (months)	閱讀報告 Number of book reports	服務時數(小時) Number of hours in service(hours)
缺點 Black Mark	3	3	-
小過 Minor Demerit	3-6	3	20
大過 Major Demerit	6-12	6	40

計劃的完成時間，須視乎學生繳交閱讀報告的情況及完成服務的時間；但在特殊情況下，委員會可建議調整計劃的執行時間，並由校長審批。**完成計劃的學生，其處分紀錄會被刪除，但有關違規事件紀錄仍然保留；而不能完成計劃的學生，會繼續保留其處分紀錄及有關跟進亦會在「德育優化計劃」委員會會議內決定。**在計劃進行期間，**學生如再犯相同的違規事件，有關計劃會即時終止。**

The duration of the scheme depends upon the quality of the book reports and the length of service. However, under special circumstances the Committee could suggest the length of the scheme be revised and seek the Principal's final approval. **On completing the scheme, students' disciplinary record would be deleted but the record of misconduct would be kept on file.** For those who fail to complete the scheme, their disciplinary records would still be kept on file and further follow-up would be discussed in the Committee meeting. **Should students commit offences of the same kind during the scheme, it will be terminated instantly.**

## 6. Hand in hand 義工活動

## Hand in hand Voluntary Activities

本年義工活動名為「友伴愛 社會服務計劃」。是次對象為弱勢社群的小朋友。**服務計劃提供訓練營及培訓課程，學習不同的活動組織技巧，並安排經驗義工作交流及分享。**本校已招募 60 位中二至中五的同學，參與此有意義的社會服務活動。學生若有興趣參與義工活動，亦可向班主任查詢。

The social service scheme "Companions with love" shows our concern and provides services for the children from the disadvantaged groups in order that students participating in the scheme would understand the children's needs and difficulties encountered. **The scheme will also provide workshops and some courses so that volunteers can learn the skills of holding activities.** Our College has recruited 60 students from Form 2 to Form 5 to join these meaningful social service activities. Students who are interested to join our team can also get further information from your class teacher.

## 二. 課外活動

## Extra-curricular Activities

本年學會繼續沿用半年制，每學期學生須參加一至兩個學會，活動將以工作坊形式。制服團體及持續性發展學會如管弦樂團、中樂團、舞蹈學會等則採用全年制，讓學生於該方面得到深入及全面的發展。同時為使學會更專業化，本年大部份學會外聘導師，務求使學會質素提升，讓更多學生參與，從而擴闊學生知識層面。本校之課外活動大致分為學術、藝術、體康、服務及興趣五大範疇。詳情如下：



二零一八年至一九年度學校通訊第十二號 B

2018-2019/School Circular no.12B

Societies are held on a half-year basis. Every student has to join one or two societies each term. Most societies are held in forms of workshops. Uniform groups and some societies which require continual development like Orchestra, Chinese Orchestra and Dance Club are held on a whole-year basis so as to let students have a deep and thorough exposure. For the professionalism of clubs, most of the clubs are outsourced and professional instructors are employed in order to enhance the quality of societies and provide more chances for students to broaden their horizons. The College has divided the clubs and societies into five categories, namely Academic Category, Aesthetic Category, Physique Category, Services Category and Interest Category. The details are as follows.

