



景嶺書院
King Ling College
二零一三至二零一四年度家長通告第二號
School Notice 2

(本通告已上載於本校網頁 <http://www.kingling.edu.hk>)

敬啟者：茲有下列重要事項，祈予垂注：

2 September 2013

Dear parents,

Here are the items for your immediate attention:

(甲) 午膳事宜

鑑於校舍附近食肆不足及學生外出午膳可能引致遲到、曠課及受不良份子滋擾等種種問題，本校規定全體學生均須留校午膳，並特約維他天地服務有限公司，聘請駐校廚師每日為學生提供午膳服務。此項服務並非強制性，貴子弟亦可自備午膳，惟不得於午膳時間離校外。是項措施將有助學生修心養性，專注學業，尚祈閣下鼎力支持。

有關9月9日(星期一)至9月30日(星期一)之午膳套票，請囑貴子弟帶備款項，最遲於9月5日(星期四)放學前，自行前往食物部預購。(註：為使班主任有足夠時間處理班務，9月3日(星期二)至9月6日(星期五)，學生於上完第六節課(中一：下午12:55；中二至中六：下午12:45)後提早放學，毋須留校午膳，敬請垂注。)

(A) Lunching at school

In view of inadequate eateries nearby and possible disciplinary problems, students have to stay at school for lunch. They may employ the lunchbox and canteen services provided by Vitaland. School-based chefs provide catering services for students. Alternatively, students may bring their own lunch. For the sake of students' academic excellence, they will only be allowed to leave the school campus at the dismissal bell in the afternoon. For meals from 9 September (Monday) to 30 September (Monday), students can purchase tickets in the canteen by 5 September (Thursday). (*S.2 to S.6 students will be dismissed at 12:45pm whereas S.1 students will leave school at 12:55pm on 3-6 September; Tuesday to Friday, no lunch service is provided.*)

(乙) 體育課事宜

本校每周編排兩節體育課，給予同學適當的技術及體能訓練。此外，又於9月至10月(女生)及4月至6月(男生)之體育課堂內，將安排在本校特設之室內游泳池教授游泳。為此，請貴家長垂注，如貴子弟患有任何疾病，則應徵詢註冊醫師意見，以確定貴子弟是否適宜上體育課。如貴子弟須暫時或長期豁免上體育課，必須向校方呈交醫生證明書，並申述理由。請填妥本通告所附回條，囑貴子弟於9月5日(星期四)交予班主任。若發現貴子弟有任何健康狀況之改變，祈請立刻通知本校。

(B) Physical education lessons

All students are trained in the 2-period physical education lessons every week. Not only will students learn proper sports skills, but they will also be trained in strength and stamina. In addition, there will be swimming lessons from September to October (for girls), and April to June (for boys). If your children are not fit for such exercises, please consult medical opinion. A doctor's note must be produced for exemption of all or some PE lessons. Please complete the reply form and return it to class teachers by 5 September (Thursday). When health condition changes, please inform the school at once.

(丙) 補課事宜

本校一向重視學生的學業表現，將有老師在放學後或假期中為同學額外補課，為確保同學依時出席，校方清楚規定每次補課都有通告知會家長，家長**必須**簽署回條以示確認，而同學之出席及遲到均會清楚紀錄，作全年考勤一部分，請貴家長留意，並叮囑貴子弟予以重視。情況嚴重者，本校訓導部會按校規施以懲處。

(C) Supplementary lessons

There are supplementary lessons after school or during holidays from time to time to ensure that students properly apply their knowledge. All supplementary lessons will begin with a parent's letter. Please duly acknowledge the letter and advise your children to attend the lessons accordingly. Students failing to attend the lessons may receive disciplinary actions.

(丁) 教育局「減輕學童書包重量」指引

教育局十分關注學童書包過重問題，尤其是發育中的小學生和初中生的脊椎，可能因此而受到損傷，而衛生署亦就此問題作出預防措施建議：學童不應長時間背負重量超過該生體重 15% 的書包。為了解決書包過重問題，特將教育局的建議節錄於下，請 貴家長留意：

1. 培養 貴子弟每天收拾書包的習慣，使其只攜帶確實需用的課本、練習簿和文具回校；
2. 為 貴子弟選用質輕耐用的書包、筆盒和文具；
3. 指導 貴子弟背負書包的正確方法和姿勢，並向其講解書包過重的害處；及
4. 勸 貴子弟勿攜帶雜誌、玩具及其他不需用的物品回校。

上述指引可於教育局網頁查閱。(網址：<http://www.edb.gov.hk/perc>)

(D) School bags

The Education Bureau is very concerned about over-weight school bags, in particular the additional stress and fatigue that they may bring to junior secondary students. In this regard, the Department of Health recommends that, as a precautionary measure, students should avoid carrying school bags which exceed 15% of their body weight for long periods of time.

Advice to students

Students should be aware of the additional stress and fatigue that over-weight school bags may bring about. To help reduce the weight of school bags, students should -

1. cultivate the habit of packing school bags every day, so that students only bring those textbooks, exercise books and stationery items which are necessary ;
2. use school bags, pencil cases and other stationery items which are made of durable but light-weight materials;
3. maintain the correct manner and posture in carrying school bags; and
4. not bring magazines, toys or any other unnecessary items to school.

