



FOUNDED 1851

# College Handbook 2014-2015

## College Hymn

We build our School on Thee, O Lord,  
    To Thee we bring our common need,  
The loving heart, the helpful word,  
    The tender thought, the kindly deed.  
We work together in Thy sight,  
    We live together in Thy love.  
Guide Thou our faltering steps aright,  
    And lift our thoughts to Heaven above.  
Hold Thou each hand to keep it just,  
    Touch Thou our lips and make them pure,  
If Thou art with us, Lord, we must  
    Be faithful friends and comrades sure.  
We change, but Thou art still the same.  
    The same good Master, Teacher, Friend;  
We change, but Lord, we bear Thy Name,  
    To journey with it to the end.  
Dear Lord we pray Thy Spirit may  
    Be present in our School always.

## College Song

Once again we here foregather,  
    pledge obedience to this rule:  
That we ever will be faithful to the teachings  
    of our School.  
Justice, Honour, Truth and Virtue  
    shall the watchwords be for all.  
We thy sons who learnt these precepts  
    in the College of St. Paul.  
Brothers here we stand together  
    all for each and each for all.  
Down the years we will be faithful  
    to the College of St. Paul.

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# MOTTO, MISSION AND GOALS

## 1. Motto

寅畏上主是為智之本

(The fear of the Lord is the beginning of wisdom)

## 2. Mission

The College is managed by the St. Paul's College Council which is a body incorporated by special ordinance\*. The purpose of the College as stated in the ordinance is: "the offering to Chinese youths of a modern, liberal education in the English language (but including the subject of Chinese language in the curriculum) upon Christian principles, Protestant and Evangelical, as professed by the Church of England and now continued by the Chung Hua Sheng Kung Hui".

## 3. Goals

The educational goals of the College, in accordance with its mission, may be described as:

- To cultivate a healthy attitude to life and the world and to expose students to the Christian message.
- To inculcate civic awareness in students and to develop them into responsible and useful citizens of community with respect for intellectual property, human rights, freedom and justice.
- To enable students to develop their intellectual potential fully, to think logically and creatively, to study and solve problems independently, and to communicate effectively in English and Chinese.
- To develop students' skills and abilities in Information Technology and to arouse the interest in life-long learning.
- To develop students' physical and musical skills and abilities and to encourage enjoyment in sports and music.
- To encourage the appreciation of the arts and development of artistic talents and skills.
- To promote respect for the views and opinions of others, harmonious relationships in school, the family and the community, and participation in community affairs.
- To develop in students the ability to cope with adverse situations and emotional problems.

\* Chapter 1102, Laws of Hong Kong

\* Now Hong Kong Sheng Kung Hui

# HISTORY OF ST. PAUL'S COLLEGE

Founded in 1851, St. Paul's College is the oldest secondary school started in Hong Kong. The College began as an Anglo-Chinese school with only one tutor and nine students. Today, the College consists of more than 1,100 students and bears little resemblance to its humble beginning.

## 1841

Revd. Vincent Stanton, who was appointed the first Colonial Chaplain in Hong Kong in 1843, raised funds in England to start an Anglo-Chinese school in Hong Kong which subsequently became St. Paul's College.

## 1849

St. Paul's College opened for the purpose of teaching English to Chinese boys. Situated at Tit Kong, Central, the school commenced with one "tutor", Mr. Moncrieff, and nine boys.

## 1851

St. Paul's College was officially founded. Bishop Smith, the first Warden noted that the number of students had swelled to 33.

## 1855

Mr. Moncrieff, the school's only tutor, went to India where he was killed in 1857 in the Indian Mutiny. The College was suspended for the next five years.

## 1873

Bishop Burden turned the building into a school mainly for English speaking boys. This school lasted for about six years. During this time St. Paul's College and St. Joseph's College competed in the earliest interschool football matches ever played in the Colony.

## 1878

The College again became an Anglo-Chinese school and was under the headmastership of Mr. John Fryer.

## 1899

The College was suspended again and the building used as a training school for Chinese Catechists. Revd. P. A. Bunbury was in charge.

## **1906**

The headmaster, Bishop Joseph Charles Hoare, was drowned along with four students of the College during a preaching tour to Castle Peak. Their boat was hit by a sudden typhoon.

## **1909**

The Church Missionary Society took over the school building and St. Paul's College re-opened again with Revd. A. D. Stewart as the headmaster.

Col. E. G. Stewart (headmaster 1934 - 41, 51-58) highlighted the primitive facilities of the school at this time in his article about St. Paul's history:

“Some of us can remember the old south wing - two enormous classrooms on the first floor and one on the ground floor - the rest of the space taken up with wide verandahs and staircases, the whole constructed of ancient and somewhat worm-eaten wood, which must have caused a headache to the Insurance Company; the bad lighting and amazing discomforts which would not be tolerated by modern schoolboys.”

## **1911**

The enrolment soared to 300 and extensions became necessary. In this year, the Wu Ting Fang Hall and St. Paul's Church were built.

## **1915**

St. Paul's Girls School was founded by Revd. A. D. Stewart's sister, Kathleen Stewart.

## **1930**

Headmaster Revd. A. D. Stewart retired and his brother Col. E. G. Stewart took charge.

## **1941**

In December, the school closed abruptly when Japan invaded Hong Kong in the Pacific War. Col. E. G. Stewart, together with some school staff and students risked their lives for the defence of the Colony.

## **1945**

In the difficult times of reconstruction, St. Paul's College was amalgamated with St. Paul's Girls' School to form St. Paul's Co-educational College.

## **1950**

With the hard work of Col. E. G. Stewart, the original college staff and students, St. Paul's College (Boys' School) re-opened by taking over the old St. John's Hall premises at Bonham Road.

## **1959**

The Revd. G.L. Speak was appointed Principal.

## **1963**

The Students' Association was officially established.

## **1968**

Mr. Ha Wing Ho, Timothy was appointed Principal.

## **1969**

The current school building including the Hall, the new block of 36 secondary classrooms, the covered playground, the staff rooms, the library and the primary school building was completed.

## **1979**

The opening of the 25 metre outdoor swimming pool, named St. Paul's College Alumni Association Tse Yu Chuen Swimming Pool, marked the completion of our greatest building project of the decade. Its construction was made possible by funding from parents, old boys and, most importantly, the Alumni Association.

## **1981**

The school spent \$1,200,000 to improve the teaching environment in the College by installing double-glazed windows and air-conditioners in all classrooms.



## **1992**

St. Paul's College was the first aided school to opt for the Direct Subsidy Scheme. However, the scheme was suspended when Government policy changed. Under the DSS, the school would have been given maximum freedom with regard to curriculum, school fees and entrance requirements.

## **1993**

St. Paul's College Primary School was relocated to Hill Road which formerly housed a secondary school. The vacant building at Bonham Road was transformed into a series of special purpose rooms including an art room, a music room, a staff room, a teaching resource room, a computer room and a teachers' common room.

## **1996**

St. Paul's College celebrated its 145th Anniversary (1851-1996).

## **2001 - 150<sup>th</sup> Anniversary**

This was truly a year of activity and celebration. There was an exhibition day, a carnival and a concert. The reunion dinner was also a huge success with teachers, alumni and friends of the school gathering together from many different parts of the world. Over 1500 people attended the dinner.

## **2001**

Funds for the Multi-Media Learning Centre (MMLC) were provided by the Quality Education Fund and we now have the facilities for a whole class of students to enjoy computer aided learning at the same time. It is especially effective in the acquisition of language skills, providing as it does interactive learning activities in Putonghua and English.

## **2002**

In an exciting step into the future for St. Paul's College, 180 students were enrolled in Form 1 classes as the first students of the new Direct Subsidy Scheme (DSS).

## **2003**

The School Improvement Project (SIP) was started in early September, 2003.

The St. Paul's College Primary School joined the DSS.

## **2006**

Dr. John Richard Kennard was appointed the eleventh Principal of the College. The College commemorated the Centenary of the death of Bishop Hoare and four students on the 18<sup>th</sup> September 1906. The new South Wing was opened by Archbishop Kwong Kong Kit, Peter. The College celebrated its 155<sup>th</sup> Anniversary.

## **2007**

Twin-School relationship established with the High School Affiliated to Shanghai Jiao Tong University.  
Artist-in-Residence Programme launched.

## **2008**

The St. Paul's College Foundation Limited was officially established in October. It played host to the Stewart Dinner in December to celebrate the life and work of Colonel E.G. Stewart who died 50 years ago.

## **2009**

Teacher-Visit Programme launched with inaugural visit to St. Mark's School of Texas.  
Twin-School relationship established with the High School Affiliated to Xi'an Jiao Tong University.

## **2010**

Teacher-Student Visit Programme launched with inaugural visit to Trinity Pawling School of New York.

## **2011**

Renovation of the College Hall and acquisition of a new Organ.  
160<sup>th</sup> Anniversary Tour to London and Cambridge with Chapel Choir singing at St. Paul's Cathedral.

## **2012**

The College celebrated its 160<sup>th</sup> Anniversary.

## **2013**

St. Paul's College Primary School was relocated to 777 Victoria Road in Pokfulam in January.

# THE MEANING OF THE SCHOOL BADGE

## THE COAT OF ARMS

The Coat of Arms is similar to the Coat of Arms of the Hong Kong Sheng Kung Hui. It shows that St. Paul's College is a school sponsored by the Sheng Kung Hui.



## THE SCALLOP

The scallop shell is the emblem of St. James the Great, who is the patron saint of pilgrims. It is generally accepted as a sign of pilgrimage: a journey of mind and spirit, a journey from childhood to youth and beyond. The scallop shell is also a symbol of baptism, signifying new life.

## THE SHEPHERD'S STAFF

The shepherd's staff is used by the shepherd to keep the sheep on the right path. Jesus is the Good Shepherd and the staff has become the symbol of care and guidance. It is the aim of our school to care for the physical, social, psychological and spiritual welfare of all.

## THE KEY

Jesus said to Peter that he would give him the keys of the kingdom of heaven, (Matt. 16:19). The door of heaven is open to all.

## THE OPEN BOOK

The open book reminds us of the Bible, open for us all to read. It also means knowledge.

## THE CROWN

Above all these is a crown and it refers to the kingship of Jesus. This is an eastern crown. Traditionally the wise men from the East were thought to be kings. The crown may also refer to the crown of life which God has promised to those who love him.

## THE CROSS

The cross is the symbol of self-sacrifice. As Jesus died on a cross, it reminds us how much God loves us. As Jesus rose from the dead, the empty cross reminds us of Christ's risen life, and his victory over the powers of evil. We are all encouraged to love God, and to love our neighbours as ourselves.

