

學與教事務政策及程序

**Policies and Procedures**

**for Learning and Teaching**



2025 年 9 月版

聖貞德中學

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## 家課政策

### 1. 家課與學習的關係

家課是學與教歷程中的一個重要部分，讓學生在課堂以外的時間，延展學習，以及預備未來的課堂學習。有效益的家課有助發揮以下各種功能：

- 既鞏固課堂學習，又讓學生為新課題作準備；
- 促進自學；
- 協助學生瞭解自己的學習進度及問題，繼而尋求解決疑難的方法；
- 讓教師找出學生在學習上遇到的困難，以調整教學計劃及策略，提供適時回饋，促進學生有效學習；
- 評估學生在汲取知識、掌握技能及培養良好態度和正面價值觀等各方面的表現，有效回饋課程的規劃與實施；
- 讓家長瞭解子女的學習進度和特質，從而能適時作出支援；
- 讓家長瞭解學校課程的要求，攜手合作，共同幫助學生改進學習。

### 2. 一般準則

- 學生應按時完成及準時繳交家課。
- 老師會在 SMART Portal 系統紀錄家課，家長或學生也可登入系統檢視家課紀錄。
- 欠交功課有可能影響學生的平時分。
- 學生應自行完成家課，不可抄襲他人，當校方發現學生該等行為，必會依校規處罰。
- 家課設計涉及知識應用、溝通強化、研究和其他技能，並能訓練學生獨立性和創造力。
- 一年兩次進行老師家課檢查，定時檢討，確保家課質素、數量、種類等範疇安排合適。

### 3. 家課種類、次數和數量分配的原則

老師按照學生的能力和學科的目標及教學需要而製定家課種類、次數和數量。

#### (a) 種類

種類主要分為課堂預習、學科內容鞏固練習、閱書報告、公開試練習、作業、資料收集、匯報、專題報告等。

## (b) 次數和數量

中一至中三：

根據每星期課節數量，每節大約每星期給予 10 分鐘家課，例如每星期共六節課堂，給予大約每星期 60 分鐘功課量；每星期一節課堂，大約每兩星期給予 20 分鐘功課量，而學生每上課天的功課量大約 80 - 90 分鐘。

中四至中五（公開考試科目）：

參考公開試要求或科本政策，每星期大約完成約 60 - 90 分鐘功課量。

中六（公開考試科目）：

參考公開試要求，每星期大約完成一份試題練習卷。

## Homework Policy

### 1. Homework and Learning

Homework is an essential part of the learning and teaching process. It allows students to extend their learning outside the classroom and prepare for future lessons. Effective homework can serve various purposes:

- Reinforce classroom learning and prepare students for new topics.
- Promote self-directed learning.
- Help students understand their learning progress and identify areas of difficulty, enabling them to seek solutions.
- Allow teachers to identify student learning challenges, adjust teaching plans and strategies, provide timely feedback, and promote effective learning.
- Evaluate student performance in acquiring knowledge, mastering skills, developing positive attitudes and values, and provide valuable feedback for curriculum planning and implementation.
- Inform parents about their children's learning progress and characteristics, enabling them to provide timely support.
- Help parents understand the school curriculum requirements and collaborate to improve student learning.

### 2. General Guidelines

- Students should complete and submit homework on time.
- Teachers will record homework assignments on the SMART Portal system. Parents and students can access the system to view homework records.

- Failure to submit homework may affect students' overall grades.
- Students should complete homework independently and avoid plagiarism. Any instances of plagiarism will be dealt with according to school regulations.
- Homework assignments will involve knowledge application, communication enhancement, research, and other skills, fostering students' independence and creativity.
- Book inspections will be held twice a year to ensure the quality, quantity, and variety of assignments.

### **3. Principles for Determining Homework Types, Frequency, and Quantity**

Teachers will determine the types, frequency, and quantity of homework based on students' abilities, subject objectives, and teaching needs.

#### **(a) Types**

- lesson preparation
- consolidation exercises based on the subject content
- book reports
- examination practice
- workbook
- research
- presentations
- Project reports

#### **(b) Frequency and Quantity**

- **S1 to S3:**
  - Based on the number of lessons per week, approximately 10 minutes of homework per lesson. For example, approximately 60 minutes of homework per week when six lessons are allocated for an individual subject, or approximately 20 minutes of homework every two weeks for subjects with one lesson per week. Students should expect to spend around 80-90 minutes on homework each school day.
- **S4 to S5 (HKDSE Subjects):**
  - Refer to public examination requirements or assignment policies, students should expect to spend approximately 60-90 minutes on homework per week.
- **S6 (HKDSE Subjects):**
  - Refer to public examination requirements or assignment policies, students should expect to complete on practice paper per week.