For details, please refer to the EDB website : <http://www.edb.gov.hk/perc>

(戊) 欠交家課處理辦法

讀書求學，家課作業是必須的，同學可以藉此鞏固知識，老師可瞭解同學的能力和學習進展。為此，本校一向重視同學的家課表現，對屢次欠交者予以提醒及處分。校方特此重申欠交家課的處理方法，請各位家長督促 貴子弟勤做家課，並準時繳交，以免受罰。

1. 每有家課，學生應自行把家課範圍及繳交日期寫於手冊內，以確保準時繳交；
2. 若有欠交，學生必須自行填寫其手冊上之「欠交家課紀錄」，通知家長；
3. 當學生欠交 4 次，校務處會發出備忘給班主任，班主任隨即向學生發出口頭警告，並透過手冊知會家長，學生課後留堂一次；
4. 欠交 7 次者，校務處會發信通知家長。跨學科統籌組老師將會召見學生給予警告，班主任則會致電家長瞭解情況，學生課後留堂一次；
5. 欠交 9 次者，校務處會發信通知家長。跨學科統籌組主任將會召見學生給予警告，班主任亦會約見家長，學生則會被記缺點一次，課後留堂兩次；
6. 欠交 12 次者，校務處會發信通知家長。副校長將會召見學生給予警告，跨學科統籌組老師亦會致電聯絡家長，學生則會再被記缺點一次，課後留堂兩次；
7. 欠交 15 次者，校務處會發信通知家長。副校長將會約見家長，學生則會再被記缺點一次，留堂處分將作特別安排；及
8. 欠交 20 次者，校務處會發信通知家長。校長將會約見家長，學生則會再被記缺點一次，留堂處分將作特別安排。

備註：中一級家長在上學期可於網上查閱學生家課詳情。如需協助，請於辦公時間內致電本校資訊科技統籌老師廖永亮查詢。

(E) Homework delinquency

Homework is an integral part of learning. It allows students to revise materials learned, and allows teachers to understand students' further strengths. Students who continue to neglect homework will be advised and reprimanded. Parents please follow up as needed:

1. Students should fill in the homework items in their handbooks, with portion and submission date details.
2. If students fail to meet the submission deadline, they will fill in the incomplete homework section in the handbook for their parents' inspection.
3. If a student has accumulated **four** missed items, a school chit will be sent to parents via the class teacher; a verbal warning will be given and a record will be marked in the student handbook. The student will receive a detention session.
4. If a student has accumulated **seven** missed homework items, a school letter will be sent to parents. The class teacher will also notify parents by phone. The student will receive a warning from the Cross-curriculum Team and a detention session.
5. If a student has accumulated **nine** missed homework items, a school letter will be sent to parents. The Cross-curriculum Team Head will reprimand the students. The class teacher will meet with the parents to discuss student progress. The student will receive a demerit and two detention sessions.
6. If a student has accumulated **twelve** missed homework items, a school letter will be sent to parents. The vice-principal will reprimand the students. The Cross-curriculum Team will notify parents by phone. The student will receive a demerit again and two detention sessions.
7. If a student has accumulated **fifteen** missed homework items, a school letter will be sent to parents. The vice-principal will meet with the parents to discuss student progress. The student will receive another demerit and there will be a special arrangement for detention sessions.
8. If a student has accumulated **twenty** missed homework items, a school letter will be sent to parents. The principal will meet with the parents to discuss student progress. The student will receive another demerit and there will be a special arrangement for detention sessions.

Remark: S1 parents can check the homework items via the school intranet system. This measure will only be available in the first term. Should you need any assistance, please contact Mr WL Liu of the IT Team during office hours.

(己) 守時、儀容及行為

守時是學生基本的責任，學生遲到第3次起需留堂1次，第4次校方會發信通知家長，第6次記缺點1次，之後每3次再記1缺點。

學生需保持純樸、整潔的儀容，校服儀容違規第4次校方會發信通知家長，第6次記缺點1次，之後每3次再記1缺點。

課堂內外學生必須注意言行舉止，如有不當行為，領袖生會發出警告，累積6次領袖生隊長會向學生發出通知書，8次需面見訓導老師，10次記缺點1次，之後每5次再記1缺點。

學校是愉快學習的地方，希望同學能互相尊重、恪守校規，來年學業及品格都有所進步。

(F) Punctuality, appearance and behavior

Being punctual is the fundamental responsibility of students. If a student has accumulated **three** tardiness records, the student will receive a detention session. If a student has accumulated **four** tardiness records, a school letter will be sent to parents. If a student has accumulated **six** tardiness records, the student will receive a demerit. A demerit will be given for every three records marked thereafter.

Students should maintain a decent and tidy appearance. If a student has accumulated **four** records of wearing improper uniform, a school letter will be sent to parents. If a student has accumulated **six** records of wearing improper uniform, the student will receive a demerit. A demerit will be given for every three records marked thereafter.

Students should behave well inside and outside the school. Should there be any inappropriate behavior, prefects will issue a warning note. If a student has accumulated **six** records, the student will receive a notification letter. If a student has accumulated **eight** records, the student will meet the discipline teacher. If a student has accumulated **ten** records, the student will receive a demerit. A demerit will be given for every five records marked thereafter.

School is the ground for happy learning. Students should discipline themselves with mutual respect and obedience.

(庚) 中五學科增修/退修

中五學生應按本身的學習能力、興趣和升學需要認真考慮應否增修或退修某一學科。所有申請須於2013年9月13日(星期五)前經相關科目老師提交。申請結果將於9月下旬個別通知學生及家長。所有退修學生應善用騰出的時間加強其他學科的學習，以提升整體學術成績。另外，所有中五退修學生必須參加中、英、數輔導課程，詳情容後公佈。

(G) Adding/Dropping of subject for S.5

S.5 students should take serious consideration when adding or dropping a subject based on personal learning ability, interest and career aspiration. All applications must be submitted to the subject teacher by 13 September 2013 (Friday). Results will be released in late September with individual notification. To achieve better academic results, successful applicants should treasure the time for study. Further, S.5 students who have dropped any subject(s) must participate in the Chinese, English and Mathematics remedial courses. Details will be announced in due course.

(辛) 全年統測安排

本校於星期一第一節設各科統測，以提高學生學習動機，並鼓勵學生平日勤加溫習。本校期望學生在持續評估中瞭解自己的學習水平，以便盡早發現自己在學習上的問題，並作適當改善。懇請台端督促貴子弟勤加溫習，以獲取更佳成績。

有關統測之注意事項如下：

1. 學生必須出席所有統測。
2. 學生如因病告假，須於回校首日向班主任提交醫生證明書(中西醫均可)及家長信，方可安排補測。
3. 如遇緊急事故，如熱帶氣旋、持續大雨、或雷暴等，以致學校必須停課，校方會另行安排時間舉行測驗。
4. 如當天未有安排統測，請同學自修。

(請妥為保存附件一之「2013-2014 全年統測時間表」)

(H) Uniform tests

Uniform tests are held regularly on Monday mornings to enrich students' self-learning and allow formative assessment. Please advise your child to revise and solicit assistance as needed:

- 1 Attendance to uniform tests is mandatory.
2. For sick leave, the student must provide a medical certificate (either from Chinese or western physician) AND a parent's letter for make-up test.
3. If the school is closed because of weather or other incidents, rescheduling of the uniform test will be made.
4. Students without uniform tests will have private study lesson.