2018-2019 年度學會 2018-2019 Clubs and Societies	
<b>學術範疇</b> <b>Academic Category</b>	日文學會 Japanese Society 韓文學會 Korean Society 人際衝突處理學會 Interpersonal Conflict Management Club 推理學會 Logical Thinking Society 財務管理學會 Financial Management Society
<b>藝術範疇</b> <b>Art Category</b>	木結他學會 Guitar Club 摺紙藝術學會 Origami Club 迷你模型製作學會 Model-making Club 油畫學會 Oil Painting Club 絲網印刷學會 Screen Print Club 皮革飾物學會 Leather Accessories Club 話劇學會 Drama Club 手鈴隊 Hand Bell 管弦樂團 Orchestra 中樂團 Chinese Orchestra 合唱團 Choir 無伴奏合唱 A Cappella
<b>體康範疇</b> <b>Physique Category</b>	領袖訓練學會 Leadership Training Club 足球隊 Soccer Team 籃球隊 Basketball Team 排球隊 Volleyball Team 泳隊 Swimming Team 田徑隊 Athletics Team 羽毛球隊 Badminton Team 乒乓球隊 Table Tennis Team 單車隊 Bicycle Team 體適能學會 Fitness Club
<b>興趣範疇</b> <b>Interest Category</b>	西式甜品學會 Western Dessert Club 魔術學會 Magic Club 泰式甜品學會 Thai Dessert Club 航拍學會 Aerial Videography Club 3D 打印學會 3D Printing Club 虛擬實境學會 Virtual Reality Club 機械人製作學會 Robot-making Club 手工皂學會 Soap-making Club
<b>服務範疇</b> <b>Services Category</b>	義工隊 Volunteers 男童軍 Scouts 女童軍 Girl Guides 紅十字隊 Red Cross

以上學會為上學期擬開辦之學會，本校會視乎報名情況而作出修訂。

The above are the club and society activities which are to be open in the first-term; the College will make arrangements according to the enrollment.



二零一八年至一九年度學校通訊第十二號 B

2018-2019/School Circular no.12B

為配合 334 新學制於其他學習經歷(OLE)的要求(總學習時數的 10%-15%)，讓學生在其他範疇(包括課外活動、服務、道德價值等)有更多的涉獵，本校過去幾年均有舉行其他學習經歷週，進行全校老師及學生問卷調查，結果顯示超過 90%老師及學生均對學習週持正面評價。本學年將於 12 月舉行第一次其他學習經歷週。而下學期其他學習經歷週將於 6 月舉行，主要內容為活動性質的跨科學習，旨在透過跨科合作，訓練學生多元智能，體會知識融匯貫通的重要。屆時各科會籌辦不同主題之活動，目的是讓學生拓闊視野，增廣見聞。

In line with the requirement of the 3-3-4 new education system in the aspect of Other Learning Experiences (10%-15% of grand total learning hours), students are exposed to other learning areas, including extra-curricular activities, services and moral values. Other Learning Experience Week was held in the past few years. A survey was conducted afterwards and it showed that more than 90% of teachers and students had a positive attitude towards the activity. In light of this, the OLE Week in the first term will be held in December. The OLE Week in the second term, mainly inter-disciplinary and inter-level theme-based activities, will be held in June in order to train students' multiple intelligences and give students the opportunities to acquire and apply knowledge and skills across the dimensions in an integrated way. During the OLE Week, all subjects will hold a variety of theme activities in order to help broaden students' horizons.

#### 戶外活動注意事項

#### Note for Outing Activity

1. 家長應就居住地區的天氣環境或參考學校手冊內「熱帶氣旋及持續大雨」指引，決定是否准許學生參加活動。若家長自行決定不讓學生參加活動時，煩請即時致電通知學校，以作安排。  
Parents can exercise their own discretion on students' attendance according to the weather conditions of the neighborhood or the guidelines-- "Tropical Cyclones and Heavy Persistent Rain Arrangements for Secondary Schools" written in Student Handbook. Should parents decide not to allow students to participate in the activity, a notification should be made immediately to the school.
2. 家長亦應衡量同學的身體狀況是否適合參加是次活動，並要求同學帶備充足的個人用品。若學生身體狀況出現變化，家長有責任主動通知校方決定是否讓子女進行有關活動。家長亦應提醒學生如有不適，須立刻報告。  
Parents should also take students' physical conditions into account when allowing students to participate in the activity. They should also remind students to bring along plenty of personal items. If students feel unwell, parents have the responsibility to inform the college and decide whether students can participate in the activities.
3. 如當天教育局宣佈停課或天文台作出黃色、紅色或黑色暴雨警告、雷暴警告、三號或以上颱風訊號，有關活動將會取消，不會作另行通知。如遇特殊情況，帶隊教師會致電通知同學及家長最新的活動安排。  
The activity will be cancelled without prior notice if the EDB announces the closure of schools or when Amber, Red or Black Rainstorm Warning Signal, Thunderstorm Warning Signal, Typhoon Signal No. 3 or above is issued by the Hong Kong Observatory. Under any special circumstances, the teacher-in-charge will inform both students and parents of the most updated arrangement by phone.
4. 若上述情況於活動進行期間發生，老師會於安全情況下，安排同學盡快回家並即時致電家長。  
If any of the condition mentioned above occurs during the activity, the teacher-in-charge will take contingency measures and will arrange students to return home in safe conditions. Parents will also be informed of the arrangement by phone promptly.
5. 若有任何疑問，可致電學校查詢。  
Should there be any enquiries, please contact the school for further information.