## **After-school Homework Detention**

### **Objectives:**

- Encourages students to complete their assignments and take responsibility for their academic work.
- Provides additional time and support for students who may need help understanding their homework or developing study skills.
- Helps students develop better time management and organizational skills by allocating dedicated time for homework.

### **Implementation:**

1. The detention class runs from 4:05pm to 5:05pm for students on regular school days.
2. Subject teachers will record instances of students failing to submit homework on SMART Portal.
3. Students are required to attend the detention class after receiving their fifth record and for each subsequent record in each term.
4. One bad mark on their report cards will be issued for every five records.
5. The office will generate the detention class list for that day before lunchtime.
6. The detention class list is generated based on the records from 12:25 pm the previous school day to 12:25 pm that day.
7. Parents will receive push messages informing them of their child's required attendance at detention.
8. Form teachers will receive the detention class list and will escort students to the Lecture Theatre for detention by 4:05 pm.
9. Self-directed learning worksheets will be provided if students have already completed their homework or forgotten to bring their homework to school.
10. Students must attend the detention class. If leave is required, form teachers have to contact their parents and a written application from the parent must be submitted on the next school day. The student will then attend detention on another school day. Unapproved absence will result in two bad marks.

## 功課留堂班

目標：

- 鼓勵學生完成作業並對自己的學業負責。
- 為學生提供額外的時間和支援完成作業。
- 幫助學生發展時間管理和組織能力。

詳情：

1. 功課留堂班於上課日的下午 4:05 至 5:05 舉行。
2. 科任老師將在 SMART Portal 記錄學生欠交功課。
3. 學生若在每學期累計第五次被記錄欠交功課,及其後的每次欠交功課,則必須參出席功課留堂班。
4. 每累計五次記錄,成績表上將被記一個缺點。
5. 校務處將於當日午膳前準備功課留堂班學生名單。
6. 功課留堂班學生名單根據前一個上課日下午 12:25 至當日下午 12:25 的欠交功課記錄。
7. 家長將收到 push messages,通知其子女必須出席功課留堂班。
8. 班主任將收到功課留堂班學生名單,並於下午 4:05 帶學生前往演講室出席功課留堂班。
9. 如果學生已經完成了功課或忘記帶功課到學校,將提供自主學習工作紙。
10. 學生必須參加功課留堂班。如需請假,班主任必須聯絡家長,並於下一個上課日提交家長信作書面申請。學生將於其他上課日補參加留堂班。未經批准缺席留堂班將被記兩個缺點。

## 評估政策

### 1. 評估的功能

評估是通過搜集學生學習過程和學習成果的佐證，作為審視課程成效、提升教學質素和瞭解學生學習情況的參考。

### 2. 總結性評估 – 期終考試

- 在一個學年中，中一至中五級共有三次考試，而中六級則有兩次考試。
- 每次考試及全年成績分數計算如下：

級別	第一學期	第二學期	第三學期	全年
中一至中五	20%	40%	40%	100%
中六	50%	50%	--	100%

### 3. 進展性評估

- 老師根據學生的能力、學科目標和教學需求來確定形成性評估的類型、頻率和數量。這些評估可能包括預習、課堂表現（如討論和積極參與）、作業和專題研習表現，以及小測和默書等。
- 進展性評估(平時分)，佔科目成績的 30%。

### 4. 考試及平時分計算方法

- 考試及平時分計算方法如下：

級別	平時分	考試分	總分
中一至中五 (第一至第三學期)	30%	70%	100%
中六 (第一學期)	30%	70%	100%
中六 (第二學期)	--	100%	100%

- 中一至中三級合格分數為 50%，而中四至中六級則是 40%。

### 5. 補考安排

- 因病缺席考試之學生須於回校後提交家長信及有效的醫生證明，學校將會安排補考，補考分數以其考卷所得分數之 80% 計算。
- 若缺席學生未能提供有效之醫生證明，缺席考卷將不會獲得任何分數，以零分處理。
- 若因事缺席考試，家長須以書面向校方申請並必須得到校方批准，才能參加補考。



## Assessment Policy

### 1. Function of Assessment

Assessment serves as a tool for reviewing curriculum effectiveness, enhancing teaching quality, and understanding student learning by gathering evidence of student learning processes and outcomes.