(Please see appendix 1)

(壬) 個人八達通卡事宜

有意經由學校集體申請註有「學生身份」之個人八達通卡者，請注意以下各項：

申請資格：年齡介乎12至25歲的本校學生

申請程序：學生可申請

1. 學生身份個人八達通卡，或
2. 延續個人八達通卡上的「學生身份」。

申請手續：

申請學生身份八達通卡：

1. 有意申請的同學於9月3日(星期二)前向班主任索取學生身份個人八達通卡申請表。
2. 預備一張1"×1½"(2.5cm × 3.8cm)彩色證件相片。
3. 填妥申請表後，連同費用\$90於9月4日(星期三)交回班主任。
4. 已批出的個人八達通卡將於2013年11月由學校派發給學生。

延續個人八達通卡上的「學生身份」(中四)：

於2013/2014學年升讀中四，並持有加註有「學生身份」的個人八達通卡的學生，須辦理啓動或延續手續。請於9月4日(星期三)前把填妥的申請表交回班主任，並可於2013年10月20日或以後，到任何港鐵客務中心辦理延續「學生身份」手續及繳付20元行政費。

詳情請參閱附件二或於 www.mtr.com.hk 下載表格。港鐵熱綫：2881 8888。

(I) Personalized Octopus Card

Eligible full-time students aged between 12 and 25 who are currently enrolled on a full-time day course offered by Hong Kong institutions and wishing to enjoy MTR concessionary fares, have to do one of the following:

1. Apply for a new Personalised Octopus card with "Student Status".
2. Activate/renew the "Student Status" on a Personalised Octopus card.

Application Procedures:

Application for a Personalised Octopus card with "Student Status"

Students must prepare a colour passport photo; return the completed application forms and HK\$90 application fee to their class teachers by 4 September 2013(Wednesday). Cards will be distributed through school in November 2013.

Application for Activation/Renewal of "Student Status" on a Personalised Octopus card (S.4)

Students studying S.4 in the academic year of 2013/14 and possess Personalised Octopus cards with "Student Status" have to activate/renew the cards every year. Students have to submit the application forms to their class teachers by 4 September 2013 (Wednesday). Please go to any MTR Customer Service Centre in person with your Personalised Octopus card to activate/renew the "Student Status" anytime from 20 October 2013 onwards. An administration fee of HK\$20 is payable on the date when your card is successfully activated/renewed.

For details, please refer to MTR circular (Appendix 2) or download the application form at www.mtr.com.hk. MTR hotline: 2881 8888.

(癸) 有關申請學生車船津貼及書簿津貼減免事宜

有意在2013/2014學年申請學生資助，可向校務處索取申請表格A。請於10月31日或以前把文件寄回學生資助辦事處。詳情請瀏覽 <http://www.sfaa.gov.hk/>

(J) Financial Assistance (School Textbook Assistance/ Student Travel Subsidy Schemes/ Subsidy Scheme for Internet Access Charges)

Families who wish to apply for the above Schemes may obtain the application documents from School Office. Applicants are required to submit the completed application documents to the Student Financial Assistance Agency (SFAA) by 31 October, 2013.

For details, please visit this website <http://www.sfaa.gov.hk/>

(子) 訂閱英文報章及雜誌計劃

為擴闊學生的國際視野及培育自學能力，全校學生在本年度均需訂閱英文報章及雜誌作教學用途。

所有同學需使用八達通繳交相關費用。繳交日期為9月16日(星期一)至19日(星期四)。

詳情見附件三。

(K) English newspaper and magazines subscription

To broaden students' horizons and to nurture their self-learning skills, students are encouraged to subscribe to the English newspaper and magazines in 2013-2014. All students should pay via Octopus from 16 September 2013 (Monday) to 19 September 2013 (Thursday). Please see Appendix 3.

(丑) 家長教師會會費 (中一級)

為使有充足經費推動家長教師會各項會務工作及活動，凡入讀本校新生，只需一次過繳交會費一百元正，直至該生離校。

(L) PTA Membership Fee (S1)

To have sufficient funding for the operation of PTA administrative work and events, new students are required to pay \$100 as the membership fee which will be valid until the student's departure.

(寅) 葛量洪生活津貼

葛量洪獎學基金委員會現邀請在 2013/2014 年就讀中四至中六之學生申請葛量洪生活津貼，細則如下：

- (一) 學生必須是香港居民而其本人沒有以個人名義或作為家庭成員的情況下領取綜合社會保障援助 (綜援)。
- (二) 如非特殊情況，重讀生的申請將不獲考慮。

申請者請往香港灣仔皇后大道東 213 號胡忠大廈 34 樓葛量洪獎學基金委員會秘處索取，或於 <http://www.sfaa.gov.hk/eng/other/content16.htm> 網頁下載或可致電 3718 6830 葛量洪獎學基金委員會。填妥表格後，於 2013 年 9 月 18 日或以前交回校務處。如有查詢，可聯絡馬韻芝老師 (109 室)。

(M) Grantham Maintenance Grant 2013/14

The Grantham Scholarships Fund Committee is now inviting applications from Secondary four to Secondary six students for the Grantham Maintenance Grants for the academic year 2013/14.

Eligibility:

1. The student-applicant must be a Hong Kong resident who is not in receipt of the Comprehensive Social Security Assistance in his/her own name or as a member under the applicant's family.
2. Repeaters will not be considered except under very special circumstances.

Students who wish to apply for the grants may obtain application forms from the Secretary of the Grantham Scholarships Fund Committee on 34/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or simply download the documents from the website:

<http://www.sfaa.gov.hk/eng/other/content16.htm>

or call the Committee at 37186830. Students must return the application forms to the School Office by 18 September 2013. Please see Ms Ma W C for more information (Room 109).