## THE MOTTO

The fear of the Lord is the beginning of wisdom. (Proverbs 9:10)



## LIST OF COLLEGE COUNCIL MEMBERS

Dr. CHENG Cheuk Sang, Arnold (Chairman)  
Mr. YUEN Dick Yan, Dennis (Secretary and Acting Principal)  
The Revd. IP Kam Fai  
Mr. PONG Yuen Sun, Louis (Supervisor)  
Mr. MOK Yu Sang, Wilson  
Mr. FUNG Hao Yin, Vincent  
Mr. CHING Wai Chuen, Antonio  
Professor LAU Sau Shing, Patrick  
Mr. HUI Yeung, Taylor  
Mr. KWAN Hang Sang, Alexander  
The Revd. Canon Dr. CHONG Chee Min, Eric  
Dr. LIANG Chan Chung, Benedict  
Mr. MO Wan Cheung, Arthur (Hon. Treasurer)  
Miss WONG Terese  
Mr. LUK Koon Hoo, Roger  
The Rt. Revd. TSUI Tsan Sang, Louis  
The Rt. Revd. Dr. SOO Yee Po, Thomas

## STAFF LIST 2014-2015

Mr. YUEN Dick Yan, Dennis - Acting Principal  
Mr. WONG Hon Wing - Vice Principal  
Mr. MAK Chi Ho, Michael - Vice Principal  
Mrs. CHUNG WONG Yuen Har - Assistant Vice Principal  
Rev. MURPHY, Philip - College Chaplain

Miss FUNG Wai Chu	Miss CHAN Pui Sze
Mr. AU YEUNG Kwok Chor	Miss CHAN Yik Shan
Mr. CHAN Ping Chung	Mr. RYAN, William Francis
Mrs. LAM LING Wai Ping, Peggy	Miss KWOK Pui Sze
Miss LEE Miu Sheung	Mr. NG Ka Wang
Mrs. SEE LAM Mei Kwan, Peppina	Mr. POON Wai Hoi, Bobby
Mr. WONG Wai Hou	Mr. CHU Tze On
Miss WU Lai Wan, Wandy	Mr. LI Yu Hin
Miss CHENG Sau Chee, Gigi	Mr. YUEN King Hang, Alan
Miss YU Siu Chun, Eileen	Miss YIU Wai
Miss HO Kwai Ching	Mr. YEUNG Ho Lun
Miss NGAN Sau Yee, Solly	Mr. NGAN Full
Miss CHAN Lai Kuen, Emily	Mr. WONG Wai Kiu
Mrs. ZAI WAI Yin On, Ellen	Mr. WONG Chun Lung, Alex
Mrs. HSU LAI Pui Shan, Sandy	Mr. TSE Shing Ngat
Miss SHEK Man Yi, Jenny	Miss YUEN Wing Yan
Mr. CHAN Ka Chun, David	Miss KWONG Kit Yi
Miss YU Siu Mei, Louisa	Mr. KWOK Kin Sang
Mrs. KWOK LI Yee Ling, Eileen	Mr. CHAN Chi Chiu
Mr. HO Hon Chiu	Miss KOU Chan Seong
Mr. TANG Wai Leung	Miss WONG Wai Sze
Mr. NGAN Ka Hing	Miss NG Ka Yun
Mr. MAK Wing Wah	Mrs. NG LAU Po Man, Sandy
Miss CHAN Luk Nam	Miss NG Lai Ting, Lilly

Mr. LEUNG Sing Yan, Matthew  
Mr. LAU Chun Hung, Barry  
Miss LEUNG Yee Hang  
Miss CHAN Hiu Lam  
Miss WONG Lok Yee, Cecilia  
Mr. TSANG Hing Wa  
Miss CHAU Wing Yin  
Mr. LAM Pak Kei, Paul  
Mr. NG Ting Fai  
Mr. LEE Ka Wai  
Miss CHAN Lee Lee  
Miss CHAN Kit Yee  
Miss CHAN Hoi Lam  
Miss HUI Ming Yee, Lisa  
Mr. SPENCER, Christopher Paul  
Mr. CROZIER, Patrick  
Miss WONG Lok Ming  
Miss LAM Sze Kei  
Mr. HO Ming Yan  
Mrs. WAI LI Kit Wa  
Miss HONG Chen Chen

Miss LAI Yue Sum, Sharon  
Mr. WU Kai Chiu  
Miss LEUNG Wing Sze  
Mr. KWOK Mun Fai  
Mr. KEUNG Ho Sang  
Mr. WU Ho Chuen  
Miss WONG Kwai Yuet  
Miss CHAN Hiu Yee, Joyce  
Miss LEUNG Fung Bun  
Miss WONG Nga Ki  
Mr. WONG Hei Yin  
Miss TIN Nim Yu  
Mr. CHOW Yat Lung  
Miss MAZHAR, Sameen  
Mr. CHAN Lester Theodore  
Miss CHANG Ka Woon, Grace  
Miss KAM Wai Ling  
Miss LUI Tsz Wing  
Mr. LAW Wai Sum  
Mr. CHEUNG Tsz Lun, Jerome

## HEADS OF DEPARTMENTS (2014-2015)

Vice Principal	- Mr. H. W. Wong
Vice Principal	- Mr. C. H. Mak
Assistant Vice Principal	- Mrs. Y. H. Chung
Chaplain	- The Revd. P. Murphy
Biology	- Mr. K. C. Au Yeung
Chemistry	- Miss S. C. Yu
Chinese	- Mr. K. H. Ngan
Chinese History	- Mrs. P. S. Hsu
Computer Studies	- Mr. K. H. Yuen
Economics and Business, Accounting and Financial Studies	- Miss S. Y. Ngan
English	- Mr. K. C. Chan
Geography	- Miss W. C. Fung
History	- Miss W. S. Wong
Integrated Humanities	- Miss L. W. Wu
Integrated Science	- Miss P. S. Chan
Liberal Studies	- Miss K. Y. Ng
Mathematics	- Mr. P. C. Chan
Music	- Mrs. P. M. Ng
Physical Education	- Mr. W. L. Tang
Physics	- Mr. K. S. Kwok
Religious Studies	- Miss K. Y. Kwong
Visual Arts	- Miss M. S. Lee
Careers Master	- Mr. W. F. Ryan
Discipline Master	- Mr. Y. H. Li
Guidance Mistress	- Miss S. M. Yu
Information Services & Technology	- Mr. W. H. Poon
Other Learning Experiences Master	- Mr. W. H. Wong
Teacher Librarian	- Mr. C. L. Wong



## FORM TEACHERS (2014-2015)

1A	(SCC)	Miss CHENG Sau Chee, Gigi	
1A	(NYT)	Miss TIN Nim Yu	(Co-Form Teacher)
1B	(LLC)	Miss CHAN Lee Lee	
1B	(TWL)	Miss LUI Tsz Wing	(Co-Form Teacher)
1C	(FBL)	Miss LEUNG Fung Bun	
1C	(SNT)	Mr. TSE Shing Ngat	(Co-Form Teacher)
1D	(CCC)	Mr. CHAN Chi Chiu	
1D	(WPL)	Mrs. LAM LING Wai Ping, Peggy	(Co-Form Teacher)
1E	(KCH)	Miss HO Kwai Ching	
1E	(TLC)	Mr. CHEUNG Tsz Lun, Jerome	(Co-Form Teacher)
1F	(SKL)	Miss LAM Sze Kei	
1F	(KYW)	Miss WONG Kwai Yuet	(Co-Form Teacher)
2A	(KCW)	Mr. WU Kai Chiu	
2A	(YSC)	Miss CHAN Yik Shan	(Co-Form Teacher)
2B	(HYC)	Miss CHAN Hiu Yee, Joyce	
2B	(CCH)	Miss HONG Chen Chen	(Co-Form Teacher)
2C	(MFK)	Mr. KWOK Mum Fai	
2C	(JW)	Mrs. WAI LI Kit Wa	(Co-Form Teacher)
2D	(CSK)	Miss KOU Chan Seong	
2D	(WY)	Miss YIU Wai	(Co-Form Teacher)
2E	(LMW)	Miss WONG Lok Ming	
2E	(WCF)	Miss FUNG Wai Chu	(Co-Form Teacher)
2F	(MYH)	Miss HUI Ming Yee, Lisa	
2F	(WSL)	Miss LEUNG Wing Sze	(Co-Form Teacher)
3A	(FN)	Mr. NGAN Full	
3A	(MS)	Miss MAZHAR, Sameen	(Co-Form Teacher)
3B	(MC)	Miss CHAN Hoi Lam	
3B	(LWW)	Miss WU Lai Wan, Wandy	(Co-Form Teacher)
3C	(KYC)	Miss CHAN Kit Yee	
3C	(KWN)	Mr. NG Ka Wang	(Co-Form Teacher)
3D	(YLK)	Mrs. KWOK LI Yee Ling, Eileen	
3D	(SH)	Mrs. HSU LAI Pui Shan, Sandy	(Co-Form Teacher)
3E	(TH)	Mr. HO Ming Yan	
3E	(KWC)	Miss CHANG Ka Woon, Grace	(Co-Form Teacher)
3F	(WHP)	Mr. POON Wai Hoi, Bobby	
3F	(WYC)	Miss CHAU Wing Yin	(Co-Form Teacher)
4A	(KYK)	Miss KWONG Kit Yi	
4A	(LL)	Mr. LAW Wai Sum	(Co-Form Teacher)
4B	(YLC)	Mr. CHOW Yat Lung	
4B	(PSK)	Miss KWOK Pui Sze	(Co-Form Teacher)
4C	(MKS)	Mrs. SEE LAM Mei Kwan, Peppina	
4C	(WLK)	Miss KAM Wai Ling	(Co-Form Teacher)
4D	(PSC)	Miss CHAN Pui Sze	
4D	(HCH)	Mr. HO Hon Chiu	(Co-Form Teacher)
4E	(KSK)	Mr. KWOK Kin Sang	
4E	(LTC)	Mr. CHAN Lester Theodore	(Co-Form Teacher)
4F	(SSL)	Miss LAI Yue Sum, Sharon	
4F	(KWL)	Mr. LEE Ka Wai	(Co-Form Teacher)
5A	(KYN)	Miss NG Ka Yun	
5A	(LYW)	Miss WONG Lok Yee, Cecilia	(Co-Form Teacher)
5B	(HLC)	Miss CHAN Hiu Lam	
5B	(TOC)	Mr. CHU Tze On	(Co-Form Teacher)
5C	(HWT)	Mr. TSANG Hing Wa	
5C	(PL)	Mr. LAM Pak Kei, Paul	(Co-Form Teacher)
5D	(KHY)	Mr. YUEN King Hang, Alan	
5D	(YOZ)	Mrs. ZAI WAI Yin On, Ellen	(Co-Form Teacher)
5E	(NKW)	Miss WONG Nga Ki	
5E	(LNC)	Miss CHAN Luk Nam	(Co-Form Teacher)
5F	(CHL)	Mr. LAU Chun Hung, Barry	
5F	(LTN)	Miss NG Lai Ting, Lilly	(Co-Form Teacher)
6A	(WSW)	Miss WONG Wai Sze	
6B	(HSK)	Mr. KEUNG Ho Sang	
6C	(HLY)	Mr. YEUNG Ho Lun	
6D	(KCA)	Mr. AU YEUNG Kwok Chor	
6E	(SL)	Miss LEUNG Yee Hang	
6F	(MYS)	Miss SHEK Man Yi, Jenny	

# **TEACHER TEAMS (2014-2015)**

## **GUIDANCE TEAM**

Miss S. M. Yu (Convenor)

The Revd. P. Murphy

Mr. K. C. Au Yeung

Miss K. C. Ho

Mr. S. N. Tse

Miss K. Y. Kwong

Mr. C. C. Chan

Miss L. T. Ng

Mr. C. H. Lau

Miss Y. H. Leung

Mr. H. W. Tsang

Miss L. L. Chan

Miss S. K. Lam

Miss Y. S. Lai

Miss K. Y. Wong

Mr. H. Y. Wong

Mr. L. T. Chan

Miss Y. H. Fung (Social Worker)

Mr. K. C. Li (Social Worker)

### **AIMS**

1. To create a pleasurable and inviting learning environment in school.
2. To help students develop a better understanding of their abilities, strengths and weaknesses.
3. To raise students' awareness of their feelings and develop their skills in handling emotions.
4. To help students build up self-confidence and enhance self-esteem.
5. To help students develop a desirable learning and social behaviour.
6. To facilitate students in life planning, goal setting, and career formulating.
7. To provide initial and front-line support in order to help students cope with their problems.

### **SCOPE OF WORK**

1. To co-ordinate with Form Teachers, other teacher teams or outside organisations in launching mass guidance programmes for students and parents/guardians.
2. To organise activities such as camps, visits, competitions, games, training, workshops and counselling groups to help develop students' skills in interpersonal relationships and emotion management.

3. To provide individual counselling services for students who will be guided to discover their personal attributes and strengths, and to learn ways to live a more fulfilling life.

## **DISCIPLINE TEAM**

Mr. Y. H. Li (Convenor)  
Miss S. C. Yu  
Miss M. Y. Shek  
Mr. W. L. Tang  
Mr. K. H. Ngan  
Miss L. N. Chan  
Miss P. S. Chan  
Mr. T. O. Chu  
Mr. H. L. Yeung

Miss H. L. Chan  
Miss W. Y. Chau  
Miss M. Chan  
Mr. M. Y. Ho  
Mrs. K. W. Wai  
Miss W. S. Leung  
Mr. H. S. Keung  
Miss N. Y. Tin  
Mr. Y. L. Chow

## **AIMS**

1. To raise awareness among students of St. Paul's College of the importance of good discipline.
2. To help maintain an enforcement system with the help of prefects in St. Paul's College.

## **SCOPE OF WORK**

1. To monitor the enforcement system with a view to collect data so that patterns, frequencies and loopholes of disruptive incidents can be evaluated.
2. To offer pastoral care to and recommend remedial measures for students with behavioral problems.
3. To formulate policy and strategy and to review the system annually.