二零一八年至一九年度學校通訊第十二號 B  
2018-2019/School Circular no.12B

### 三. 學生事務

#### Student Affairs

##### 學生學習概覽

##### Student Learning Profile

根據教育局指引，在新高中學制下，學生事務組為每位中四至中六級學生建立「學生學習概覽」(簡稱 SLP)。「學生學習概覽」是用以概括地展示學生在高中階段於全人發展方面所達至的成就和參與的活動。目的是要學生記錄及反思他們在高中階段全面的學習經歷。學習概覽相類於一份「履歷」，有相當實用的功能，能為大學或僱主提供有價值的參考資料，以供甄選之用。

Student Affairs Committee will help **each F.4 to F.6 student to build a Student Learning Profile (SLP)** under the senior secondary education in accordance with the guidelines set by the Education Bureau. SLP is a summary presentation of what a student achieves and participates, in terms of their whole person development during the senior secondary years. **It aims at recording and reflecting their comprehensive learning experience at senior secondary levels.** SLP is similar to a resume with practical functions, which can provide valuable reference to the university or employers for selection purposes.

學習概覽內容包括以下的扼要資料：

The content of SLP may include brief information on:

- 其他學習經歷  
Other Learning Experiences; and
- 校外表現/獎項  
Performance / awards gained outside school.

然而學習概覽不只重量而更需重質，因學習概覽旨在彰顯和確認所有學生的全人發展，並讓他們在經驗過程中反思及建立目標，作更長遠的發展。本組亦會以電子系統作儲存，每學期編印有關「學生學習概覽」予學生及家長，以作參閱。

However, SLP not only focuses on quantity but also quality. It aims to celebrate and recognize the whole person development for all students as well as for them to reflect on their on-going experiences and set goals for their long term development. We will save the SLP with the electronic system and print the SLP for students and parents each term.

##### 獎助學金及學生保險

##### Scholarship and Students Insurance

為了肯定學生的學習成果和表現，學校會為學生申請不同的獎助學金等。另外，本校為學生購買個人意外保險。若遇有學生受傷，**家長應主動於限期前提出是否需要申請保險索償**。而學生亦應注意自己身體狀況的轉變及了解所參與活動的性質，**學生有責任主動申報是否適合參與有關活動**。

In order to recognize students' academic achievement and performance, we will help apply subsidies and funds for students. Furthermore, we would buy student insurance. **Parents should actively request application for the insurance claims before the deadline if there is a need.** Students should pay attention to their health conditions and understand the nature of the activities. **Students should actively declare their suitability of participating the activities.**

### 四. 訓導

#### Discipline

學生對學校或同學有良好之影響及貢獻，學校會予以獎勵。與此同時，但凡學生違反學校校規，學校亦會予以處分。所有的獎懲是根據懲處機制及學生獎懲指引為依據。**此機制校方將不定時檢討及修訂，以校方最後修訂為準。**