(卯) 特別上課時間表及夏令上課時間表

本校於 9 月 3 日 (星期二) 至 6 日 (星期五) 期間，將按特別上課時間表上課，詳情參閱「特別上課時間表」。中一級同學的放學時間為下午 12:55；其他級別則為下午 12:45。

此外，9 月 9 日 (星期一) 至 9 月 19 日 (星期四) 期間，全校均按夏令時間表上課，請各位家長注意上課及下課時間，督促 貴子弟依時回校及返家。

逢星期五舉行周會，學生放學時間將順延至周會結束。

夏令上課時間表	預備鐘		上午 7:55
		早會	上午 8:00-8:20
	第一節		上午 8:20-9:00
	第二節		上午 9:00-9:35
		第一小息	上午 9:35-9:50
	第三節		上午 9:50-10:25
	第四節		上午 10:25-11:00
		第二小息	上午 11:00-11:15
	第五節		上午 11:15-11:50
	第六節		上午 11:50-中午 12:25
		午膳時間	中午 12:25-下午 1:25
	第七節		下午 1:25-2:00
	第八節		下午 2:00-2:35
第九節		下午 2:35-3:10	

本校規定，夏令上課時間內，學生必須於下午五時前離開校舍。

(N) Special and summer time tables

From 3 to 6 September, school will break at 12:45pm (S1 students will leave school at 12:55 pm).

Preparation bell		7:55
	Morning assembly	8:00 – 8:20am
Period 1		8:20 – 9:00am
Period 2		9:00 -9:35am
	Recess 1	9:35 – 9:50am
Period 3		9:50 – 10:25am
Period 4		10:25 – 11:00am
	Recess 2	11:00 – 11:15am
Period 5		11:15 – 11:50am
Period 6		11:50am – 12:25pm
	Lunch	12:25 – 1:25pm
Period 7		1:25 – 2:00pm
Period 8		2:00 – 2:35pm
Period 9		2:35 – 3:10pm

Between 9 and 19 September, the school will practice summer time table as above. When summer time table is enforced, students should leave school by 5:00pm.

School assembly is held every Friday afternoon, class may end later than usual.

(辰) 請假事宜

學生均須準時出席學校為同學所舉辦之活動，包括試後活動、結業禮等，無故缺席者，將按校規作出處分。若學生因病缺席，當天早上必須致電回校告假，並於活動日後盡快交回醫生信；若因事請假，必須盡早遞交家長信向學校申請，信中必須詳列原因。一般來說，若非特殊原因，校方不會批准申請。詳情請參閱學生手冊第六至七頁及第十至十一頁。

(O) Leave application

Students must attend all school functions, including post-exam activities and closing ceremony. Absentee with unground reason will be reprimanded according to the school rules. For sick leave, parents must inform the school by phoning the school office in the morning and submit a doctor's note on the following day. For casual leave, parent letter with detailed explanation must be submitted to school as early as possible. Except in extraordinary circumstances, formal permission will not be granted. For details, please refer to p.6 to p.7 and p.10 to p.11 of student handbook.

(巳) 學生儲物櫃借用守則

- 一、本校設置儲物櫃目的，在於方便同學於日常上課期間，把未需即時使用的課業物品暫時存放。
- 二、學生不可將非課業物品放置儲物櫃內，亦須於每天放學後收拾櫃內物品，將課本及習作携回家中溫習。
- 三、借用儲物櫃費用全免，惟學生必須自備鎖頭及將儲物櫃上鎖，鎖匙必須隨身攜帶並妥善保管。學生如因遺失鎖匙或使用不當而需校方協助剪開鎖頭者，須具家長信提出申請及繳交開鎖費用20元，而所收費用一概捐作慈善用途。
- 四、使用儲物櫃的學生，應以不影響自己及其他同學為大原則，因此，在以下時間，學生不可以使用儲物櫃：

- | |
|--|
| <ol style="list-style-type: none">1. 上課和轉堂期間；2. 早會或週會前5分鐘；3. 上課前5分鐘；4. 學校清場前15分鐘。 |
|--|

- 五、儲物櫃屬學校公物，學生必須愛護及善用，不得塗污或裝飾。如使用不當而導致損壞，須按價賠償。
- 六、儲物櫃不可存放貴重物品，若有損失，責任自負。
- 七、學生於每年考試前須將儲物櫃開啟，清理潔淨後交還校方，否則工友會將櫃內物品清理，不予保留。
- 八、校方有權要求學生開啟儲物櫃，以備檢查，學生若未能即時提供鎖匙，校方有權剪開鎖頭開啟，而毋須作出賠償。
- 九、凡違反上述守則之學生，校方可即時取消其借用儲物櫃的權利。

(P) Student lockers

1. Lockers are for student storage convenience for learning-related items.
2. Items not related to everyday learning should not be stored in the lockers. Students should pack all textbooks and exercise books needed for home study.
3. Lockers are on free loan, but students must prepare their own locks. Keys to lockers should be kept safely by students. If a student asks the school to cut open his/her lock, or use inappropriately, a parent letter is needed for authorization, and a HK\$20 fee will be charged. Amount collected will be used for charity purposes.
4. The use of lockers should not affect regular class learning; students should not open their lockers during the following slots:
 - a. during and between lessons
 - b. five minutes before morning assembly and afternoon assembly
 - c. five minutes before lesson begins
 - d. 15 minutes before school closes
5. Lockers are school properties. Students should take great care of them without graffiti and decoration. If the locker is damaged because of misuse, student will reimburse as needed.
6. No valuables should be kept in the lockers; students will be responsible for stored articles.
7. All lockers must be cleared out before the final examinations. Supporting staff will discard stored articles during the period.
8. School authority will request students to open lockers for inspection. If a student refuses to cooperate, the lock will be cut open at the student's expense.
9. If students fail to observe the points above, they will lose their locker right altogether.

(午) 使用多媒體教室事宜

本校辦學團體為提高教學水平，特撥出經費加設多媒體教室，對同學的學習極有裨益。為確保學生愛惜上述設施，本校已制訂「多媒體教室守則」，著學生嚴格遵守。守則其中一項乃針對設施損毀：「學生若損毀多媒體教室任何設施，須照價賠償；若蓄意破壞者，除照價賠償外，校方將嚴厲懲處」。

(Q) The use of multi-media classrooms

Much investment and resources have been put for learning on campus. Regulations for using special rooms and multi-media classrooms have been set, students must observe those listed. Students will reimburse as needed if items are destroyed in the room. Intentional vandalism will result in reimbursement and reprimands.