### 2. Summative Assessment – Examinations

- There will be three examinations for S1 to S5 throughout the academic year, while two examinations will be arranged for S6.
- The weighting of each examination and the overall annual grade is as follows:

	Term 1	Term 2	Term 3	Annual
S1 – S5	20%	40%	40%	100%
S6	50%	50%	---	100%

### 3. Formative Assessment

- Teachers will determine the types, frequency, and quantity of formative assessments based on student abilities, subject objectives, and teaching needs. These assessments may include:
  - Pre-lesson preparation
  - Classroom performance (e.g., discussions, active participation)
  - Assignment and project performance
  - Quizzes and tests
- Formative assessments (daily marks) contribute 30% to the subject grade.

### 4. Calculation of Examination Grades

- The calculation of examination and daily marks is as follows:

	Continuous Assessment	Examination Mark	Total
S1 – S5 (Terms 1 – 3)	30%	70%	100%
S6 (Term 1)	30%	70%	100%
S6 (Term 2)	---	100%	100%

- The passing grade for S1 to S3 is 50%, for S4 to S6, it is 40%.

### 5. Supplementary Examination Arrangements

- Students who are absent for an examination due to illness must submit a parental letter and a valid medical certificate upon returning to school. The school will arrange a supplementary examination, and the score will be calculated at 80% of the score obtained on the a supplementary examination paper.
- If no valid medical certificates are submitted, the students who are absent for a particular examination paper will not receive any marks in that paper.
- Students who were absent for an examination due to other reasons must submit a written request to the school through their parents and obtain school approval to participate in a supplementary examination.

## 升留級政策

為使學生建立明確學習目標，並打好學術基礎，學生的升留級安排按既定的標準，未能達到以下升級標準並全年級名次排列最後百份之十五的學生，須參加試後學業鞏固班及筆試，需在筆試中取得合格，方能於下學年升班。

級別	升級標準
中一至中三	<ol style="list-style-type: none"> <li>1. 中文、英文、數學三科主科中至少有兩科合格；及</li> <li>2. 總平均分合格；及</li> <li>3. 操行必須達標；及</li> <li>4. 全年出席率不少於 80%</li> </ol>
中四至中五	<ol style="list-style-type: none"> <li>1. 中文、英文、數學及公民與社會發展四核心科目中至少有三科或以上合格；及</li> <li>2. 總平均分合格；及</li> <li>3. 操行必須達標；及</li> <li>4. 全年出席率不少於 80%</li> </ol>

### Policy on Promotion and Repetition

To help students set specific goals and enable them to build their foundation for learning, students who fail to meet the criteria for promotion with their form positions ranking the bottom 15% annually will be required to attend remedial classes and take an end-of-course test. To be promoted in the coming academic year, students should attend all remedial lessons and pass the written test.

Level	Criteria
S1 to S3	<ol style="list-style-type: none"> <li>1. Pass in at least 2 out of 3 core subjects namely Chinese, English and Mathematics; and</li> <li>2. Pass in average mark; and</li> <li>3. Conduct meeting the standards of the school; and</li> <li>4. 80% or above attendance</li> </ol>
S4 to S5	<ol style="list-style-type: none"> <li>1. Pass in at least 3 out of 4 core subjects namely Chinese, English and Mathematics and Citizenship and Social Development; and</li> <li>2. Pass in average mark; and</li> <li>3. Conduct meeting the standards of the school; and</li> <li>4. 80% or above attendance</li> </ol>

## 中六畢業證書及修業證書

1. 校方將依照學生的學業、操行及考勤方面之表現，決定頒發「畢業證書」或「修業證書」。
2. 各項證書頒發標準詳列如下：
  - 一、「畢業證書」
    - 1.1 中六全年考試成績達標；
    - 1.2 中六操行等級達 B 或以上；
    - 1.3 中六學年的出席率達 80% (具醫生證明書之長期病假及經校方批准之事假可獲豁免)；及
    - 1.4 中六學年嚴重遲到次數不多於 10 次
  - 二、「修業證書」
    - 2.1 完成中六級課程及出席中六級畢業試；
    - 2.2 中六操行等級達 C 或以上；
    - 2.3 中六學年的出席率達 60% (具醫生證明書之長期病假及經校方批准之事假可獲豁免)；及
    - 2.4 中六學年嚴重遲到次數不多於 20 次
3. 學生因特殊情況而未能達到以上要求，可向學校申請酌情處理，惟學生及其家長必須向校方提供足夠理據及呈交相關證明文件，校方方會考慮其申請，而接納申請與否，校方有最終決定權。
4. 以上頒發中六畢業證書及修業證書條件於 2024 年 6 月 19 日經學校法團校董會通過，於 2024/25 學年開始實行。