## **CAREERS TEAM**

Mr. W. F. Ryan (Convenor)  
Miss S. Y. Ngan  
Miss L. K. Chan  
Mr. K. C. Chan

Mr. T. F. Ng  
Mr. C. P. Spencer  
Mr. H. C. Wu  
Miss H. Y. Chan

Mr. C. L. Wong  
Miss K. Y. Ng  
Miss L. Y. Wong

Miss S. Mazhar  
Miss K. W. Chang

## **AIMS**

1. To provide information for the students on
  - (a) careers,
  - (b) choices after Form 3 and Form 6.
2. To provide information and guidance for the students on education overseas, with particular emphasis on the U. K., Australia, New Zealand, Canada and the United States.
3. To assist students in their applications for overseas study.
4. To evaluate the work of the team annually.

## **SCOPE OF WORK**

1. To arrange talks and exhibitions, assisted by student members of the Careers Club.
2. To maintain a library of reference books, university calendars leaflets and other materials related to careers and studies overseas.
3. To provide individual counselling for students on matters related to the aims.
4. To maintain a notice board to provide information about further study and current exhibitions, etc. in Hong Kong.

## **CIVIC AND MORAL EDUCATION TEAM**

Miss L. W. Wu (Convenor)  
Mr. P. C. Chan  
Mrs. M. K. See  
Mrs. Y. O. Zai  
Mrs. P. S. Hsu  
Mrs. Y. L. Kwok  
Mr. K. S. Kwok

Miss W. S. Wong  
Mrs. P. M. Ng  
Mr. M. F. Kwok  
Miss F. B. Leung  
Miss N. K. Wong  
Miss T. W. Lui

## **AIM**

To cultivate positive values and civic awareness among students in St. Paul's College.

## **SCOPE OF WORK**

1. To embrace students' values and attitudes of work through individual learning areas and subjects.
2. To organise and encourage students to participate in internal as well as external activities related to the promotion of civic education and value cultivation.

## **OTHER LEARNING EXPERIENCES TEAM**

Mr. W. H. Wong (Convenor)

Mr. W. W. Mak

Miss W. Yiu

Mr. F. Ngan

Mr. W. K. Wong

Miss W. Y. Yuen

Mr. S. Y. Leung

Mr. K. W. Lee

Miss L. M. Wong

Miss C. C. Hong

Miss W. L. Kam

## **AIMS**

1. To facilitate students' all-round development.
2. To help students to realise their social responsibility towards the wider community.
3. To enrich students' learning experiences and help them develop lifelong interests.
4. To encourage students to be reflective.
5. To help students to construct their Student Learning Profile (SLP).

## **SCOPE OF WORK**

1. To help organise a structured and balanced co-curriculum (in the areas of Service, Physical Action and Creativity) for students.
2. To facilitate the organisation of a community service programme.

3. To help students to set goals for their co-curricular activities and to encourage them to reflect on the experiences that they have gathered over time.
4. To assist students to keep a good record of their co-curricular activities.

## **HOME-SCHOOL TEAM**

Miss W. C. Fung (Convenor)

Mrs. W. P. Lam

Miss S. C. Cheng

Mr. H. C. Ho

Miss Y. S. Chan

Miss P. S. Kwok

Mr. K. W. Ng

Miss K. Y. Chan

Miss M. Y. Hui

Mr. P. Crozier

### **AIM**

To strengthen communication between parents/guardians and the College.

### **SCOPE OF WORK**

1. To gather views from parents/guardians and teachers on possible improvement in home-school relations.
2. To look into possible ways to establish a closer relationship among parents/guardians, teachers and the school.
3. To help promote the activities organised by the St. Paul's College Parent Teacher Association.
4. To evaluate how the aim has been achieved in the year.

# COLLEGE OFFICE

## Opening Hours

Monday - Friday - 8:00 a.m. - 5:00 p.m.

Saturday - 9:00 a.m. - 1:00 p.m.

## Office Staff

College Secretary - Mrs. WONG WANG Lan Chi, Florence

Principal's Secretary - Mrs. WOO CHOI Nga Yan, Shirley

Administrative Assistant - Mrs. CHENG CHUNG Wing Man, Vivien

Finance Officer - Mrs. WONG CHU Miu Chun, Carina

Assistant Secretary - Mr. CHOW Man Chung, Eric

Administrative Assistant - Miss YIP Lai Ting, Katrina

Computer Clerk - Mr. AU Kim Hung, Barry

Administrative Clerk - Miss CHOW Mee Yee, Ida

Accounts Clerk - Miss LEUNG Yin Ling, Cynthia

## SCHOOL HOLIDAYS 2014-2015

(School begins on Monday, 1<sup>st</sup> September, 2014)

The day following Chinese Mid-Autumn Festival	Tuesday	09.09.2014	1 day
National Day	Wednesday	01.10.2014	1 day
The day following Chung Yeung Festival	Thursday	02.10.2014	1 day
The day following Speech Day	Friday	05.12.2014	1 day
Christmas and New Year Holidays (Christmas Day - Thursday, 25.12.2014) (New Year's Day - Thursday, 01.01.2015)	Monday to Saturday	22.12.2014 to 03.01.2015	13 day
Lunar New Year Holidays (Lunar New Year's Day - Thursday, 19.02.2015)	Monday to Wednesday	16.02.2015 to 25.02.2015	10 days
Easter Holidays (Good Friday - Friday, 03.04.2015) (The day following Ching Ming Festival - Monday, 06.04.2015)	Friday to Saturday	03.04.2015 to 11.04.2015	9 days
Labour Day	Friday	01.05.2015	1 day
The Buddha's Birthday	Monday	25.05.2015	1 day
Tuen Ng Festival	Saturday	20.06.2015	1 day
HKSAR Establishment Day	Wednesday	01.07.2015	1 day
Summer Vacation	Monday to Saturday	13.07.2015 to 31.08.2014	50 days
		Total :	<u>90 days</u>

(The next school year will begin on Tuesday, 1<sup>st</sup> September, 2015)



# TIMETABLE 2014-2015

PERIOD	NORMAL TIMETABLE	MON	TUE	WED	THU	FRI	SAT	After Last Assembly to Summer Timetable	SUMMER TIMETABLE
1	8:30 - 8:45		FT Session	Morning Assembly for Forms 2, 4 & 6				8:30 - 9:05	7:55 - 8:30
	{8:45 - 9:20} or [8:30 - 9:05]								
	9:05 - 9:20			Morning Assembly for Forms 1, 3 & 5					
2	9:20 - 9:55							9:05 - 9:55	8:30 - 9:05
3	9:55 - 10:30							9:55 - 10:30	9:05 - 9:40
	10:30 - 10:50			Recess				10:30 - 10:50	9:40 - 9:50
4	10:50 - 11:25							10:50 - 11:25	9:50 - 10:25
5	11:25 - 12:00							11:25 - 12:00	10:25 - 11:00
6	12:00 - 12:35							12:00 - 12:35	11:00 - 11:35
	12:35 - 1:45		Lunchtime / Recess (Summer Timetable)					12:35 - 1:45	11:35 - 11:50
7	1:45 - 2:20							1:45 - 2:20	11:50 - 12:25
8	2:20 - 2:55							2:20 - 2:55	12:25 - 1:00
9	2:55 - 3:30							2:55 - 3:30	1:00 - 1:35
After School									

{For Forms 2, 4 & 6} # Special Rooms  
 [For Forms 1, 3 & 5] @ Project Lesson  
 FT Session – Form Teacher Session (All Forms)

\* Split Class in Special Room  
 & Split Class in Classroom

\*\* P.E.  
 + Guidance Lesson/  
 P.A.T.H.S.

# SCHOOL UNIFORM

Students are permitted to attend school only when they are in proper school uniform. Any student improperly dressed will be sent home to change and his parents/guardians will not be notified in advance. Dates for seasonal change of school uniform will be announced.

**SUMMER** Plain white shirt (short-sleeved only)  
College metal badge  
College tie (optional)  
Dark blue long trousers (no denim material and no chinos)  
Plain white ankle socks  
Plain black leather shoes (no sandals, boots or suede shoes)  
Plain black leather belt with plain buckle

**WINTER** Plain white shirt (long-sleeved only)  
College tie  
Dark navy-blue blazer (not double-breasted) with  
College crest embroidered on the breast-pocket  
Grey woollen long trousers (no chinos)  
Plain white ankle socks  
Plain black leather shoes (no sandals, boots or suede shoes)  
Plain dark navy-blue woollen vest or pullover (no stripes or other markings) with a V-neck which allows the tie to be seen. Any buttons must be plain.  
Plain black leather belt with plain buckle  
Padded dark blue, dark navy blue or black quilt jacket (only if the morning temperature is 10°C or below)  
Scarves must be dark blue and not worn indoors  
Gloves may not be worn indoors

- N.B.
1. All uniforms must be neatly worn.
  2. Summer and winter uniforms must not be mixed.
  3. Trousers leg bottom measurement may not exceed 22 cm.
  4. Trousers with low-cut, slim-cut or tapered style are not allowed.

5. Leather shoes must always be well polished.
6. Rubber shoes are not to be worn except during a P.E. lesson or lunchtime.
7. With summer uniform: -
  - a) The College badge must be clearly visible.
  - b) When not wearing a tie, the top button of the shirt should be unbuttoned.  
If a T-shirt is worn under the shirt, it must be plain white and not have a turtle-neck.
8. With winter uniform: -  
Students must wear College blazer for Assembly or other formal functions in the hall.
9. Woollen vests or pullovers must not extend below the hips or be oversized.

## PHYSICAL EDUCATION

- SUMMER**
- |                 |                                                                                |
|-----------------|--------------------------------------------------------------------------------|
| (a) T-shirt :   | plain white with optional official school logo (singlet permitted for summer)  |
| (b) Shorts :    | plain dark blue (without stripes, logo or any other decoration)                |
| (c) Socks :     | plain white ankle socks                                                        |
| (d) Shoes :     | plain white, with canvas, leather or synthetic top and rubber non-marking sole |
| (e) Swim wear : | dark blue swimming trunks                                                      |

- WINTER**
- as (a), (b), (c) and (d) above
  - plain dark blue track-suit may be worn for warming up

# SCHOOL RULES

## INTRODUCTION

St. Paul's College is a caring Christian school. Our aim is to provide a well-disciplined, happy and safe environment in which students can develop a lasting sense of moral, social and spiritual responsibility. Our commitment to academic endeavour, leadership and global awareness will ensure that our students are well-equipped to succeed in an increasingly complex world. The twenty-first century will make ever greater demands for the qualities and values instilled by an education at St. Paul's College. We are not resting on our laurels, although St. Paul's College is the oldest school founded in Hong Kong.

We are committed to an integrated whole-school approach to Pastoral Care. It is premised on the belief that in order for our students to reach their full potential the pastoral dimension which influences student values are promoted at every level of school life. It is through the pastoral care system that students become more self-reliant and disciplined. Our students are expected to show courtesy and consideration to others; to reflect a pride in their appearance; and to conduct themselves properly both inside and outside the school premises. Our staff will ensure that the problems and difficulties of students are dealt with in a sympathetic and professional manner.

## A CHARTER OF RIGHTS AND RESPONSIBILITIES

The aims of our school rules are to make each person aware of the value of self-control and to develop a sense of responsibility for their own conduct and for the well being of others. Rules are established as guidelines for behaviour and to enable the student to distinguish between freedom and license. Within a community, freedom can never mean complete liberty for the individual to do as they please, as they must be aware of the effect of any of their actions on others. Our behaviour management policy is based on a Charter of Rights and Responsibilities. This Charter applies to students, staff & parents/guardians.

- We have the right to be respected. Therefore it is our responsibility to respect the rights and feelings of others.
- We have the right to a clean, healthy and safe environment. Therefore it is our responsibility to respect and protect our environment.
- We have the right to physical and emotional health. Therefore,

it is our responsibility to make decisions and take actions that are in the best interest of our own being.

- We have the right to learn. Therefore it is our responsibility to actively contribute to building the best learning environment for ourselves and others.

### **We will demonstrate our rights by:**

1. Treating each other with respect and dignity.
2. Behaving in a manner which does not distract, disrupt, offend or endanger others.
3. Respecting and obeying the regulations that govern the school and community.
4. Promoting a healthy working and learning environment.
5. Demonstrating patience and understanding towards all members of the school.
6. Acting in ways that respect the physical and emotional well being of ourselves and others.
7. Honouring commitments and making good use of time.
8. Respecting property and equipment which belong to the school and others.