(未) 香港賽馬會全方位學習基金

香港賽馬會全方位學習基金旨在為經濟出現困難的學生提供資助以供同學參加學校認可的學習活動(例如：車費或住宿營費等)。

(R) Jockey Club Life-wide Learning Fund

The fund aims to support needy students to participate in learning programmes organized or recognized by the school in Hong Kong.

(申) 校本課後學習及支援計劃

「校本課後學習及支援計劃」主要是資助清貧學生參加課外活動。藉以提升他們的學習效能、擴闊他們在課堂以外的學習經驗。

上述基金申請細則如下：

1. 獲學生資助計劃全額津貼；或
2. 現正領取綜合社會保障援助(綜援)；或
3. 家庭如遇突變，致令家庭經濟頓陷困境。

有需要申請以上活動基金的同學，可到校務處索取申請表格或聯絡敖美玉老師(109室)。

(S) School-based After-school Learning and Support Programmes

The Programme aims to help disadvantaged students to participate in after-school activities so as to improve their learning effectiveness and broaden their learning experiences outside the classroom.

Families eligible for full grant of the Student Financial Assistance Agency (SFAA), the Comprehensive Social Security Assistance (CSSA) or other disadvantaged students may apply for the subsidy.

If you are interested, please get the application form at the School General Office or see Ms Ngo M Y (Room109) for more information.

(酉) 上課天遇有熱帶氣旋及持續大雨的安排

根據教育局指引，如遇有上課期間，天文台發出一號及三號熱帶氣旋或黃色、紅色及黑色暴雨警告信號，除非教育局作出特別宣佈，學校應繼續上課，直至正常放學時間，並應在安全情況下方可讓學生回家，家長無需趕往學校接送。(詳情見附件四。)

此外，除非教育局有特別指令，本校對早上八時後才發出的紅色及黑色暴雨警告信號，將採取以不變應萬變的策略，讓全體學生繼續留校上課至當日正常下課時間。學生不得無故缺席，家長也不必冒險前來接送子弟。若有其他理由非接走貴子弟不可，除父母或監護人外，本校將不接受家長委託他人接送子女。

(T) Arrangements for Tropical Cyclones and Heavy Persistent Rain

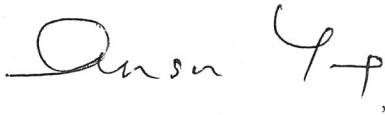
According to EDB's guidelines, when Tropical Cyclone Warning Signal No.1, No.3 or Amber/Red/Black Rainstorm Warning Signal is issued during school hours, school will operate as usual unless the EDB has made special announcement on closure of schools. Students will be allowed to return home when safe conditions are ensured. Parents are not recommended to rush to school for picking up the children. (Please refer to Appendix 4)

When Red or Black Rainstorm Warning Signal is issued after 8:00am, school will continue the lessons as normal unless the EDB has made special announcement. Any absence with unsound reasons will not be allowed. Parents do not need to rush to school for picking up the children. In case of special condition, only parents or guardians are eligible for picking up the children.

此致
貴家長

Thank you for your attention.

Sincerely,



Anson Yang, Ph.D.
Principal

校長

楊明倫 謹啟

二零一三年九月二日



修身齊家為本
弘揚博愛精神
FROM ME TO WE

KING LING COLLEGE
2013 – 2014
Monday Uniform Test Timetable

First Term

Date	School Opens						Remarks	
	S1	S2	S3	S4	S5	S6		
2/9/13	Self study	Self study	Self study	Chi. lesson	Eng. Lang.	Chi. Lang.		
9/9/13	Self study	Self study	Chi. Lang.	Lib. Stud.	Chi. lesson	Eng. Lang.		
16/9/13	Chi. Lang.	Eng. Lang.	Math.	Chi. lesson	Chi. Lang.	Math.		
23/9/13	Eng. Lang.	Math.	Lib. Stud.	Chi. Lang.	Chi. lesson	Lib. Stud.		
30/9/13	Math.	Chi. Lang.	Eng. Lang.	Lib. Stud. lesson	Math.	Self study/Phy.		
7/10/13	I.S.	Lib. Stud.	Geog.	Math.	Chi. lesson	Chi. Lang.		
21/10/13	Geog.	DT/TL	Chem.	Chi. lesson	Lib. Stud.	Self study/Econ.		
28/10/13	Lib. Stud.	Hist.	Chi. Hist.	Eng. Lang.	Chi. lesson	Math.		
4/11/13	Chi. Hist.	I.S.	CTT	Lib. Stud. lesson	Eng. Lang.	Self study/Chem.		
18/11/13	CTT	Chi. Hist.	Phy.	Chi. lesson	Chi. Lang.	Lib. Stud.		
25/11/13	Hist.	Geog.	DT/TL	Math.	Chi. lesson	Self study/BAFS		
9/12/13	DT/TL	CTT	Bio.	Chi. lesson	Math.	Eng. Lang.		
16/12/13	Self study	Self study	Hist.	Lib. Stud. lesson	Lib. Stud.	Self study/Bio.		
6/1/14	2/1 – 16/1 First Term Examination						Self study	
13/1/14	2/1 – 12/2 S6 Mock Examination							