## **Secondary 6 Graduation Certificate / Completion Certificate**

1. The school will determine whether to issue a "Graduation Certificate" or a "Completion Certificate" based on the student's academic performance, conduct, and attendance.
2. The criteria for issuing each certificate are as follows:
  - a. "Graduation Certificate":
    - 1.1 Achieve a total average score of 30 or above in the S6 examination;
    - 1.2 Attain a conduct grade of B or above in S6;
    - 1.3 Achieve an attendance rate of 80% for the S6 academic year (long-term sick leave with a doctor's certificate and approved personal leave by the school may be exempted); and
    - 1.4 Have no more than 10 times of severe lateness during the Form 6 academic year
  - b. "Completion Certificate":
    - 2.1 Complete the S6 curriculum and attend the S6 graduation examination;
    - 2.2 Attain a conduct grade of C or above in S6;
    - 2.3 Achieve an attendance rate of 60% for the S6 academic year (long-term sick leave with a doctor's certificate and approved personal leave by the school may be exempted); and
    - 2.4 Have no more than 20 times of severe lateness during the S6 academic year
3. Students who are unable to meet the above requirements due to special circumstances may apply for special consideration from the school. Students and their parents must provide sufficient evidence and submit relevant supporting documents to the school. The school will consider their application, and the acceptance or rejection of the application is at the discretion of the school.
4. The conditions for issuing the S6 graduation certificate and completion certificate were approved by the School Management Committee on June 19, 2024, and will be implemented starting from the 2024/25 academic year.

## 編班政策

### 1. 目的

- 校方將以教學語言、營造豐富語境、鼓勵文化交流及有利學生成長及班級經營為編班考慮。
- 中、英、數三科核心科目則按學生能力分組，以達致因材施教的目的。

### 2. 原則

升中一 及中二	信：英語能力較強的非華語生 望：非華語生、以英語為數學、科學及地理科教學語言及英語能力較強的學生 愛：主要以中文為教學語言的學生
升中三	信：英語能力較強的非華語生 望：非華語生、以英語為數學及科學科教學語言及英語能力較強的學生 愛：主要以中文為教學語言的學生
升中四 及中五	信：英語能力較強的非華語生 望：非華語生、主要以英語為教學語言及英語能力較強的學生 愛：主要以中文為教學語言的學生
升中六	予以升級的學生基本上原班升，或考慮訓輔組提供的意見，部份學生不會編在同一班以避免發生行為或學習問題。

## Policy on Class Allocation (updated in 2024-25)

### Objectives

- The school will consider the medium of instruction, creating a language-rich environment, promoting cultural exchange and fostering student development and class management when arranging class allocation.
- Students of different ability in the three core subjects, namely Chinese, English and Mathematics will be allocated to different teaching groups to cater for learner diversity.

### Guidelines

S1 and S2	Fa : NCS students with higher English proficiency. Ho: NCS students, students using EMI in Mathematics, Science and Geography and students with higher English proficiency. Ch: Students using CMI in most subjects.
S3	Fa : NCS students with higher English proficiency. Ho: NCS students, students using EMI in Mathematics and Science and students with higher English proficiency. Ch: Students using CMI in most subjects.
S4 and S5	Fa : NCS students with higher English proficiency. Ho: NCS students, students using EMI in most subjects and students with higher English proficiency. Ch: Students using CMI in most subjects.
S6	Students will be promoted with their classmates and allocated to the same class. In some cases, the school's Discipline or Counselling teams may advise individual students to be allocated to another class for disciplinary reasons for the sake of their learning.

## 退修申請程序

### 審批退修原則

為使高中學生畢業後有多元升學機會及出路，學校會鼓勵學生除核心科目外，另選修最少兩個科目。若學生要申請退修，學校會按以下原則考量：

- 退修申請只限獲准升讀中六級學生或中六學生。退修學生只可退修選修科中的其中一科。
- 申請日期為中六學年首兩星期。

### 申請退選程序

- 退修申請表格須由家長或監護人填寫並於規定期限內交回學校校務處，逾期不予受理。
- 經學校跟進及審批後，副校長會聯絡學生通知審批結果。

## **The Procedures for Dropping Elective subjects**

### Principles:

To provide senior fore students with diverse post-graduation opportunities and pathways, the school encourages students to take at least two elective subjects in addition to core subjects. If a student wishes to apply for dropping an elective subject, the school will consider the following principles:

- Withdrawal applications are only accepted from students who are to be promoted to or currently in S6. Students can only drop one elective subject.
- The application period is within the first two weeks of the S6 academic year.