## **CODE OF CONDUCT**

The following are guidelines for students and parents/guardians, detailing what is required of the students at St. Paul's College in terms of rules to be observed and behaviour that is acceptable. This code of conduct is based upon self-discipline, good behaviour both in and out of class, smart appearance, punctuality, respect and consideration for others and their property, politeness and good manners, honesty and tolerance.

## **RULES**

### **A. School Uniform**

A St. Paul's College student is always dressed to a standard that upholds the history and ethos of the school. The school uniform symbolises what it means to be a student at St. Paul's College and as such should be worn with pride. A student should be neatly attired in the correct school uniform required for any occasion. On returning to school (except Sundays and

public holidays), all students must be in school uniform. On Sundays or public holidays students must carry the Student Identification Card. Students are required to pay special attention to the combing of their hair, the shining of their shoes and the tucking in of shirts. This applies when at school and when coming to or going from school. A student must be considerate and polite at all times, including outside of school where, especially when in school uniform, every student is a representative of St. Paul's College.

## **B. General Conduct**

Proper conduct does not include:

1. Smoking, drinking alcohol, taking any non-prescribed medicine or drug, gambling, stealing, using foul language, fighting or bullying.
2. Bringing any alcoholic beverage, non-prescribed medicine or drug to school.
3. Spitting, chewing gum or littering.
4. Damaging school property.
5. Being late, missing lessons or leaving the school grounds or wherever a school activity is being held, without permission.
6. Wearing dyed, wet-look, spiky, undercut or over-long hair.
7. Wearing coloured spectacles, jewellery, body ornaments or unapproved badges.
8. Bringing improper reading or audio-visual material or playing cards (except for Bridge Club) to school.
9. Bringing any electronic (except watch or calculator), photographic or recording device to school.
10. Using a mobile phone in the school or during an organised school activity; to send or to receive calls, text messages or emails; to check messages or to take pictures or to play games or watch television.
11. Bringing laser pointers or lighters to school.
12. Bringing sharp implements to school, except those used in lessons.
13. Inviting outsiders to school without permission.
14. Leaving the school grounds or organised activity without permission.
15. Making the washrooms dirty or messy.

## **C. Examination, Assignments, Documents and Notices**

Students should not:

1. Cheat in any test or examination. (Cheating is a serious offence. A student caught cheating will be punished and given no marks for the entire subject. The offence will be entered on the offender's record and parents/guardians will be notified.)
2. Plagiarise from either electronic or print sources the work of others.
3. Tamper with entries in any school report or class register.
4. Forge parents' /guardians' signatures.
5. Damage or remove any notice.
6. Put up any notice or poster or use the name or badge of the school without permission.

## **D. In the Classroom**

Students should not:

1. Bring any food or drink into any classroom or special room.
2. Write, draw or put any stickers or labels on walls, blackboards, graph boards, desks or chairs.
3. Leave behind or throw rubbish.
4. Shout or make noise in class or between classes.
5. Play cards in classrooms. (Cards allowed at Bridge Club meetings only.)
6. Touch any air conditioners, switches or teaching aids unless instructed by the teacher.
7. Put belongings in areas around the windows or the tops of classroom lockers.
8. Leave any belongings inside the desk drawer after school.
9. Display any pennants on the louver.
10. Misbehave in the classroom.
11. Use or touch any IT equipment and electrical appliances without approval.
12. Deface the furniture and wall.

## **E. Outside the Classroom**

Students should not:

1. Throw any object from a height that is likely to cause injury.
2. Jump a queue at the canteen (snack bar) or at a public transport stop.
3. Run along the corridors or up and down stairs.
4. Wear non-sports training shoes in the Gymnasium.
5. Play football in the Covered Playground / Upper Playground.
6. Climb slopes, walls or fences.
7. Tamper with flowers, trees or janitors' tools.
8. Play with or waste water.
9. Use the soft drink machines or the pay phone during class time or when changing lessons.
10. Using the lift without permission.

## **F. Out of Bounds**

1. The College Office.
2. The Staff Rooms.
3. The Hall except during Assembly or special functions.
4. The Chapel, Geography Room, History Room, Computer Rooms, Conference Rooms, Music Rooms, Swimming Pool area, Gymnasium, Visual Arts Rooms, General Purpose Rooms, Multi-media Learning Centre, Computer Assisted Learning Centre, Language Laboratory, Tutorial Rooms, Students' Activity Centre, Rehearsal Room, Teaching Resource Room and the laboratories except for regular lessons or approved purposes.
5. The garage, storerooms and caretakers' room.
6. Gardens, flower beds, turfed areas and all roofs.
7. The entire school premises after 5:00 p.m. except the Study Rooms (unless authorised by a teacher).
8. Other classrooms except for official business.
9. Construction sites.

## **G. Confiscated items**

Students in breach of the rule applying to mobile phones will have their telephone confiscated. On the first occasion, the mobile will be returned



to the parent/guardian after 5 school days. On the second occasion, the mobile telephone will not be returned to the parent/guardian before the last day of the school year or the last day of classes in the case of F.6 students.

## H. Manners in Assembly

Students must carry a hymnbook to assembly. Students are expected to be punctual, attentive, respectful, cooperative, quiet and properly attired in assembly.

## I. Conduct Grades

The Annual Conduct Grade of a student will be given by the Form Teacher with reference to the following criteria:

Demerit Conduct Marks	Recommended Conduct Grades
0 - 2	A or below
3 - 10	B or below
11 - 20	C or below
21 - 30	D or below
31 or over	E

Students who have been suspended from class or school may be given an Annual Conduct Grade D or below.

## J. Punctuality

A student must not be late for school. Any student entering classroom after 8:20 a.m. and 1:40 p.m. (7:50 a.m. for summer timetable) is considered late for school. The following procedure will be taken to ensure that every student develop the habit of being punctual.

Times of Lateness	Actions
3	1 <sup>st</sup> warning letter
5	1 <sup>st</sup> detention
8	2 <sup>nd</sup> warning letter
10	2 <sup>nd</sup> detention
12	Long detention / Suspension from class for 3 days
15	Long detention / Suspension from class for 5 days

## K. Attendance

1. Any student who is absent for more than one day because of sickness should bring a medical certificate on his return.
2. On returning to school after absence for any length of time, a student should bring back a letter from his parent/guardian giving the inclusive dates of the period of absence and the reasons. The letter should be given to the Form Teacher.
3. During school hours:
  - a) a student who is away on official matters, e.g. for sports activities, must have a form signed by the Vice Principal.
  - b) a student who becomes sick and wishes to go home should go to the Staff Rooms or College Office and obtain an 'Absence Slip', to be signed by a Duty Teacher or the Vice Principal. The slip must be returned to the Form Teacher on the next school day after being signed by the parent/guardian.
4. Any F.1 - F.5 student who is absent from school without justifiable reasons for more than 4 school days from the beginning of the school year to the Mid-year Examination or more than 5 school days from the Mid-year Examination to the Final Examination and any F.6 student who is absent for more than 6 school days from the beginning of the school year to the Internal Examination will not be allowed to take the examination. (Exemption may be given for a student who is absent for medical reasons if he is absent for one day, confirmed by a parent's/guardian's letter immediately on return or absent for more than one day, supported by a medical certificate.)

Accumulated Days of Absence from school without justifiable reasons	Punishment
2	1 <sup>st</sup> warning letter
3	1 <sup>st</sup> detention
5	2 <sup>nd</sup> warning letter
6	2 <sup>nd</sup> detention
8	Long detention / Suspension from class for 3 days

5. Any student who ceases to attend St. Paul's College must ask his parent/guardian to inform the school in writing as soon as possible.

## **L. Use of Playgrounds**

Students using the school playgrounds during recess, lunchtime or after school must observe the following rules:

1. Students must not speak foul language. Any student caught may be sent to Detention Class. If one team member speaks foul language, the whole team may be required to stop playing and leave.
2. Players as well as spectators and officials must not leave any rubbish behind. They are responsible for putting any rubbish within a 3-metre distance into a nearby rubbish bin. Offenders will be dealt with seriously.
3. Students have to stop playing when the bell rings at 4:50 p.m. and leave school before 5:00 p.m. Students who are still in school without authorisation will have their names noted for disciplinary action.
4. Students may not use the open playgrounds when the playgrounds are wet or slippery, especially during or after rain.
5. Students using the school playgrounds must follow the scheduled time-table.

## **M. Lost Property**

1. Any lost item found by a student should be given to the College Office immediately. Plus conduct mark (s) may be awarded to the student.
2. A student who has lost his property should fill in the log book provided in the College Office as soon as possible. Any student claiming an item must sign the log book.
3. All unclaimed items will be displayed in January and at the end of the school year. These may subsequently be disposed of at the discretion of the school.

## **PENALTY SYSTEM**

### **A. Conduct Mark**

Minus conduct marks may be given to a student if he violates any school rule. Plus conduct marks may be awarded to recognise the good performance of a student.

### **B. Detention**

If a student is being given minus conduct marks repeatedly, or commits a serious offence, or has been late for school 5 times, he may be given a detention, which is held after school in General Purpose Room 3 every Wednesday afternoon, 3:40 p.m. to 4:40 p.m. or during Summer Timetable, 2:30 p.m. to 3:30 p.m. Parents/guardians will be informed of the intended detention by telephone and post each time. It should be noted that when a detention is issued, 3 minus conduct marks will automatically be given too.

### **C. Long Detention / Suspension from Class / Suspension from School**

A student who needs serious improvement in his conduct (including being given 2 cautions or being late for school frequently) will be given a long detention or suspended from class/school.

The penalty system of the school is as follows:

1. Minus Conduct Marks (5 Minus Conduct Marks = 1 Demerit Point).
2. Demerit Point (3 Demerit Points = 1 Cautions).
3. Cautions (2 Cautions = Long detention / Suspension from class).

The penalty record of each individual student will be kept on an annual basis for each school year. The conduct sheet of each student on which the penalty record is shown is a part of the student's permanent record in the school, and may be used as reference in the writing of any testimonial or recommendation.

# CONDUCT SHEETS

Conduct Sheets are a very important part of each student's record.

Conduct Sheets will show both and + Conduct Marks.

## A) Conduct Marks

Minus Conduct Marks will be given for poor behaviour or poor academic work.

Normally - 1 Conduct Mark is sufficient. The maximum for one offence is normally - 2.

If a student is given minus conduct marks repeatedly for the same offence, student should be put in detention.

Plus Conduct Marks will be given for extra-ordinarily good things and students holding important posts e.g.

1. very helpful and co-operative in major school events, e.g. Parents' Day, Speech Day
2. winners/participants of non-athletic inter-school events
3. outstanding performances in inter-school sports events
4. assembly pianists
5. choir leaders
6. showing general good progress in his work.

Plus conduct marks should not be given for things noted elsewhere in the student's record, e.g. membership of school athletic teams. No conduct marks (plus or minus) should be given to students in connection with participation in extra-curricular activities within the school especially if the student is only a member of a particular club. Refer to General Guideline For Club Advisers.

Conduct Sheets will be shown to the students twice a year, after the Mid-year Examination and at the end of the 2<sup>nd</sup> Grading Period. This is to ensure that the students know they have been given Conduct Marks and to avoid any mistakes.

## B) Conduct Grades

A Form Teacher should follow the criteria below to give the Annual Conduct Grade of his/her student.

Minus Conduct Marks	Recommended Conduct Grades
0 – 2	A or <b>Below</b>
3 – 10	B or <b>Below</b>
11 – 20	C or <b>Below</b>
21 – 30	D or <b>Below</b>
31 or over	E

N. B.: Students who have been suspended from class or school may be given an Annual Conduct Grade D or below.

# **DETENTION, LONG DETENTION & SUSPENSION FROM CLASS**

## **I. DETENTION**

### **1. Aim**

To institute a form of punishment intermediate between giving a student 2 minus conduct marks and sending him to the Principal.

### **2. Criteria for giving detention**

- a) An offence which warrants 3 minus conduct marks but not serious enough to justify an interview with the Principal.
- b) At a teacher's discretion if a prefect reports an offence which he/she thinks justifies detention.
- c) If a student is given minus conduct marks repeatedly for the same offence, the class teacher will consider issuing a detention.
- d) Please note that when a detention is given, 3 minus conduct marks will automatically be given too.

### **3. Mechanism**

- a) Teachers will enter the names of students and the work to be done through the school's Discipline System and will also telephone parents/guardians informing them why their sons/wards will be detained.
- b) A reminder slip will be sent to parents/guardians on the preceding Friday in Chinese and English informing them when their child will be put in detention.
- c) A printed slip will be given to the student by the Office on Tuesday (Wednesday, summer timetable) informing him of the detention.
- d) No more than 5 students from one class may be put into detention by one teacher in the same week.
- e) Students who miss the detention class without justifiable reasons or advance notice will be put into double detention.