Second Term						Remarks
Date	S1	S2	S3	S4	S5	
20/1/14	Self study	Self study	Self study	Self study	Self study	
27/1/14	Chi. Lang.	Eng. Lang.	Lib. Stud.	Chi. lesson	Eng. Lang.	
10/2/14	Eng. Lang.	Math.	Chi. Lang.	Eng. Lang.	Chi. lesson	
17/2/14	Math.	Chi. Lang.	Eng. Lang.	Chi. lesson	Math.	
3/3/14	I.S.	Lib. Stud.	Math.	Chi. Lang.	Chi. lesson	
10/3/14	Geog.	DT/TL	Hist.	Chi. lesson	Chi. Lang.	
17/3/14	Lib. Stud.	I.S.	Bio.	Math.	Lib. Stud.	
24/3/14	Chi. Hist.	Hist.	DT/TL	Eng. Lang.	Chi. lesson	
31/3/14	CTT	Chi. Hist.	Phy.	Lib. Stud. lesson	Eng. Lang.	
7/4/14	Hist.	Geog.	CTT	Lib. Stud. lesson	Math.	
10/4/14 (Th)	DT/TL	CTT	Chi. Hist.	Chi. Lang.	Chi. lesson	Monday Timetable 1st period
28/4/14	Chi. Lang.	I.S.	Chem.	Lib. Stud. lesson	Chi. Lang.	
12/5/14	Eng. Lang.	Math.	Geog.	Lib. Stud. lesson	Lib. Stud.	
19/5/14	Math.	Chi. Lang.	Lib. Stud.	Math.	Chi. lesson	
27/5/14(Tue)	I.S.	Eng. Lang.	Chi. Lang.	Chi. lesson	Self study	Monday Timetable 1st period
9/6/14	6/6 – 20/6 Second Term Examination					

Examinations and Assessment Team
Academic Affairs Section
August, 2013



附件二：學校須知 - 學校集體申請
申請加註有「學生身分」個人八達通及
啟動／延續個人八達通上的「學生身分」

1. 通知學生

1. 申請程序：

- 申請加註有「學生身分」的個人八達通
 - 啟動／延續個人八達通上的「學生身分」
2. 首次申請加註有「學生身分」的個人八達通的學生，在完成申請批核後將獲 20 港元可用儲值額，作為特別回贈。
 3. 加註於個人八達通的「學生身分」只適用於港鐵。使用已加註「學生身分」個人八達通人士(包括 12 歲或以下)須留意，在使用有關個人八達通乘搭港鐵以外之交通工具時，必須遵從該營運公司之規定及條件，而 12 歲或以下人士有可能被收取全數成人車資。
 4. 特惠單程車票不適合 12 歲或以上的學生使用。學生如欲在港鐵網絡*享用特惠車費，只可使用加註有「學生身分」的個人八達通。

* 不包括機場快綫、東鐵綫頭等、羅湖站和落馬洲站

2. 申請資格

申請人必須為符合下列定義的學生：

「學生」：是指年齡介乎 12 至 25 歲，現正就讀於本港認可院校全日制日間課程的任何人士（未滿 26 歲的學生亦可申請，以遞交申請表時的年齡為準）。

「全日制日間課程」：一般是指要求修讀人士在一個學年內在認可院校修讀 30 週或以上，而每週上課時間不少於 20 小時的日間課程。

「認可院校」是指：

- 《教育條例》（第 279 章）第 2 條所指的學校；
- 《教育條例》（第 279 章）第 3 條所指的註冊學校；
- 《教育條例》（第 279 章）第 9 條 1(a)及 1(b)所豁免的學校；
- 學校的定義根據《教育條例》（第 279 章）第 3 條所定；
- 不包括根據《教育條例》（第 279 章）註冊並提供非正規課程的私立學校；
- 香港鐵路有限公司不時認可的其他學校。

3. 申請加註有「學生身分」個人八達通

未持有個人八達通（卡上印有申請人的姓名和相片）的學生，必須申請加註有「學生身分」的個人八達通。

申請費為 90 港元，費用包括：

- 可退還的個人八達通按金 50 港元
- 八達通卡有限公司所收取的不可退還手續費 20 港元**
- 港鐵學生乘車優惠計劃行政費 20 港元

**首次申請加註有「學生身分」的個人八達通的學生，在完成申請批核程序後將獲 20 港元可用儲值額，作為特別回贈。



4. 申請啟動／延續
個人八達通上的
「學生身分」

於 2013/2014 學年升讀中四或升讀中六以上，並持有加註有「學生身分」的個人八達通的學生，卡內的「學生身分」有效期將於 2013 年 10 月 31 日屆滿。如屆滿時仍未辦妥啟動／延續「學生身分」的手續，則有關學生由 2013 年 11 月 1 日起須繳付成人車資。

啟動／延續「學生身分」的行政費為 20 港元，可於任何港鐵車站客務中心(各機場快綫站、羅湖、落馬洲、馬場、迪士尼及欣澳站除外)辦理手續時繳付。

5. 「學生身分」
有效期

班級	有效年期	到期日
小學四年級或以下 (年齡 12 歲或以上學生)	6 年	2019 年 10 月 31 日
小學五年級 (年齡 12 歲或以上學生)	5 年	2018 年 10 月 31 日
小學六年級 (年齡 12 歲或以上學生)	4 年	2017 年 10 月 31 日
中學一年級	3 年	2016 年 10 月 31 日
中學二年級	2 年	2015 年 10 月 31 日
中學三年級	1 年	2014 年 10 月 31 日
中學四年級	3 年	2016 年 10 月 31 日
中學五年級	2 年	2015 年 10 月 31 日
中學六年級或以上	1 年	2014 年 10 月 31 日 其後須逐年申請延續
特殊學校	按課程而定	就讀與上述中、小學學制 相同年級課程者，「到期 日」會與上述級別相同， 但不會早於 2016 年 10 月 31 日(以較長年期者為 準)。其他班級／課程的 有效期至 2016 年 10 月 31 日。



APPENDIX 2: NOTICE TO SCHOOLS - BULK APPLICATIONS THROUGH SCHOOL
Applications for Personalised Octopus with "Student Status"
and Activation/Renewal of "Student Status" on a Personalised Octopus

1. Notify students

1. Application procedure:
 - application of Personalised Octopus with "Student Status"
 - activation/renewal of "Student Status" on a Personalised Octopus
2. A special rebate of HK\$20 will be offered to FIRST TIME APPLICANTS for the Personalised Octopus with "Student Status". The rebate will be given in the form of HK\$20 usable value encoded on the processed card.
3. The "Student Status" encoded on a Personalised Octopus is valid for MTR travel only. Users of Personalised Octopus (including aged 12 or under) encoded with "Student Status" are reminded when they travel on any non-MTR transport with this card that they are liable to the individual terms and conditions of the respective transport provider and may be charged full adult fare even though they are aged 12 or under.
4. Concessionary Single Journey Tickets are invalid for students aged 12 or above. Students may only use Personalised Octopus with "Student Status" if they wish to benefit from the concessionary fares in the MTR network*.