### Application Procedure

- The application form must be completed by the parent or guardian and submitted to the school office within the stipulated deadline. Late applications will not be accepted.
- After school review and approval, the Vice Principal will inform the student of the result.

# 聖貞德中學 – 退修申請表格

## St. Joan of Arc Secondary School – Application for Dropping Elective Subjects

姓名 Name: _____	學號 Class No.: _____	班別 Class: _____
申請退修科目: _____ 授課語言: 中文/英文 Elective subject dropped: _____ Medium of Instruction: CMI / EMI		
申請退修原因 Reason(s) for drop of elective subject :  		
Student's signature 學生簽署: _____  Parent's signature 家長簽署: _____  Date 日期: _____		
學 校 專 用 For office use only		
校 務 處 School Office	校 長 / 副 校 長 Principal / Vice Principal	
Date 收表日期: _____  Signature 簽署: _____	<input type="checkbox"/> 批准 Agree <input type="checkbox"/> 不批准 Disagree  Signature 簽署: _____  Date 日期: _____	



## 轉科申請程序

注意事項：

1. 轉科申請只限中四級及中五學生。每位學生只能申請轉修一科。
2. 轉科申請，先由家長或監護人簽署同意，後再送請原就讀科目及擬轉入科老師簽准，並於規定期限內交回學校校務處，逾期不予受理。
3. 申請日期為
  - 新學年九月份首兩個星期
  - 第一次考試後兩個星期內
  - 第二次考試後兩個星期內

### The Procedures for Changing Elective subjects

Important Notes:

1. Applications are only accepted in S4 and S5. Each student can only apply to change from one elective subject to another.
2. The application form must be signed by the parent or guardian, then approved by the teacher of the original subject and the teacher of the subject to be transferred to. The application must be submitted to the school office within the stipulated deadline. Late applications will not be accepted.
3. The application deadlines are as follows:
  - The first two weeks of September in a new academic year.
  - Two weeks after the first examination.
  - Two weeks after the second examination.

**聖貞德中學 - 轉科申請表格**

**St. Joan of Arc Secondary School – Application for Change of Elective subjects**

姓名 _____	學號 _____	班別 _____
Name: _____	Class No.: _____	Class: _____
原本修讀科目: _____	授課語言: 中文/英文	
Original elective subject: _____	Medium of Instruction: CMI / EMI	
申請轉入科目: _____	授課語言: 中文/英文	
Transferred elective subject: _____	Medium of Instruction: CMI / EMI	
申請轉科原因 Reason(s) for change of elective subject :		
原科老師 Teacher of original subject		擬轉入科老師 Teacher of subject transferred
<input type="checkbox"/> 同意轉出 Agree <input type="checkbox"/> 不同意轉出 Disagree		<input type="checkbox"/> 同意轉入 Agree <input type="checkbox"/> 不同意轉入 Disagree
簽署: _____		簽署: _____
Student's signature 學生簽署: _____		
Parent's signature 家長簽署: _____		
Date 日期: _____		
學 校 專 用    For office use only		
校 務 處    School Office		校 長 / 副 校 長    Principal / Vice Principal
Date 收表日期: _____		<input type="checkbox"/> 批准 Agree <input type="checkbox"/> 不批准 Disagree
Signature 簽署: _____		Signature 簽署: _____
		Date 日期: _____

## 獎助學金

獎項/獎助學金	獲獎資格及獎勵	名額	獎助學金來源	支出
學業成績優異獎	<ul style="list-style-type: none"> <li>➤ 第一、二學期考獲全級總平均成績最優異的首三名。</li> <li>➤ 獎狀</li> </ul>	每個學期每級三名	--	--
學業成績優異獎	<ul style="list-style-type: none"> <li>➤ 以全年成績計算，考獲全年全級總平均成績最優異的首三名。</li> <li>➤ 獎狀及獎學金(第一名：\$500；第二名：\$200；第三名：\$100)</li> </ul>	中一至中六 每級3名 共9人	*聖貞德學校 舊生會獎學金	每級共\$800 總計： \$800x6 = \$4800
學科成績優異獎	<ul style="list-style-type: none"> <li>➤ 考獲各科目全年全級成績最佳者</li> <li>➤ 獎狀</li> </ul>	每級每科一名	--	--
聖貞德學校舊生會獎學金	<ul style="list-style-type: none"> <li>➤ 該年度香港中學文憑試成績最優異並能入讀本地大學資助學士學位課程的首三位學生</li> <li>➤ 獎學金\$1000</li> </ul>	三名	*聖貞德學校 舊生會獎學金	\$1,000x3 = \$3,000
聖貞德舊生會 中文科獎學金 (周永健博士捐贈)	<ul style="list-style-type: none"> <li>➤ 當屆香港中學文憑試中文科成績最優異的學生</li> <li>➤ 獎學金\$800</li> </ul>	一名	*聖貞德學校 舊生會獎學金	\$800
聖貞德舊生會 英文科獎學金 (徐福桑醫生捐贈)	<ul style="list-style-type: none"> <li>➤ 當屆香港中學文憑試英文科成績最優異的學生</li> <li>➤ 獎學金\$800</li> </ul>	一名	*聖貞德學校 舊生會獎學金	\$800