#### **4. Time**

Wednesdays 3:40 p.m. - 4:40 p.m.

(Summer Timetable Wednesdays 2:30 p.m. - 3:30 p.m.)

- NOTE:
- a) There will be no Detention during internal examination periods.
  - b) For students taking HKDSE Music after school on Wednesday, an alternative day may be arranged for Detention to be given to them.

#### **5. Work to be done**

- a) The work to be done will be entered in the detention file.
- b) It will be a form of constructive punishment (not schoolwork or homework; NOT writing lines or school rules) to be handed to the teacher in charge of the detention. The College Office will then send it to the teacher concerned the next day for checking.
- c) Detainees will write the name of the detaining teacher at the beginning of their work.

#### **6. Supervision**

Detention will be supervised by one teacher.

#### **7. Place**

General Purpose Room 3.



## **II. LONG DETENTION**

### **1. Aim**

To institute a form of punishment below 'suspension from class'.

### **2. Criteria for giving a long detention**

- a) A student who brings the class into disrepute.
- b) A student who has committed serious offences e.g.
  - i) gross impertinence to the staff,
  - ii) persistent infringement of school rules on a regular basis,
  - iii) persistent causing disruption in class,
  - iv) refusal to accept the school's discipline for his offences.
- c) A student who has been given 2 cautions (30 minus conduct marks).
- d) A student who has been late for school 12 times or over.

### **3. Machinery**

A letter will be sent to parents/guardians informing them why their sons/wards will be given a long detention.

### **4. Time & Period**

3:40 p.m. - 4:40 p.m. (summer timetable 2:30 p.m. - 3:30 p.m.).

The minimum period of long detention is 3 consecutive school days.

### **5. Supervision**

Long detention will be supervised by the Discipline Team members.

### **6. Place**

Discipline Master's Room.

### **III. SUSPENSION FROM CLASS**

#### **1. Aim**

To institute a form of punishment below 'suspension from school'.

#### **2. Criteria for giving suspension from class**

- a) A student who brings the class into disrepute.
- b) A student who has committed serious offences e.g.
  - i) gross impertinence to the staff,
  - ii) persistent infringement of school rules on a regular basis,
  - iii) persistent causing disruption in class,
  - iv) refusal to accept the school's discipline for his offences.
- c) A student who has been given 2 cautions (30 minus conduct marks).
- d) A student who has been late for school 12 times or over.

#### **3. Mechanism**

A letter will be sent to parents/guardians informing them why their sons/wards will be suspended from class.

#### **4. Time & Period**

8:30 a.m. - 3:30 p.m. (summer timetable 7:50 a.m. - 1:35 p.m. ) except recess(es) and lunch-time. The student has to take roll-call and attend assembly. The minimum period of suspension from class is 2 school days.

#### **5. Supervision**

Suspension from class will be supervised by the Form Teacher and the Discipline Team members. A record of attendance will be kept in the Office and the record will be checked by the Discipline Master.

#### **6. Place**

Space adjacent to the College Office / College Library.

# THE CURRICULUM & TIME-TABLING ARRANGEMENTS 2014-2015

The time-table is based on a 5-day weekly cycle, Monday to Friday.

## The Curriculum

The Curriculum is built on the Curriculum Development Council's recommended syllabuses.

Forms 1 to 3 / Classes A to F			
Subjects Offered	Number of Periods per Week		
	Form 1	Form 2	Form 3
+ English Language	10	10	10
Chinese Language	7	7*	6*
# Putonghua	1	1	1
Integrated Humanities	5	5	5
Religious Studies	2	2	2
Chinese History	2	2	2
Mathematics	6	6	6
Computer Literacy	2	2	1
Integrated Science	4	4	
Physics			2
Chemistry			2
Biology			2
Visual Arts	2	2	2
Music	2	2	2
Physical Education	2	2	2

+ The six classes of Form 1 will be streamed for English according to results of an English Test which will be administered to all Form 1 applicants. All classes will have the opportunity of being taught Oral English by native-speakers.

# Putonghua classes are split for more effective teaching.

\* Classes A to F will be streamed into 8 groups, in which 4 groups will be taught in Putonghua.

Form 4 / Classes A to F						
Subjects Offered	Number of Periods per Week					
	Class					
	A	B	C	D	E	F
English Language	7	7	7	7	7	7
Chinese Language	7	7	7	7	7	7
Mathematics (Core + Module 1/ Module 2)	6	6	6	6	6	6
Liberal Studies	5	5	5	5	5	5
Geography	5*	5*	5*	5*	5*	5*
Economics	5*	5*	5*	5*	5*	5*
Physics	5*	5*	5*	5*	5*	5*
Biology	5*	5*	5*	5*	5*	5*
Chemistry	5*	5*	5*	5*	5*	5*
Chinese History	5*	5*	5*	5*	5*	5*
BAFS	5*	5*	5*	5*	5*	5*
Information & Communication Technology	5*	5*	5*	5*	5*	5*
History	5*	5*	5*	5*	5*	5*
Chinese Literature	5*	5*	5*	5*	5*	5*
Ethnics and Religious Studies	5*	5*	5*	5*	5*	5*
Visual Arts	5*	5*	5*	5*	5*	5*
Music	5*	5*	5*	5*	5*	5*
Religious Studies (OLE)	1	1	1	1	1	1
Visual Arts (OLE)	1	1	1	1	1	1
Music (OLE)	1	1	1	1	1	1
Physical Education (OLE)	2	2	2	2	2	2

\* Elective subject

Form 5 / Classes A to F						
Subjects Offered	Number of Periods per Week					
	Class					
	A	B	C	D	E	F
English Language	7	7	7	7	7	7
Chinese Language	6	6	6	6	6	6
+ Mathematics (Core + Module 1/ Module 2)	6	6	6	6	6	6
Liberal Studies	6	6	6	6	6	6
Geography	5*	5*	5*	5*	5*	5*
Economics	5*	5*	5*	5*	5*	5*
Physics	5*	5*	5*	5*	5*	5*
Biology	5*	5*	5*	5*	5*	5*
Chemistry	5*	5*	5*	5*	5*	5*
Chinese History	5*	5*	5*	5*	5*	5*
BAFS	5*	5*	5*	5*	5*	5*
Information & Communication Technology	5*	5*	5*	5*	5*	5*
History	5*	5*	5*	5*	5*	5*
Chinese Literature	5*	5*	5*	5*	5*	5*
Visual Arts	5*	5*	5*	5*	5*	5*
Music	5*	5*	5*	5*	5*	5*
Religious Studies (OLE)	1	1	1	1	1	1
Visual Arts (OLE)	1	1	1	1	1	1
Music (OLE)	1	1	1	1	1	1
Physical Education (OLE)	2	2	2	2	2	2

\* Elective subject

+ Two additional lessons will be arranged for Form 5 students who take extended modules in Mathematics (to be held after school).

Form 6 / Classes A to F						
Subjects Offered	Number of Periods per Week					
	Class					
	A	B	C	D	E	F
English Language	7	7	7	7	7	7
Chinese Language	7	7	7	7	7	7
Mathematics (Core + Module 1/ Module 2)	7	7	7	7	7	7
Liberal Studies	6	6	6	6	6	6
Geography	5	5*	5*	5*	5*	5*
Economics	5*	5	5*	5*	5*	5*
Physics			5			5
Biology	5*	5*	5*	5		5*
Chemistry			5*	5*	5	5
Combined Science (Physics & Chemistry)				6		
Combined Science (Chemistry & Biology)			6			
Combined Science (Biology & Physics)					6	
Chinese History	5*	5*				
BAFS	5*	5*				
Information & Communication Technology	5*	5*	5*	5*	5*	5*
History	5*	5*	5*	5*	5*	5*
Chinese Literature	5*	5*	5*	5*	5*	5*
Visual Arts	5*	5*	5*	5*	5*	5*
Music	5*	5*	5*	5*	5*	5*
Religious Studies (OLE)	1	1	1	1	1	1
Physical Education (OLE)	2	2	2	2	2	2

\* Elective subject

### The Co-curriculum (For All Forms)

To foster whole-person development, all students are expected to participate in the full educational programme offered by the College, including participation in musical and sporting groups and activities.

## MARKS AND REPORTS 2014-2015

	<b>Form 1 - Form 5</b>	<b>Form 6</b>
<b>End of 1<sup>st</sup> Classwork</b>	Friday, 12 <sup>th</sup> December 2014 (15 weeks)	Friday, 31 <sup>st</sup> October 2014 (9 weeks)
<b>Mid-Year Examination</b>	Monday, 5 <sup>th</sup> January 2015 to Friday, 16 <sup>th</sup> January 2015	
<b>Reports to Students</b>	Wednesday, 4 <sup>th</sup> February 2015	Friday, 14 <sup>th</sup> November 2014
<b>F.1 - 5 Parents' Day</b>	Saturday, 14 <sup>th</sup> February 2015	
<b>End of 2<sup>nd</sup> Classwork</b>	Friday, 22 <sup>nd</sup> May 2015 (15 weeks)	Friday, 16 <sup>th</sup> January 2015 (9 weeks)
<b>Final Examination</b>	Monday, 1 <sup>st</sup> June 2015 to Tuesday, 16 <sup>th</sup> June 2015	Thursday, 22 <sup>nd</sup> January 2015 to Friday, 6 <sup>th</sup> February 2015
<b>Reports to Students</b>	Thursday, 9 <sup>th</sup> July 2015	Friday, 6 <sup>th</sup> March 2015 (Last Day)

# ASSESSMENT POLICY

## I. Introduction

1. Assessment is an integral part of teaching and learning. Its role is to provide constructive and timely feedback to improve the quality of students' learning and to provide teachers with informed evidence of students' academic achievements.
2. Both progressive assessment and formal examinations are used to assess students' learning. Classwork / progressive assessment is used to track students' learning progress over time, build up their confidence and help students to take responsibility of their learning. Formal examinations include a Mid-year Examination and a Final Examination which indicate students' achievements at significant points in their learning.
3. The assessment of a student's academic performance in classwork and examination is extremely important as this becomes part of his school record and as such remains with him the rest of his life. It is, therefore, vital that marks should have validity and are given as fairly as possible.

## II. The Assessment System

1. There are two classwork assessments and two examinations (1<sup>st</sup> Classwork, Mid-year Examination, 2<sup>nd</sup> Classwork and Final Examination) in an academic year for Forms 1 - 5 for all subjects except Religious Studies, Computer Literacy, Physical Education, Music and Visual Arts.
2. For Form 6, there are two classwork assessments and only one examination in an academic year (1<sup>st</sup> Classwork, 2<sup>nd</sup> Classwork and Internal Examination).
3. For Forms 1 - 3 Religious Studies, Computer Literacy, Music and Visual Arts, only two marks will be reported - one for mid-term assessment and one for end-of-term assessment.
4. For Religious Studies (F.4 - 6), Music (F.4 - 5) and Visual Arts (F.4 - 5), only one overall mark will be reported.
5. For Forms 1 - 6 Physical Education, only one overall grade will be reported:  
(a) Interpretation of Grades

<u>Grade</u>	<u>Interpretation</u>	
A	Outstanding	優
B	Very Good	甚佳



C	Good	佳
D	Fairly Good	常
E	Satisfactory	可
F	Weak	弱
G	Very Weak	甚弱
H	Poor	劣

**NOTE:**

- There are no ranges of set distributions for grading by grades.
  - G & H have to be approved by the Principal.
  - Students who are exempted from taking P.E. lessons for medical reasons will be given an average grade based on the grades of the other general subjects for working out the order of merit. This grade, however, will not be shown on the Report Sheet.
- (b) Conversion of Grades to Marks for calculating the order of merit

Grade	Mark
A	90
B	80
C	70
D	60
E	50
F	40
G	30
H	20

6. Classwork/Examination weighting and subject positions in class/group/form.

Classworks and examinations are given proper weightings for working out the order of merit. Positions for each academic subject in the class/group/whole form as appropriate are given for the Mid-year/Final Examination, but not for the 1<sup>st</sup> or 2<sup>nd</sup> Classwork. Details are given in the tables below:

Department	Subject	F.1	F.2	F.3	F.4	F.5	F.6
English	English Language	15:30:15:40					**
Chinese	Chinese Language	#					**
	Chinese Literature				#	**	
Chinese History	Chinese History	#				**	
Mathematics	Mathematics	#				**	
Liberal Studies	Liberal Studies				#	**	
Integrated Humanities	Integrated Humanities	#					
Geography	Geography				#	**	
History	History				#	**	
Economics	Economics				#	**	
	BAFS				#	**	
Religious Studies	Religious Studies	50:50		100			
	Ethics and Religious Studies				#		
Computer Studies	Computer Literacy	40:60					
	ICT				15:30:15:40	**	
Integrated Science	Integrated Science	10:30:15:45					
Biology	Biology			#	**		
	Combined Science -Biology					**	
Chemistry	Chemistry			#	**		
	Combined Science -Chemistry					**	
Physics	Physics			#	**		
	Combined Science -Physics					**	
Music	Music (HKDSE)			#	**		
	Music	40:60		100			
Visual Arts	Visual Arts (HKDSE)				25:25:25:25	25:25:50	
	Visual Arts	30:70		100			
Physical Education	Physical Education	@					

# representing 10 : 30 : 10 : 50  
 \*\* representing 15 : 15 : 70  
 100 representing only one overall mark  
 @ representing only one overall grade

1<sup>st</sup> CW : Mid-year Exam ; 2<sup>nd</sup> CW : Final Exam  
 1<sup>st</sup> CW : 2<sup>nd</sup> CW : Internal Exam (for F.6 only)  
 Mid-term : End-of-term

Form	Position in each subject		Overall position	
	Mid-year Exam	Final Exam	Mid-year Exam	Whole Year
1 – 3	each term	each term	whole form	whole form
4 – 5	each group	each group	N.A.	N.A.
6	N.A.	each group	N.A.	N.A.