While students who exert positive influence on others and make contribution to the College are commended, those who violate school rules and regulations are disciplined. Awards and punishments imposed on students are based on the Guidance on Students' Awards and Punishments and Disciplinary Mechanism. **The mechanism is reviewed and amended by the College regularly from time to time, and is subject to the final version of the College.**

#### 1. 學生獎懲指引

##### Guidance on Awards and Punishments

##### 1.1 獎勵 Awards

##### 行為表現 Students' behaviours

	項目 Items	獎勵 Awards
1.	勤學 (沒有遲到、早退或請假)(按學期計算) bear no record of lateness, early leave or sick leave per term	一優點 a Credit Mark
2.	沒有欠交功課(按學期計算) bear no record of nil submission of assignments per term	一優點 a Credit Mark
3.	沒有校服、儀容欠妥善(按學期計算) bear no record of improper uniform per term	一優點 a Credit Mark
4.	見義勇為 show courage in helping others	最高可記一小功 at most a Minor Merit
5.	路不拾遺 report any lost items found	一優點 a Credit Mark
6.	其他值得表揚行為 other praiseworthy behaviours	按表現嘉許 dependent upon the behaviours

**服務 Services**

	項目 Items	獎勵 Awards
1.	協助班務、學校職務 assist in class affairs and school duties	最高可記一小功 at most a Minor Merit
2.	義務工作 help in voluntary work	最高可記一小功 at most a Minor Merit
3.	協助學校推行活動及工作 assist in organizing school activities	最高可記一小功 at most a Minor Merit

**比賽 Competitions**

	項目 Items	獎勵 Awards
1.	班際、社際 win an award in inter-class and inter-house competitions	最高可記兩優點 at most 2 Credit Marks
2.	校際 win an award in inter-school competitions	最高可記一小功 at most a Minor Merit
3.	公開賽 win an award in open competitions	最高可記一小功 at most a Minor Merit

**1.2 懲罰 Punishments**

	項目 Items	處分 Punishments
1.	校服、儀容欠妥善 10 次(按學期計算) bear 10 records of improper uniform per term	一缺點 a Black Mark
2.	欠交功課 10 次(按學期計算) bear 10 records of nil submission of assignments per term	一缺點 a Black Mark
3.	遲到 5 次(按學期計算) bear 5 records of lateness per term	一缺點 a Black Mark
4.	破壞校園秩序或整潔 damage the order and tidiness of the campus	一缺點 a Black Mark
5.	拾遺不報 do not report to the College any lost items they found within the school premises	一缺點 a Black Mark
6.	穿著校服進出桌球室、遊戲機中心等場所 loiter in such places as videogame arcades or snooker halls	一缺點 a Black Mark
7.	抄襲功課或借功課予他人抄襲 copy homework or lend homework for others to copy	一缺點 a Black Mark
8.	不遵從試場規則 infringement of Examination Venue Regulations	一缺點 a Black Mark
9.	不適當使用學校物品 improper use of school property	一缺點 a Black Mark
10.	污言穢語 speak foul language	一小過 a Minor Demerit
11.	帶違禁品回校 bring prohibited items to school	一小過 a Minor Demerit
12.	不遵從老師指令 disobey teachers' order	一小過 a Minor Demerit
13.	隱瞞事實、知情不報或說謊 stretch the truth or lie	一小過 a Minor Demerit
14.	盜用學校名義作任何事情 do anything in the name of the College without permission	一小過 a Minor Demerit
15.	行為不檢 misconduct	一小過 a Minor Demerit