聖貞德舊生會 數學科獎學金 (譚競正先生捐贈)	<ul style="list-style-type: none"> <li>➤ 當屆香港中學文憑試數學科成績最優異的學生</li> <li>➤ 獎學金\$800</li> </ul>	一名	*聖貞德學校 舊生會獎學金	\$800
聖貞德舊生會 中國歷史科獎學金 (麥齊光先生捐贈)	<ul style="list-style-type: none"> <li>➤ 當屆香港中學文憑試中國歷史科成績最優異的學生</li> <li>➤ 獎學金\$800</li> </ul>	一名	*聖貞德學校 舊生會獎學金	\$800
聖貞德舊生會 企業、會計及財務概 論科獎學金 (郭沛民先生捐贈)	<ul style="list-style-type: none"> <li>➤ 當屆香港中學文憑試企業、會計及財務概論科成績最優異的學生</li> <li>➤ 獎學金 \$800</li> </ul>	一名	*聖貞德學校 舊生會獎學金	\$800
聖貞德學校舊生會 摘星獎學金	<ul style="list-style-type: none"> <li>➤ 凡於當屆香港中學文憑試應考的科目取得5*或 以上優異成績的學生</li> <li>➤ 每科\$800</li> </ul>	視當屆成績而定， 約每屆 3 名	*聖貞德學校 舊生會獎學金	約\$2400
貞德人獎勵計劃 金、銀、銅獎	<ul style="list-style-type: none"> <li>➤ 每學期一次，全年共三次。</li> <li>➤ 鼓勵學生於課堂、測考、課外活動及每天常規中持續保持最佳表現。</li> <li>➤ 全校最高積分的學生獲鑽石大獎： \$500 書券 及 2 大功</li> <li>➤ 各級最高積分的三位學生為金、銀、銅獎，共 18 個獎。</li> <li>➤ 金獎：\$200 書券 及 1 大功</li> <li>➤ 銀獎：\$100 書券 及 2 小功</li> <li>➤ 銅獎：\$50 書券 及 1 小功</li> </ul>		家長教師會	約\$10,000

校外獎學金				
羅氏高中應用學習獎學金	<ul style="list-style-type: none"> <li>➤ 於高中應用學習課程中學習態度正面及表現優秀的學生，由校長、教師、應用學習統籌主任或課程導師提名</li> <li>➤ 嘉許獎狀及獎學金\$1,000</li> </ul>	由主辦機構決定	--	--
尤德爵士紀念基金高中學生獎	<ul style="list-style-type: none"> <li>➤ 校長提名就讀於中六級，具備高度的學習能力，及有領導才能的學生。</li> <li>➤ 獎學金\$1,000</li> </ul>	兩名	--	--
祁良神父教育基金	<ul style="list-style-type: none"> <li>➤ 校長提名就讀於中四至中六級，根據同學的經濟需要、家庭情況、學業表現、操行及課外活動等表現而提名。</li> <li>➤ 獎學金\$1,500</li> </ul>	一名	--	--
天主教香港教區宗教教育獎	<ul style="list-style-type: none"> <li>➤ 在宗教科成績、學校與堂區服務或宗教活動等方面有良好表現的同學。</li> <li>➤ 獎狀及書券\$500</li> </ul>	兩名	--	--
扶貧委員會明日之星-上游獎學金	<ul style="list-style-type: none"> <li>➤ 鼓勵在逆境中奮鬥精神、努力學習、具正面價值觀的中三至中六學生。由老師或駐校社工提名。</li> <li>➤ \$5,000 獎學金</li> </ul>	由主辦機構決定	--	--
聖貞德中學助學金	<ul style="list-style-type: none"> <li>➤ 有緊急需要以解決生活或支援在學習方面開支的貧困學生。由班主任轉介，經學校社工瞭解、核實。</li> <li>➤ 支助款項由校長及獎助學金管理委員會批核。</li> </ul>	按實際需要及該年額度而定	<ul style="list-style-type: none"> <li>● 蕭惠蓮校長教育基金</li> <li>● 捐款牆</li> </ul>	視乎情況而定