N.A.= not applicable

#### 7. Subject weighting (F.1 - 3 only)

For calculating the order of merit for Forms 1 - 3, the average mark of each subject is multiplied by the weighting shown in the table below:

Subjects	Subject Weighting	Subjects	Subject Weighting
English Language	4	Integrated Science	2
Chinese Language	3	Physics	1
Mathematics	3	Chemistry	1
Integrated Humanities	2	Biology	1
Chinese History	1	Computer Literacy	1
Religious Studies	1	Music	1
		Visual Arts	1
		Physical Education	1

An overall total score is then calculated which is the sum of all the subjects with weightings, so the full mark of the overall total score is 2,000 (in F.1 - 2) or 2,100 (in F.3).

### **III. Pass Mark**

The pass mark of all subjects is 50% of full mark for Forms 1 - 3 and 40% of full mark for Forms 4 - 6.

### **IV. Assessment of students with long periods of absence or with very little work done due to late admittance**

1. Students with very long periods of absence will be given 'Abs' in their classwork assessment(s).
2. For students with only a few marks missing, an average mark will be worked out for the classwork assessment(s).
3. For late admissions, the College Office will decide and inform all subject teachers concerned whether or not classwork marks will be given.

### **V. Absence in Examinations & Other Cases**

1. All procedures follow the practice of the HK Examinations and Assessment Authority as closely as possible. If the student is absent from any examination paper of a subject, he will be given 'Abs' for that paper on the Report Sheet. For calculating the order of merit, if a medical certificate can be produced or evidence of attending public examinations can be presented, an estimated mark will be given for that paper by the subject teacher, otherwise '0' will be given.
2. Students who are present for an examination but do nothing of significance will be given '0'.
3. Students cheating in an examination in a paper of any subject will be given '0' for the entire subject. Disciplinary action will also be taken.
4. Students not permitted to take the Mid-year/Final/Internal Examination because of poor class attendance may be given an estimated mark for each subject of the entire examination. However, 'Abs' will be entered on the Report Sheet.

### **VI. Visually Impaired Students**

The calculation of the order of merit is based on the subject combination of the student.

# HOMWORK POLICY

## I. Introduction

We at St. Paul's College believe that homework has a centrally important role in learning as it fosters good learning habits and builds responsibility. It also provides an important opportunity to develop effective time management skills. It is therefore our intention to provide students with meaningful and challenging homework assignments to reinforce what they have learnt in class. Our homework assignments include:

- practice exercises to consolidate learning
- extension assignments to transfer and apply new skills or concepts to new situations
- creative activities to help students integrate different skills learnt
- leisure reading activities

Actual time required to complete assignments varies, depending on each students' academic skills and language proficiency. However, it is not our intention to require students to spend an inordinate amount of time on doing homework.

## We expect our students to:

- gradually develop autonomy in managing their time and tasks
- write down assignment due day on their student handbook / planner
- revise their class notes for every subject before doing their homework
- set aside a regular time every day for revision and learning
- produce quality work
- complete their assignments as instructed and on time
- keep a good record of their work / assignments

## How parents/guardians can help:

- Get onto the school intranet to check the homework assigned each day (for F.1 - 3)
- Help the student to set a regular time of the day for learning and revision
- Monitor the student's after-school activities to ensure that there is enough time for revision and relaxation
- Be supportive when the student gets frustrated
- Contact teachers to know more about the student's learning progress

## **Checking F. 1-3 Students' Homework & Tests Online**

The school and parents/guardians need to work together to ensure that homework is properly done and duly submitted. To provide parents/guardians with more information about the homework / tests assigned on a day to day basis, we will upload the information on our School Intranet for parents/guardians to check online after 5:00 p.m. each day.

Our aim is to help students to gradually develop autonomy in managing their time and tasks. The onus is still on individual students to write down the assignment due date on their planners and complete the homework as instructed and on time. The purpose of this initiative is only to give parents/guardians more information about students' homework / tests so that they can monitor their after-school activities to ensure that there is enough time for revision and relaxation.

LoginID and Password for parents/guardians to access the School Intranet are as follows:

### **Login ID**

The Login ID is the same as the student's Login ID except that the first alphabet is different. For example, if the student's Login ID is 'sXXXXXX', the parent's/guardian's Login ID will be 'pXXXXXX'.

### **Password**

The password is the first 5 characters of the student's Hong Kong Identity Card number including the leading alphabet which should be entered in uppercase.

### **Failure to submit homework / assignments on time**

Students are expected to hand in their assignments on time and those who fail to do so will receive any of the following at the discretion of each teacher:

- a discounted score
- no score
- communication with parents/guardians
- minus conduct mark for repeated offenders

It is also the students' responsibility to complete work missed due to illness or absence.

## F. 1 - 3 HOMEWORK & TESTS

### (I) Homework Planning (Form 1 - Form 3)

#### (A) Amount of homework (minutes per week for an average student):

Subject	Form 1	Form 2	Form 3
English	75	80	85
Chinese	70	75	80
Mathematics	60	70	80
Computer Literacy	15	15	15
Integrated Science	20	20	N.A.
Physics	N.A.	N.A.	20
Chemistry	N.A.	N.A.	20
Biology	N.A.	N.A.	20
Integrated Humanities	45	45	45
Religious Studies	15	15	20
Chinese History	20	20	25
<b>Total</b>	<b>320</b>	<b>340</b>	<b>410</b>

## (B) Departmental Guidelines

### 1. English

Description	Frequency	Time Required
1. Newspaper cutting /Journal Writing	About a piece of newspaper cutting per week or teachers can alternate it with journal writing or short writing task	30 minutes per day
2. Extensive Reading	About six print texts and one non-print text per grading period and students are required to hand in an assignment after reading each text	About 15-20 minutes per day
3. Online Learning Practices	At least once in a month. Subject teachers will check the students' record from time to time	Time varies
4. Study for General English / Grammar / Vocabulary Tests	At least two tests (including comprehension questions, questions on vocabulary and grammar in the core texts) in each grading period	1 hour - 1 hour 30 minutes
5. Study for Class Dictation	Once in three weeks, usually taken from the course book	45 minutes
6. Grammar or General English Exercises	Upon completion of one grammar item covered in the course book	30 minutes - 1 hour
7. Listening Exercises	Once in three weeks, upon completion of one module covered in the course book	45 minutes - 1 hour
8. Project	Usually about one group project in one grading period	Time varies
9. Class Readers	Bi-weekly silent reading classes and students are expected to complete a short writing task after finishing a class reader	Time varies



## 2. 中文科

中一至中三

每一單元篇章授畢，即有習作。

每月有月記一篇或短篇寫作。

每月另有課外書閱讀，讀後或做報告，或簡單測試。

每週有書法練習一篇（中一及中二）。

優良章節或需準備默書。

長假期則有作文、閱讀之類家課。

每日一篇網上學習。

## 3. Mathematics

Type and amount of each assignment:

- Select representative types of questions for homework, on the basis of 20-30 minutes each time

Frequency

- Form 1 - Form 3: At least twice for every five teaching periods

## 4. Computer Literacy

There are two lessons for Forms 1 - 2 and one lesson for Form 3 in a week, the time spent in doing homework or project is approximately 15 minutes in a week.

Maximum number of homework or project in a month = 2

Types of homework will be computer-based project, workbook or worksheets.

### 5. Integrated Science (Form 1 and Form 2)

Type	Amount	Frequency
Preview of a topic and preparation for investigations: Presentation or quiz in lessons	1-4 pages in textbook or extension book	Per week
Experimental report: Structured questions and guided-discovery questions	1-2 pages with a number of structured questions	2 experiments per week: report finished within a double period
Workbook: True or false questions, multiple-choice questions and structured questions	1-2 pages	Per week
Test corrections	Maximum 3 in each grading period	After each test
Book report	At least 1 science book report	Per first grading period
Group project with presentation: Self-discovery investigation with 4-5 students	1 group project with written report	Per second grading period
Reading science magazine	At least 2 magazine reviews	Per year

### 6. Physics (Form 3)

There are two Physics lessons per week in Form 3. The time spent in doing homework is approximately 20 minutes in a week. Homework should be set at the end of each topic. The time spent depends on the number of weeks used to cover the topic. (Not exceeding the amount mentioned previously). Students should do at least one project for the school year.

## 7. Chemistry (Form 3)

Type: Structured questions or multiple-choice questions following each topic/chapter, a compulsory book report, scientific investigation and study for quizzes and tests.

Frequency: After each topic/chapter covered; at least two quizzes and two tests in each grading period.

Amount: 10-20 questions.

## 8. Biology (Form 3)

Type	Amount	Frequency
Exercises following each chapter (multiple-choice questions, structured questions including past public exam. questions)	5-15 questions	Upon the completion of each chapter: about 2-6 weeks
Practical Workbook (practicals with follow-up questions, Science-Technology-Society connections, multiple-choice questions and structured questions)	2-4 pages	Per 2-4 weeks
Newspaper cuttings with comments / Projects	1 group project	Per school year

## 9. Integrated Humanities

### Consolidation Stage

Learning Journal, Learning Portfolio, Tests and Group Project



### Preparatory Stage

Brainstorming Work (e.g., newspaper cutting and Exercises from the textbooks)

### Construction Stage

Worksheets (e.g., fill in the blanks, multiple-choice questions and data-based questions)  
Assigned Tasks (e.g., drawing timelines and case study)

## 10. Religious Studies

Description	Frequency	Time Required
1. Worksheet	Every lesson	Time varies
2. Assignment	Usually twice a year	About 1 hour
3. Quiz	On completion of an appropriate number of topics, usually once in each term	Time varies
4. Project	Depending on the teaching topics	Time varies

## 11. 中史科

### 基本作業

每完成教科書一節之教學，學生須完成「習作簿」相應部份之「練習」。

### 輔助作業

「習作簿」之「練習」為最低限度必須完成之基本作業。另酌加長問題、工作紙、圖表製作、模型製作、文物做製、專題研習等以為輔助練習。

## (II) Class tests

Not more than two tests will be given on the same day.

## PROJECT ASSIGNMENTS

The following are some guidelines for Project assignments:

1. Before assigning a project, the teacher will check with the students if they have already other projects to do.
2. Students will be given adequate time to complete the project. Since out-of-school group work is expected, students will be allowed a period of 3 to 4 weeks to get together to do it, e.g. over the weekends.
3. The deadline for handing in the project will not coincide with the week scheduled for the end of a grading period.
4. Teachers will give students very clear guidance on the following:
  - a) the size of the project (e.g. how many pages),
  - b) the amount of money each student should contribute towards a project. An upper limit on expenses will be set,
  - c) the amount of time to be spent on the project. This avoids over enthusiastic & anxious students staying up late at night to do the work, and
  - d) only English is to be used in writing the title, descriptions or captions for illustrations, etc. in all subjects except Chinese and Chinese History.