* Airport Express, East Rail Line First Class and Lo Wu, Lok Ma Chau are not included

2. Eligibility

An applicant for a Personalised Octopus must be a student under the following definitions:

"Student" refers to any person between the ages of 12 and 25 who is currently enrolled in a full-time day course offered by an acceptable institution in Hong Kong.

(Students who have not yet reached 26 may apply. An applicant's age is determined by the time at which the application is submitted.)

"Full-time day course" refers to a day time course, which normally requires the participant to attend an acceptable institution for not less than 20 hours of academic instruction each week for 30 weeks or more in academic year.

"Acceptable institution" refers to:

- schools referred to in Section 2 of the Education Ordinance (Cap279);
- registered schools that fall under Section 3 of the Education Ordinance (Cap279);
- schools exempted from the Education Ordinance (Cap279) under sections 9(1)(a) and (b);
- the word school is defined in Section 3 of the Education Ordinance (Cap279)
- private schools offering non-formal curriculum registered under the Education Ordinance (Cap279) are not included;
- other schools as occasionally approved by the MTR Corporation.



3. New application for a Personalised Octopus with "Student Status" Students who do not possess a Personalised Octopus (with their name and photo printed on the card) have to apply for a Personalised Octopus with "Student Status".
- Application fee: HK\$90 including:-
- HK\$50 refundable card deposit
 - HK\$20 non-refundable service charged by Octopus Cards Limited
 - HK\$20 administration fee levied for MTR Student Travel Scheme
- * A special rebate of HK\$20 will be offered to FIRST TIME APPLICATIONS for the Personalised Octopus with "Student Status". The rebate will be given in the form of HK\$20 usable value encoded on the processed card.

4. Application for Activation/Renewal of "Student Status" on a Personalised Octopus Students promoting to Form 4 or above Form 6 in the 2013/2014 academic year who possess Personalised Octopus with "Student Status" are reminded that the "Student Status" on their cards will expire on 31 October 2013. If their "Student Status" is not activated/renewed, full adult fares will be deducted from their cards starting from 1 November 2013.

An administration fee of HK\$20 should be paid when the "Student Status" is activated/renewed at any MTR Customer Service Centres (except Airport Express stations, Lo Wu, Lok Ma Chau, Racecourse, Disneyland Resort and Sunny Bay stations).

5. Validity of "Student Status"

Class	Validity	Expiry Date
Primary 4 or below (students aged 12 or above)	6 years	31 October 2019
Primary 5 (students aged 12 or above)	5 years	31 October 2018
Primary 6 (students aged 12 or above)	4 years	31 October 2017
Form 1	3 years	31 October 2016
Form 2	2 years	31 October 2015
Form 3	1 year	31 October 2014
Form 4	3 years	31 October 2016
Form 5	2 years	31 October 2015
Form 6 or above	1 year	31 October 2014 (validity to be renewed on a yearly basis)
Special School	Subject to the curriculum	For curriculum similar to the 'Class' listed above, the validity granted will be the same as the associated class, but will not be earlier than 31 October 2016 (whichever validity is longer). For other classes/curriculums, the expiry date is 31 October 2016.

訂閱英文報章及雜誌計劃
English newspaper and magazines subscription

級別 Levels	報章 / 雜誌 Newspaper / magazines	訂購日期 Frequency	每份價目 Price per copy	總金額 Total amount
中一-中三 S1 - S3	南華早報 South China Morning Post	逢星期一 或 二 Mondays or Tuesdays	\$ 2.1	\$ 56.7
	英文雜誌 English Magazine: The English Corner	月份：10 - 5月 Monthly (October - May)	\$ 12.0	\$ 96.0
中四-中五 S4 - S5	南華早報 South China Morning Post	逢星期一 或 二 Mondays or Tuesdays	\$ 2.1	\$ 56.7
	英文雜誌 English Magazine: The English Channel	月份：10 - 5月 Monthly (October - May)	\$ 12.0	\$ 96.0
中六 S6	南華早報 South China Morning Post	逢星期一 或 二 Mondays or Tuesdays	\$ 2.1	\$ 25.2

上課天遇有熱帶氣旋及持續大雨的安排：

熱帶氣旋

遇有熱帶氣旋影響香港，家長應留意電台或電視台的公布，而教育局亦會就此發出適當公布：

天氣情況	應採取的行動
當天文台發出一號熱帶氣旋警告信號	所有學校(包括幼稚園)均應照常上課。
當天文台發出三號熱帶氣旋警告信號*	所有幼稚園、身體弱能兒童學校及弱智兒童學校均應停課。除非另行通知，否則其他學校應照常上課。
當天文台發出八號預警/八號或以上熱帶氣旋警告信號*	所有學校均應停課。
當天文台以三號取代八號或以上熱帶氣旋警告信號	所有幼稚園、身體弱能兒童學校及弱智兒童學校均應繼續停課。除非道路或其他情況仍然惡劣，否則其他學校(在當日的下午或翌日的上午)應恢復上課。
當天文台以一號取代三號熱帶氣旋警告信號或取消所有熱帶氣旋警告信號	所有學校(在當日的下午或翌日的上午)均應恢復上課。

持續大雨

在暴雨期間，家長應密切留意電台或電視台的公布。如需取得更詳盡的雨量分布資料，可依以下網址，進入天文台的網頁瀏覽：<http://www.weather.gov.hk/wxinfo/rainfall/index.htm>