## 獎助學金申請程序、審核及頒授時段

獎助學金名稱	申請程序	審核/甄選 負責人	頒授時段
學業成績優異獎	➤ 無需申請，學校按學生的學業成績表現通知獲獎學生	學務主任	學期頒獎禮及散學禮
聖貞德學校舊生會 獎學金	➤ 無需申請，學校根據學生當屆文憑試成績作出推薦。 ➤ 如在文憑試出現同等級，會根據學生校內模擬試成績決定獲獎人選	校長、學務副校長、舊生會負責老師	周年畢業禮
聖貞德舊生會 中文科獎學金 (周永健博士捐贈)			
聖貞德舊生會 英文科獎學金 (徐福燊醫生捐贈)			
聖貞德舊生會 數學科獎學金 (譚競正先生捐贈)			
聖貞德舊生會 中國歷史科獎學金 (麥齊光先生捐贈)			
聖貞德舊生會 企業、會計及財務概論 科獎學金 (郭沛民先生捐贈)			
聖貞德學校舊生會 摘星獎學金			

貞德人獎勵計劃金、銀、銅獎	無需申請，學校根據學生記錄通知獲獎學生	家長教師會	約\$10,000
聖貞德中學助學金	經濟困難的學生全年均可向班主任或學校社工提出申請	校長及獎助學金管理委員	按需要實況 全年發放
<b>校外獎學金</b>			
羅氏高中應用學習獎學金	無需申請，學校根據學生高中應用學習表現推薦	羅氏慈善基金	下學期散學禮
尤德爵士紀念基金高中學生獎	無需申請，學校根據學生表現推薦	尤德爵士紀念基金	周年畢業禮
祁良神父教育基金			
天主教香港教區宗教教育獎	無需申請，約每年四月由宗教教育科科主任根據學生在宗教科成績，堂區服務之表現而作出推薦。	天主教教區學校聯會（中學組） 天主教宗教教育委員會	下學期散學禮

\* 除上述各項獎學金外，尚有多種其他香港政府或本地機構頒發的獎學金，頒予合資格學生，詳情可向生涯規劃主任查詢。

### 申請獎助學金其他注意事項

- 1.1 各獎助學金均按準則由學校通知學生領取。
- 1.2 獲得聖貞德學校舊生會獎學金的學生需向捐款者撰寫一封感謝信，以示感恩之情。
- 1.3 申請獎助學金結果，學校會以電話形式，通知申請者有關之審批結果。
- 1.4 備註
  - 1.4.1 有欠完整資料的申請概不受理。
  - 1.4.2 申請表格及證明文件內的所有資料會受嚴格審核。
  - 1.4.3 除證書正本外，申請表及所呈交之文件概不退還。
  - 1.4.4 申請人所提供的資料只供申請獎學金之用，學校對有關資料絕對保密。
  - 1.4.5 委員會有唯一的決定權，處理任何獎助學金和所頒發的金額。委員會/主辦機構擁有

最終決定權。

1.4.6 委員會不時進行檢討及修訂以上條款及政策。

### Scholarships and bursaries

The school offers a range of scholarships to qualified students to encourage the pursuit of academic excellence and recognize students' academic achievement. Set up by funding from the school and donations from various organisations and alumni, these scholarships are granted on the basis of academic merit and personal qualities, amongst other factors.