## **GLOBAL CLASSROOM AND OVERSEAS CONNECTION**

St. Paul's College believes very strongly that students in such a cosmopolitan city as Hong Kong need to widen their horizons and cast their eyes beyond the Special Administrative Region. Therefore, the concept of the "Global Classroom" was introduced and a comprehensive programme of overseas visits, accompanied by our own teachers, is organised each year. In the past year, the College organised eight student tours to various countries around the world. They were English Language Study Tour to United Kingdom, Music Tour to Austria, Community Awareness Programme to Qingyuan, Discovery Art Tour to Europe, Science Tour to Singapore, Handball Training Tour to Korea, Student Exchange Programme with Christ Church Grammar School in Perth and Badminton Training Tour to Taiwan.

Under DSS, opportunities for overseas visits will be further enhanced. Furthermore, student exchange programmes will also be arranged with twin schools overseas and in China.

## HOUSE SYSTEM

The House System began in 1975 in St. Paul's. It is hoped that through the House System there can be greater communication between junior and senior students and teachers and that students can get beyond the narrow limit of class spirit. In this way a greater sense of community can prevail within the College.

Membership to each House comes from all parts of the College so that within each class there are members of six Houses. (There are House badges to indicate membership to be worn on voluntary basis.) Every House is headed by a House Master/Mistress, and a number of Assistant House Masters/Mistresses. The House Captain is a student appointed by the House Master/Mistress.

There are sections for such games as football, basketball, badminton, table-tennis, etc., each headed by their respective captains. Thus there are inter class matches organised by the S.A. as well as inter house ones organised by the House Captains. There are also inter-house competitions in the Swimming Gala and Sports Day. Apart from sports competitions, Houses are also showing their talents and co operation in inter house music, debating as well as drama contests. Points are awarded to Houses excelling in matches and competitions.

House		Colour
Banyan	( 榕 )	Blue
Ginkgo	( 銀杏 )	Green
Oak	( 橡 )	Orange
Pine	( 松 )	Purple
Rosewood	( 紫檀 )	Red
Yew	( 紫杉 )	Yellow

# HOUSES - ADVISERS & MASTERS/ MISTRESSES 2014-2015

House Adviser: Mr. W. L. Tang

## BANYAN

**House Master - Mr. K. H. Ngan**  
**Asst. House Masters/Mistresses**

Miss K. C. Ho  
Miss S. Y. Ngan  
Miss L. K. Chan  
Miss S. M. Yu  
Mr. W. F. Ryan  
Mr. W. H. Poon  
Mr. H. L. Yeung  
Mr. C. L. Wong  
Miss W. Y. Yuen  
Miss K. Y. Chan  
Miss M. Chan  
Mr. C. P. Spencer  
Miss L. M. Wong

## PINE

**House Master - Mr. K. C. Chan**  
**Asst. House Masters/Mistresses**

Mrs. M. K. See  
Mr. K. W. Ng  
Miss W. Yiu  
Mrs. P. M. Ng  
Miss H. L. Chan  
Miss W. Y. Chau  
Mr. P. K. Lam  
Mr. K. W. Lee  
Miss C. C. Hong  
Mr. H. S. Keung  
Miss N. K. Wong  
Mr. H. Y. Wong  
Mr. T. L. Cheung

## GINKGO

**House Master - Mr. K. C. Au Yeung**  
**Asst. House Masters/Mistresses**

Mr. P. C. Chan  
Miss M. S. Lee  
Miss M. Y. Shek  
Miss P. S. Kwok  
Mr. S. N. Tse  
Mr. K. S. Kwok  
Miss C. S. Kou  
Mr. S. Y. Leung  
Miss L. L. Chan  
Miss M. Y. Hui  
Mr. P. Crozier  
Miss S. K. Lam  
Miss T. W. Lui

## ROSEWOOD

**House Master - Mr. H. C. Ho**  
**Asst. House Masters/Mistresses**

Mrs. W. P. Lam  
Miss S. C. Cheng  
Miss L. N. Chan  
Miss Y. S. Chan  
Mr. Y. H. Li  
Mr. F. Ngan  
Mr. C. C. Chan  
Miss K. Y. Ng  
Miss L. T. Ng  
Mr. M. Y. Ho  
Miss Y. S. Lai  
Mr. M. F. Kwok  
Mr. Y. L. Chow



## OAK

**House Mistress - Miss S. C. Yu**  
**Asst. House Masters/Mistresses**

Miss W. C. Fung  
Mrs. Y. O. Zai  
Mrs. P. S. Hsu  
Mrs. Y. L. Kwok  
Miss P. S. Chan  
Mr. K. H. Yuen  
Mr. H. W. Tsang  
Mrs. K. W. Wai  
Mr. K. C. Wu  
Miss S. Mazhar  
Mr. L. T. Chan  
Miss W. L. Kam  
Mr. W. S. Law

## YEW

**House Master - Mr. T. O. Chu**  
**Asst. House Masters/Mistresses**

Miss L. W. Wu  
Miss K. Y. Kwong  
Miss W. S. Wong  
Mr. C. H. Lau  
Miss Y. H. Leung  
Miss L. Y. Wong  
Mr. T. F. Ng  
Miss W. S. Leung  
Miss K. Y. Wong  
Miss H. Y. Chan  
Miss F. B. Leung  
Miss N. Y. Tin  
Miss K. W. Chang

# STUDENT PUBLICATIONS

## WAYFARER

“Wayfarer” is part of the tradition of St. Paul’s.

It is the name given to our school magazine and symbolises the many hazards in life that we have to undergo before we attain our objectives. It is a yearly publication produced by students and it serves to reflect College life and activities. It is also a source from which the history of the school can be traced.

As a member of the school, you can give your support. It needs your contribution to liven it up. There are many ways you can help. You may participate in any functions and contests organised by the editorial board. In the past few years, for example, there was a ‘Life in St. Paul’s photo-contest’ and a ‘Cover Design Competition’. You may also contribute by writing articles on any topic. Financially, you may ask your parents and relatives to advertise or to be a patron of the magazine. Further details in respect of this will be given to you some months after the term has commenced.

You may want to write some articles for the publication but you may not know how. Here is some information to help you:

- \* Contributions from teachers, old boys and students are welcome.
- \* Every contribution must have the name and class of the author.
- \* You may hand in your articles to any adviser of the Editorial Board
- \* Unless otherwise specified, the Editorial Board reserves the right to make alteration to articles submitted.
- \* Make sure that your contributions reach the editors not later than the deadline. Usually the deadline is fixed around February and March, and it will be publicised as soon as it has been fixed.

Previous issues of the Wayfarer have now been bound up in two volumes which are kept in the College library.

## **SCOPE**

Scope is our College newspaper. It is produced by students and you can always voice your opinion through this medium.

You may support your College newspaper by buying a copy whenever it is on sale. This, however, is only passive support. You may offer your active support by writing for the newspaper. Articles on current events both inside and outside College are good materials. Letters from students, teachers and old boys are more than welcome.

Every contribution must have the real name and class of the author. You may use a penname for publication but you still have to give your real name, which will be kept in confidence.

The rules to be followed by contributors are the same as those for the College magazine.

‘Scope’ needs your active support.

# SCHOLARSHIPS

A number of scholarships will be offered for Academic Excellence / Talented Musicians / Talented Sportspersons.

## a. Scholarships for Academic Excellence

The aim of this scholarship is to recognise and encourage students who did well academically in each year.

The scholarship will be awarded on the following basis:

- i.) 1<sup>st</sup> to 5<sup>th</sup> of the overall rank order will be awarded full scholarships (covering full of the annual school fee) for one year.
- ii.) 6<sup>th</sup> and 10<sup>th</sup> of the overall rank order will be awarded half scholarships (covering half of the annual school fee) for one year.
- iii.) 11<sup>th</sup> and 15<sup>th</sup> of the overall rank order will be awarded quarter scholarships (covering a quarter of the annual school fee) for one year.
- iv.) If any awardee has already received another scholarship and/or remission, the difference between the existing scholarship and / or the level of remission and the new one, up to the value of a full scholarship will be given. However, if an awardee is already in receipt of a full scholarship or a full fee remission, the new scholarship will still be awarded, but on an honorary basis.
- v.) The scholarship does not carry any monetary value. All the recipients are only exempted to pay part or all of the school fees according to their scholarships being awarded.

## b. Scholarships for Talented Musicians

The Scholarship will be offered to students who are talented in music and have significant contribution to the College in the music field.

## c. Scholarships for Talented Sportspersons

The Scholarship will be offered to students who have made their outstanding performance, displayed a respectful sportsmanship and showed their leaderships both in the Inter-school competitions and in the College.

## **STUDENT WELFARE FUND**

The Student Welfare Fund has been established with the purpose of promoting the general welfare of the student body and helping individual students with financial problems. An example of the significant work done by this fund was the setting up of the Snack Bar which has contributed much to the social life of St. Paul's by providing a popular place for group meetings and gatherings. Students who could not afford to purchase spectacles or books were able to do so with the help of the Fund.

The Fund is administered by a committee made up of teachers and senior boys. In case you need financial help, you should ask for help through your Form teacher or Guidance Mistress. You may also come direct to the Principal or Vice Principals to put forth your case. Appeals will be kept in strict confidence.

Also, you and your parents are welcome to contribute to the Fund. Donations made to St. Paul's College are tax deductible.

## SCHOOL FEES 2014-2015

Tuition Fee 學費						
			Three Quarters Remission 減免 3/4 學費	Half Remission 半費	One Quarter Remission 減免 1/4 學費	Full Fee 全費
Form 1 to Form 5 2014 Sept to 2015 June	中一至中五 九月至六月	per month 每月	950	1,900	2,850	3,800
		per annum 全年	\$9,500	\$19,000	\$28,500	\$38,000
Form 6 2014 Sept to 2015 Apr	中六 九月至四月	per month 每月	1,187.50	2,375	3,562.50	4,750
		per annum 全年	\$9,500	\$19,000	\$28,500	\$38,000

# **FEE REMISSION SCHEME UNDER THE DIRECT SUBSIDY SCHEME AND BURSARY SCHEME**

It is our strong belief that no student should be denied admission to St. Paul's College due to financial difficulties. There will be a generous fee remission scheme provided by the College to assist families requiring financial help.

## **(A) SCHOOL FEES**

The annual school fee for St. Paul's College 2014-2015 is \$38,000.

## **(B) BASIC CRITERIA FOR FEE REMISSION**

Four categories of Fee Remission are available: 100%, 75%, 50% and 25% depending on the Reckoner (Annex A) .

For those eligible families having more than one child attending the Primary Section/Secondary Section of St. Paul's College, the percentage of fee remission for the additional child (or children) set out above would be increased by 25% (limiting to a maximum of 100%).

If the value of the family's net assets (excluding the asset value of self-owned or co-owned property for dwelling) exceeds \$400,000, 2% of the excess amount will be added to the applicant's total average monthly adjusted family income .

Applicants receiving **Comprehensive Social Security Assistance (CSSA)** will be granted full school fee remission.

Applicants receiving financial assistance provided by the **Student Financial Assistant Agency (SFAA)** can also apply for the Fee Remission. School fee remission will be provided for applicants in the level of assistance not less than that calculated according to the assessment mechanism used by the SFAA.

## **(C) APPLICATION PROCEDURES**

Parents/Guardians who wish to benefit from the Fee Remission Scheme must submit the completed application form (please download the detailed scheme from our College website) or collect from the College Office together with copies of the required documents, not later than a date to be notified. All information provided in the application form and the supporting documents submitted are subject to strict verification.

## **(D) CLOSING DATE FOR APPLICATION**

The completed application form and supporting documents (Annex C) must be returned to the College Office on or before a date to be notified.

**(E) The above rules and policies will be reviewed from time to time.**

## **(F) BURSARY SCHEME**

The College also provides bursaries to students receiving school fee remission. Its aim is to assist students by providing financial aid to defray the cost of learning or attending activities organised/approved by the College.

The maximum subsidy for each student is HK\$5,000 per academic year. The actual amount of subsidy depends on the level of school fee remission approved. The details are as follows:

<b>Level of Fee Remission</b>	<b>Amount of subsidy per academic year (HK\$)</b>
FULL	5,000
3/4	3,750
HALF	2,500
1/4	1,250

**(G)** Any student whose family is experiencing financial hardship due to sudden and unforeseen circumstances arising during a school year may, at any time, apply to the College for the remission. The College may offer a special remission to these families on compassionate grounds.