16.	作弊 cheat	一大過 a Major Demerit
17.	曠課 play truant	一大過 a Major Demerit
18.	假冒家長簽名 fake parent's signature	一大過 a Major Demerit
19.	擅自塗改成績或學校文件 alter any documents or scores without authorization	一大過 a Major Demerit
20.	破壞公物 vandalize	一大過 a Major Demerit
21.	閱讀色情刊物或資訊 read pornographic materials or information	一大過 a Major Demerit
22.	吸煙 smoke	一大過 a Major Demerit
23.	賭博 gamble	一大過 a Major Demerit
24.	打架/毆辱 attack/assault	一大過 a Major Demerit
25.	傷害他人身體 inflict physical injury on others	一大過 a Major Demerit
26.	偷竊 steal	一大過 a Major Demerit
27.	欺凌 bully	二大過 2 Major Demerits
28.	嚴重/蓄意傷人 brutal/ intentional assault	二大過 2 Major Demerits
29.	其他違規行為 other misbehaviors	按嚴重性處分 according to the seriousness

2. 懲處機制

Disciplinary Mechanism

如學生違反校規：

If students violate school regulations,

2.1 處分為缺點

A Black Mark is given

老師可根據學生獎懲指引，因應學生的違規事件給予缺點。而有關老師亦會盡快通知家長及紀錄在學生手冊。 Teachers can give a Black Mark to the student according to the Guidance on Students' Awards and Punishments. The teacher concerned will notify the parents and record the incident in the Student Handbook as quickly as possible.

2.2 處分為小過或以上

A Minor Demerit or above is given

根據學生獎懲指引，如學生的違規事件須給予小過或以上的處分。有關老師會把違規事件交由訓導組處理及跟進，並由訓導主任盡快把學生的違規事件通知學生家長。同時，訓導主任亦會就學生的違規事件，召開獎懲委員會會議及進行議決。委員會會把議決向校長報告。訓導主任會將最終決定盡快通知家長及紀錄在學生手冊。在需要時，訓導主任會轉介個案予輔導組或有關部門作輔導跟進。

According to the Guidance on Students' Awards and Punishments, if a Minor Demerit or above is given to the student, the teacher concerned will hand the case over to Discipline Committee, the members of which will notify the parents. The Discipline Head will also convene a meeting, make a resolution and report to the Principal. The Discipline Head will notify the parents of the final resolution and record the incident in the Student Handbook. If necessary, the Discipline Head will transfer the case to Guidance Committee or any committees concerned.



## 2.3 家長對獎懲委員會的議決有意見，可向委員會或校長提出。

Parents who have any comments on the resolution of the Committee can file an appeal to the Principal.

如家長及學生對學生獎懲指引及懲處機制有任何疑問，可隨時向訓導組老師查詢。

Parents and students who have any enquiries concerning the Guidance on Students' Awards and Punishments and Disciplinary Mechanism are welcome to ask any Discipline teachers.

## 3. 欠交功課紀錄機制

A Mechanism of Nil Submission of Assignments

為進一步培育學生積極態度及提昇學生責任感，並促進家校聯繫，讓家長盡快知悉學生在校的表現，故此推行「欠交功課紀錄機制」。(現行欠交功課10次(按學期計算)處分維持不變。)詳情如下：

**In order to further enhance students' motivation and sense of responsibility; and establishing a closer contact between parents and the College,** a mechanism of nil submission of assignments will be implemented. **(The existing penalty of bearing 10 records of nil submission of assignments per term remains unchanged.)** Details are as follows,

## 程序 Procedures

科目 Subject	欠交功課(次數) Nil Submission (times)	跟進方法/ 處分 Follow up measures/ Punishments
同一科目 Same Subject	3	科任老師致電家長 Subject teacher notifies the parents
不同科目 Different subjects	5	班主任致電家長 Class teacher notifies the parents
同一科目 Same Subject	5	科任老師致電家長 Subject teacher notifies the parents
不同科目 Different subjects	8	班主任致電家長 Class teacher notifies the parents
同一科目或所有科目 Same/ different subject(s)	10	一缺點 a Black Mark

## 五. 輔導組

## Guidance and Counseling Committee

## 1. 學生支援網絡

Student Support Network

學校已成立學生支援網絡，網絡內的支援小組包括有輔導組、訓導組、學生事務組、德育及公民教育組、駐校社工及保良局教育心理學家共同支援學生不同層面的需要，輔導組成員亦會對身心及社群發展遭遇障礙、情緒受到困擾、學習出現困難的同學提供個案輔導，並透過以下渠道接受學生個案：