以下一般安排會在暴雨期間適用，而教育局亦會就此發出適當公布：

暴雨警告信號	應採取的行動
黃色	- 除教育局特別宣布停課外，所有學校(包括幼稚園)均應照常上課。
紅色或黑色	
(i) 在上午六時十五分前發出	- 上午校及全日制學校應全日停課。
(ii) 在上午六時十五分至八時發出	- 所有上午校及全日制學校均無須上課。 - 學校必須確保校舍開放，同時安排教職員照顧已離家上學的學生，直至正常放學時間為止，並應在安全情況下，方可讓學生回家。 - 未離家上課的學生應留在家中。
(iii) 在上午八時至十時三十分發出	- 上午校及全日制學校應繼續上課，直至正常放學時間為止，並應在安全情況下，方可讓學生回家。
(iv) 在上午十時三十分至十一時發出	- 下午校停課。 - 上午校及全日制學校應繼續上課，直至正常放學時間為止，並應在安全情況下，方可讓學生回家。
(v) 在上午十一時至下午一時發出	- 下午校無須上課。 - 下午校必須確保校舍開放，同時安排教職員照顧已離家上學的學生，直至正常放學時間為止，並應在安全情況下，方可讓學生回家。 - 未離家上課的下午校學生，應留在家中。 - 上午校及全日制學校應繼續上課，直至正常放學時間為止，並應在安全情況下，方可讓學生回家。
(vi) 在下午一後發出	- 所有學校應繼續上課，直至正常放學時間為止，並應在安全情況下，方可讓學生回家。

Tropical Cyclones

Parents should listen to radio or television announcements when tropical cyclones affect Hong Kong. The following general arrangements will apply and appropriate public announcements will be made.

Weather condition	Action to be taken
When Tropical Cyclone Warning Signal No. 1 is issued	⌚ All schools, including kindergartens, are to operate as usual.
When Tropical Cyclone Warning Signal No. 3 is issued*	⌚ All kindergartens, schools for physically handicapped children and schools for mentally handicapped children are to close. ⌚ Other schools are to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued*	⌚ All schools are to close.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	⌚ All kindergartens, schools for physically handicapped children and schools for mentally handicapped children are to remain closed. ⌚ Other schools are to resume with the next session unless road or other conditions remain adverse.
When Tropical Cyclone Warning Signal No. 3 is replaced by Signal No.1 or when all signals are cancelled	⌚ All schools are to resume with the next session.

Heavy Persistent Rain

Parents should listen to radio or television announcements regularly during rainstorms. For more detailed information regarding rainfall distribution, parents may visit the webpage of the Hong Kong Observatory at the following URL:

<http://www.hko.gov.hk/wxinfo/rainfall/isohyete.shtml>

In the event of rainstorms, the following general arrangements will apply and appropriate public announcements will be made: Rainstorm Warning Signal	Action to be taken
AMBER	⌚ Unless the Education and Manpower Bureau has made special announcement on closure of schools, all schools, including kindergartens, will operate as usual.
RED or BLACK	
(i) Before 6:15 a.m.	⌚ AM and Whole-day schools will be closed all day.
(ii) 6:15 a.m. – 8:00 a.m.	⌚ There will be no lessons for all AM and Whole-day schools. ⌚ Schools should ensure that their premises are open until the end of the normal school hours and arrange staff to look after those students who have left home for school. They should also ensure that conditions are safe before allowing students to return home. ⌚ Students who have not left for school should stay home.

<p>Rainstorm Warning Signal Action to be taken (iii) 8:00 a.m. – 10:30 a.m.</p>	<p>⌚ AM and Whole-day schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home.</p>
<p>(iv) 10:30 a.m. – 11:00 a.m.</p>	<p>⌚ PM schools will be closed. ⌚ AM and Whole-day schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home.</p>
<p>(v) 11:00 a.m. – 1:00 p.m.</p>	<p>⌚ There will be no lessons for PM schools. ⌚ PM schools should ensure that their premises are open until the end of the normal school hours and arrange staff to look after those students who have left home for school. They should also ensure that conditions are safe before allowing students to return home. ⌚ Students of PM schools who have not yet left for school should stay home. ⌚ AM and Whole-day schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home.</p>
<p>(vi) After 1:00 p.m.</p>	<p>⌚ All schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home.</p>

體育課回條 (請囑 貴子弟於9月4日前交回班主任)

敬覆者： 本人已知悉體育課上課安排事宜，有關資料詳列如下：

學生姓名：_____ 性別：男／女 班別：_____ 班號：_____

出生日期：_____年_____月_____日

- 上述學生適宜上體育課。
- 上述學生不適宜上體育課，茲附上醫生證明書。
- 請豁免上述學生由_____年_____月_____日至_____年_____月_____日上體育課，茲附上醫生證明書。

此覆
景嶺書院校長

家長簽署：_____

二零一三年九月 日

2013-2014

學生借用儲物櫃家長承諾書

(請囑 貴子弟於9月4日前交回班主任)

本人承諾 敝子弟於借用 貴校儲物櫃期間，當遵守通告內所列守則。若 敝子弟違反守則，學校可即時取消其借用儲物櫃的權利。

學生姓名：_____ 班別：_____

家長姓名：_____

家長簽署：_____

日期：_____ 2013年9月 日



景嶺書院
King Ling College
二零一三至二零一四年度家長通告第二號
School Notice 2

(本通告已上載於本校網頁 <http://www.kingling.edu.hk>)

回 條

敬覆者：本人已知悉家長通告第二號內容，有關訂閱英文報章及雜誌一事。

敝子弟願經 貴校訂閱：

級別	報章 / 雜誌	金額	請「√」以下選項
中一至中三	南華早報	\$ 56.7	
中一至中三	英文雜誌: The English Corner	\$ 96.0	
中四至中五	南華早報	\$ 56.7	
中四至中五	英文雜誌: The English Channel	\$ 96.0	
中六	南華早報	\$ 25.2	

總金額：港幣

敝子弟不經貴校訂閱有關 * 報章 / 雜誌 (請圈出選擇)。

請選擇不經學校訂閱原因：(請在適當位置加上「√」號。)

敝子弟已透過 貴校圖書館訂購相同報章及雜誌。

敝子弟之 弟 / 妹 (姓名：_____ 班別：_____) 就讀本校，並經 貴校訂閱
相同 * 報章 / 雜誌 (請圈出選擇)。

本人能提供上述之 * 報章 / 雜誌 (請圈出選擇) 並督促敝子弟按需要把其帶回學校。

此覆
景嶺書院校長

家長簽署：_____

學生姓名：_____

班別：_____ 班號：_____

二零一三年九月 日