**(H)** The Applicant has the right to appeal for failed or disagreed percentage of fee remission applications, such appeal should be made in writing to the Principal.

**(I)** For enquiries, please call 2546-2241 during office hours.



## **Annex A**

### **RECKONER**

1. This Reckoner is adopted in assessing the eligibility of students for Fee Remission for the 2014/2015 school year. Points will be awarded on two aspects - family income and dependants.
2. The Point System<sup>^</sup>

#### **(I) Average Monthly Adjusted Family Income**

##### **AVERAGE MONTHLY ADJUSTED FAMILY INCOME MEANS:**

Applicant family's total salary, allowances and other income received or receivable during the period from 1<sup>st</sup> April, 2013 to 31<sup>st</sup> March, 2014<sup>†</sup> divided by 12

##### **PLUS**

2% of the excess amount if the family's net asset exceeds \$400,000 (excluding the net asset value of their dwelling)

##### **LESS**

Monthly rental (for dwelling only), or monthly mortgage repayment (for dwelling only), subject to a maximum of \$12,000.

<sup>^</sup> This Point System is subject to revision by the College.

<sup>†</sup> Annual income of the family includes the annual income of the applicant and the spouse; 30% of the annual income of unmarried children residing with the family if applicable; and the contributions from relatives/friends if applicable. (Annex B)

Average Monthly Adjusted Family Income (HK\$)	Point
0 - 18,000	20
18,001 - 22,000	16
22,001 - 26,000	12
26,001 - 30,000	8
30,001 - 34,000	6
34,001 - 38,000	4
38,001 - 40,000	2
40,001 - 42,000	0
42,001 - 44,000	-1
44,001 - 50,000	-2
50,001 - 56,000	-3
> 56,000	*Not eligible

- \* Applicants whose average monthly adjusted family income exceeds the ceiling (i.e. HK \$56,000) are not eligible for any assistance under this scheme.

## RECKONER (CONTINUED)

### (II) Single-parent family

	Point Score
Single-parent family	2

(III) Dependants<sup>#</sup>

<b>Dependant</b>	<b>Point Score for Each Dependant</b>	
Applicant's spouse	1	
Dependent parent	1	
Dependent children (including student-applicant):		
Attending the Primary Section/ Secondary Section of St. Paul's College	3	
Attending full-time senior secondary course (S4 - S6) and full time Project Yijin or equivalent	2	
Receiving full-time education up to first degree [including pre- primary education, primary to junior secondary education (P1 - S3), VTC, IVE, post-secondary course, etc](Notes 1 & 2)	1	
Attending evening/part-time/ special training courses OR not attending schools (Note 3)	Under 18 (D.O.B. on/ after 1.9.1996)	Over 18 (D.O.B before 1.9.1996)
	1	0

- # Dependants in receipt of Comprehensive Social Security Assistance (excluding Old Age Allowance and Disability Allowance) are not eligible for any point score.

### 3. Level of Assistance

<b>Point Score</b>	<b>Rate of remission</b>
20 or above	100%
13 to 19	75%
8 to 12	50%
1 to 7	25%
Below 1	NIL

Note 1. Full-time education

Full time education is defined as day courses lasting for 1 year or more, with 5 meetings per week, each lasting 3 hours or more.

Note 2. Vocational, technical and post-secondary Institutes operating full-time courses

- Hong Kong Institute of Education
- Hong Kong Institute of Vocational Education
- Vocational Training Council
- Construction Industry Council Training Academy
- Clothing Industry Training Authority
- Skills Centres
- Sheltered Workshops
- The Hong Kong Academy for Performing Arts
- Commercial Schools
- Other post-secondary/tertiary institutions

- Note 3. Vocational, technical and post-secondary institutes or special training institute operating part-time courses
- Institutions listed in (2)
  - School of Education attached to universities
  - The Prince Philip Dental Hospital
  - Schools of nursing
  - Police College
  - Private organisations/schools offering apprenticeship
  - Seminary, etc.

**Annex B**

A: Income from all sources	B: Income not assessed
1. Basic salary (including contributions to provident fund)	1. Old age allowance
2. Year-end double pay	2. Disability allowance
3. Allowance (including housing/travel/meals/education/shift allowance, etc.)	3. One-off retirement gratuity/provident fund
4. Leave/pay in lieu of leave	4. Severance pay
5. Bonus	5. Traffic accident indemnity
6. Commission	6. Insurance indemnity
7. Wages in lieu of notice of dismissal	7. Injury indemnity
8. Profit from business/investment	8. Long service payment/contract gratuity
9. Interest earned from bank deposits, stocks & shares, etc.	9. Inheritance
10. Rent from property	10. Charity donations
11. Monthly pension/widow's & children's compensation/gratuity	11. Comprehensive Social Security Assistance
12. Contribution from family members or relatives	12. Loans
13. Alimony/living expenses from ex-spouse	
14. Retraining allowance	

## Annex C

### SUPPORTING DOCUMENTS FOR THE APPLICATION

Copies of the following documents should be attached to this application form:-

- (a) Identity documents of the applicant and those of his family members listed in Part II.
- (b) Income proof of every member of the family for the period from 1<sup>st</sup> April, 2013 to 31<sup>st</sup> March, 2014, e.g. the latest Salaries Tax Demand Note from the Inland Revenue Department or the latest salary statement or employment contract.  
[Self-employed applicant or family member (s) must provide in writing details of income earned during the relevant period with supporting evidence, e.g. the latest Profit Tax Demand Note from the Inland Revenue Department or the latest Profit and Loss Account and Balance Sheet submitted to the Inland Revenue Department.]
- (c) All passbooks and monthly statements of all types of bank deposits of the applicant and his family members including the page showing the account's name, account number and all pages showing the transactions from 1<sup>st</sup> April, 2013 to 31<sup>st</sup> March, 2014.
- (d) Certificates/receipts/notices on time deposits showing the balance as at 31<sup>st</sup> March, 2014.
- (e) Rental agreements, receipts for rent received (including sub-letting) or rent paid, rates or mortgage repayment of the property/properties or dwelling place.
- (f) Evidence of liabilities of all family members at 31<sup>st</sup> March, 2014, such as monthly statements of mortgage loan and credit card.
- (g) Supporting documents for the ownership of land/property/carpark, such as Sales and Purchase Agreement, assignment.
- (h) Certificates or monthly statements of March 2014 showing the type and quantity of investment items as at 31<sup>st</sup> March, 2014, e.g. stocks, shares and warrants.
- (i) Vehicle Registration documents and the original purchase invoices.

**Applicants are reminded to keep the originals of the above documents properly for further investigation and interview during the application period.**

## ABSENCE OF STUDENTS

All parents/guardians should please note that we will telephone within the school day the family of our students who are absent from school for unknown reasons.

It will be very helpful if parents/guardians can inform the College Office by phoning in (25462241) before 8:15 a.m. (7:45 a.m. during Summer Timetable) if they know that their son/ward will be absent on that day.

However, a letter from the parent/guardian giving the reason for the absence is still required on the day the student returns to school.

Any F.1 to F.5 student who is absent from school without justifiable reasons for more than 4 school days from the beginning of the school year to the Mid-year Examination or more than 5 school days from the Mid-year Examination to the Final Examination and any F.6 student who is absent for more than 6 school days from the beginning of the school year to the Internal Examination will not be allowed to take the examination. (Exemption may be given for a student who is absent for medical reasons if he is absent for one day, confirmed by a parent's/guardian's letter immediately on return or absent for more than one day, supported by a medical certificate.)



## NOTIFICATION OF WITHDRAWAL

1. Notice of withdrawal from the College must be given by the student's parent/guardian in writing to the Principal. No student can be withdrawn from the College until a written request from the parents is available.
2. The letter, specifying the date of withdrawal and reasons for leaving, can be written in either Chinese or English. The letter, whether sent by post or submitted by hand, must reach the College at least two weeks prior to the expected withdrawal date.
3. The student should submit a recent photograph for the testimonial to be issued later.
4. He should also collect a prescribed pro forma from the College Office. The completed pro forma is to be signed by the parent/ guardian. The student must return it to the Careers Master in person. Any delay in submitting this pro forma may result in subsequent delay in the issue of the testimonial to the student.
5. While the College will make every effort to accommodate students in genuine emergencies, the guidelines should be strictly adhered to and no exception can be made under ordinary circumstances.

## **REQUEST FOR ASSISTANCE IN APPLICATION TO OTHER EDUCATIONAL INSTITUTIONS**

1. The College offers assistance to students in their applications to local and/or overseas educational institutions.
2. Any such request, including requests for reference letters or for specific forms to be completed by the College, must be made by the student's parent/ guardian in writing to the Principal.
3. The letter can be written in either Chinese or English. It should include brief information about the educational institution to which the student is applying, for example, name of university and country, and level or programme of study.
4. The letter, whether sent by post or submitted by hand, must reach the College Office at least 1 month prior to the application deadline.
5. The student should also collect a "yellow form" from the College Office. The completed form is to be signed by the parent/guardian. The student must return it to the Careers Master in person. Any delay in submitting this form may result in a subsequent delay in the issue or completed of the requested documents.
6. If a student is applying to more than one university or school, the maximum number of applications the College will process for each student is six. Students are advised to choose schools carefully and not to choose several with the same level of difficulty of entry.
7. If you are applying to more than one university/school, write a memo to the Careers Master, listing:
  - a) name and address of school
  - b) each form to be filled in by the College
  - c) deadlines
  - d) whether form(s) to be sent by you or by the College
  - e) your extra-curricular activities and/or positions of responsibility, both in the College and outside, for this school year only.
  - f) put everything in a clear folder and give to the Careers Master with the memo on top.
  - g) When applying to the United Kingdom, the United States, Canada or Australia, the Universities will contact the College directly. Applicants will also be notified of this contact.
  - h) Do not give envelopes or stamps, the College Office will provide envelopes and inform the applicant later how much the postage is.

# EMERGENCIES & ILLNESS

## I. EMERGENCIES

1. If a student is injured or has an accident:
  - a) he may be moved, under the supervision of the Duty Teacher or another teacher if the Duty Teacher is not present, to the staff room or Red Cross room provided he can easily be moved.
  - b) first aid may be given by a qualified person (someone who has studied first aid, e.g. any P.E. teacher or member of the Junior Red Cross).
  - c) all phone calls, e.g. to parents/guardians, for an ambulance, should be made by the College Office staff unless the Duty Teacher or another teacher is requested to do so by the Principal, or Vice Principal (Mr. H. W. Wong or Mr. C. H. Mak). The Duty Teacher should liaise with the College Office.
  - d) 999 will not be dialed until the parents'/guardians' permission is obtained over the telephone, if possible.

## II. ILLNESS

If a student says he is ill and wants to go home, he is to go to the College Office and get a form to be signed by the Vice Principal. The Office will contact the student's parents/guardians before approving any early leave. The student takes this form home and obtains his parent's/guardian's signature. He should give it to his Form Teacher when he returns to school.

## **BAD WEATHER CONTINGENCY PLAN**

1. This contingency plan deals with the closure of school or suspension of classes announced after 6:15 a.m. due to deteriorating weather conditions e.g. the approaching of a tropical cyclone, heavy persistent rain and thunderstorm.
2. The school premises will be open as usual, but all internal tests or examinations and outdoor activities scheduled on that day will be cancelled or postponed.
3. Students will not be sent home immediately. They will be kept in school until they can be released to return home in safety.
4. A student will be released to go home only when he is accompanied by a parent/guardian. In such a case, the parent's/guardian's identity will be checked and the student's name and class will be noted down.
5. Students will be gathered in the College Hall or G.P. Rooms instead of being left in classrooms.

## EXCURSIONS

1. Excursions are generally of two types: educational & recreational.
  - (a) Educational excursions are those directly related with classroom teaching. For example, geography excursions, excursions to museums, exhibitions of Chinese calligraphy, history or geography, visits to the High Court, factories, etc.

For such excursions, attendance is compulsory for all students in the class. Only students with physical handicaps or very strong personal reasons, supported by a letter from the parent/guardian or other evidence, will be excused. Expenses by students if incurred at all should be minimal. Cases of genuine financial hardship should be considered for help from the Student Welfare Fund.
  - (b) Recreational excursions are those not directly related with classroom teaching. For example, picnics or films of general educational value.
2. Every class of 30 students must be accompanied by at least one teacher.

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# NOTES

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