A Student Support Network was well-established in school. With the help of **Discipline Committee, Student Affairs Committee, Moral and Civic Education Committee, School Social Worker and Po Leung Kuk Educational Psychologist, Guidance and Counseling Committee offers a wide range of support so as to cater for students' diverse needs.** Guidance and Counseling Committee members provide counseling support to students, who suffer problems in social aspect or in personal aspect, or those who encounter emotional stress or learning difficulties. In the network, cases are accepted by means of the following ways:

- 學生自行求助 Seeking help by students
- 家長要求協助 Request by parents
- 老師轉介 Transfers by teachers

## 2. 支援服務

Support Services

## 2.1 每月一聚

Monthly Meeting

**各支援小組的級代表會定期與各級班主任會面，了解各班情況。如有特別情況，輔導組員會作出即時介入及跟進。**跟進方法包括面談、工作坊、舉行個案會議、社工或教育心理學家轉介或外間服務轉介等。

**To better understand students' performance in school and their adaptation to school life, a regular meeting is conducted by class teachers and support service group members concerned.** If a special case is ascertained, Guidance and Counseling Committee members will promptly take follow-up actions, including face-to-face counseling service, workshop, case conference, case transfer to social worker or educational psychologist, and case transfer to other professionals or organisations.

## 2.2 特殊學習需要

Special Learning Needs

如學生屬懷疑個案，支援小組會提供意見予家長協助學生了解其學習問題，如有需要學生會在家長同意的情況下，由保良局教育心理學家作學習評估；如學生已有醫生證明或提供有關特殊學習需要之報告，輔導主任會與家長及學生了解情況，**在家長同意情況下**，因應特殊學習需要與以下人士聯絡，並作出適切安排及個案跟進：





二零一八年至一九年度學校通訊第十二號 B  
2018-2019/School Circular no.12B

If a suspected case is found, support service group will advise parents to further understand suspected student's learning difficulties and provide feasible solutions. If necessary, **with parent's consent**, suspected students will undergo learning evaluations conducted by Po Leung Kuk Educational Psychologists. If doctor's certifications or other professional reports regarding special learning needs are given, Guidance and Counseling Committee Head will contact the parents and the student, **with parent's consent**, Guidance and Counseling Committee Head will provide support in collaboration with the following units:

- 班主任/科任老師 Class Teachers/Subject Teachers
- 教務主任 Academic Committee Head
- 支援小組老師 Support Services Group Teachers
- 社工 Social Workers
- 保良局教育心理學家 Po Leung Kuk Educational Psychologists
- 轉介人士或機構 Professionals or Organisations

請家長簽妥回條後，囑咐學生於十月三日交回班主任。

Please complete the reply slip and remind your child to return it to the class teacher on 3<sup>rd</sup> October, 2018.

此致

貴家長/監護人

Thank you for your kind attention.

林少娟校長啟  
Ms. S. K. Lam  
Principal

二零一八年九月二十七日  
27<sup>th</sup>September, 2018

回條  
Reply Slip



有關學校通訊第十二號 B 「新措施(德育、課外活動、學生事務、訓導及輔導)及家長須知」事宜業已閱悉。  
I have been clearly informed about the matters in the School Circular no.12B "A Brief Introduction to New Measures (Moral Education, Extra-curricular Activities, Student Affairs, Discipline and Guidance and Counseling) and Notes to Parents".

此覆

保良局何蔭棠中學校長

To the Principal,

Po Leung Kuk Celine Ho Yam Tong College

學生姓名 : \_\_\_\_\_

Student's name

班 別 : \_\_\_\_\_ ( )

Class

家長/監護人簽署 : \_\_\_\_\_

Signature of Parent/ Guardian

二零一八年 月 日

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