Scholarship	Qualification & Awards
Academic Award	<ul style="list-style-type: none"><li>The top three students with the highest overall average scores in the first and second semesters.</li><li>Certificate</li></ul>
Academic Award for the Year	<ul style="list-style-type: none"><li>The top three students with the highest overall average scores for the entire year among all forms.</li><li>Certificate and Scholarship (1<sup>st</sup> : \$500; 2<sup>nd</sup> : \$200; 3<sup>rd</sup> : \$100)</li></ul>
Subject Excellence Award	<ul style="list-style-type: none"><li>The top performers in each subject for the entire year among all forms.</li><li>Certificate</li></ul>
Past Students' Association Scholarship	<ul style="list-style-type: none"><li>The top three students with the most outstanding results in the Hong Kong Diploma of Secondary Education Examination (HKDSE) of that year, who have also been admitted to government funded bachelor's degree programmes at local universities.</li><li>Scholarship \$1,000</li></ul>
Past Students' Association Scholarship - Chinese Language (Donated by Dr. Anthony Chow)	<ul style="list-style-type: none"><li>The student with the most outstanding performance in the Chinese Language subject in the HKDSE examination of that year.</li><li>Scholarship \$800</li></ul>
Past Students' Association Scholarship - English Language (Donated by Dr. Michael Tsui)	<ul style="list-style-type: none"><li>The student with the most outstanding performance in the English Language subject in the HKDSE examination of that year.</li><li>Scholarship \$800</li></ul>
Past Students' Association Scholarship - Mathematics	<ul style="list-style-type: none"><li>The student with the most outstanding performance in the Mathematics subject in the HKDSE examination of that year.</li></ul>



(Donated by Mr. Kenny Tam)	<ul style="list-style-type: none"> <li>Scholarship \$800</li> </ul>
Past Students' Association Scholarship - Chinese History (Donated by Mr. Mak Chai Kwong)	<ul style="list-style-type: none"> <li>The student with the most outstanding performance in the Chinese History subject in the HKDSE examination of that year.</li> <li>Scholarship \$800</li> </ul>
Past Students' Association Scholarship - Business, Accounting and Financial Studies (Donated by Mr. Pitman Kwok)	<ul style="list-style-type: none"> <li>The student with the most outstanding performance in the BAFS subject in the HKDSE examination of that year.</li> <li>Scholarship \$800</li> </ul>
Past Students' Association Scholarship - Star Achievement Award	<ul style="list-style-type: none"> <li>Students who have achieved a grade of 5* or above in any subject they have taken in the HKDSE examination.</li> <li>Scholarship \$800 (subject to the number of students meeting the criterion)</li> </ul>
St. Joanian Award Scheme	<ul style="list-style-type: none"> <li>Once per semester, a total of three times throughout the year.</li> <li>Encourage students to maintain their best performance in class, assessments, extracurricular activities, and daily routines.</li> <li>The student with the highest overall score in the school receives the Diamond Award: \$500 book voucher and 2 major merits.</li> <li>The top three students with the highest scores in each grade level receive the Gold, Silver, and Bronze Awards, totalling 18 awards.</li> <li>Gold Award: \$200 book voucher and 1 major merit.</li> <li>Silver Award: \$100 book voucher and 2 minor merits.</li> <li>Bronze Award: \$50 book voucher and 1 minor merit.</li> </ul>
Applied Learning Scholarship	<ul style="list-style-type: none"> <li>Students who demonstrate a positive learning attitude and excellent performance in the Applied Learning courses at the senior secondary level, nominated by the principal, applied learning coordinator, teachers or course instructors.</li> <li>Certificate and Scholarship \$1,000</li> </ul>
Sir Edward Youde Memorial Prizes for senior	<ul style="list-style-type: none"> <li>S6 students who possess high learning abilities and demonstrate leadership potential, nominated by the principal.</li> </ul>

secondary school students	<ul style="list-style-type: none"> <li>• Scholarship \$1,000</li> </ul>
The Rev. Joseph Carra Education Fund	<ul style="list-style-type: none"> <li>• The principal's nomination for S4 – S6 students, based on their economic needs, family circumstances, academic performance, conduct, and participation in extracurricular activities.</li> <li>• Scholarship \$1,500</li> </ul>
Diocese Scholarships in Religious Education	<ul style="list-style-type: none"> <li>• Students who demonstrate excellent performance in Religious Education subjects, school and parish services, or religious activities.</li> <li>• Certificate and Book coupon \$500</li> </ul>
Commission on Poverty “Future Stars - Upward Mobility Scholarship”	<ul style="list-style-type: none"> <li>• S3 – S6 students who demonstrate a resilient spirit, strive for academic excellence, and possess positive values in the face of adversity, nominated by teachers or the school's social worker.</li> <li>• Scholarship \$5,000</li> </ul>
SJA subsidy	<ul style="list-style-type: none"> <li>• Students facing urgent needs to address their living expenses or support their learning-related expenditures due to financial hardship. They are referred by class teachers and their situations are assessed and verified by the school's social worker.</li> <li>• Approved by the principal</li> </ul>

In addition to the scholarships listed above, there are numerous other scholarships offered by the Hong Kong government and local organizations to eligible students. For more information, please contact the career guidance counselor.

### **Important Notes for Scholarship and Financial Aid Applications**

1.1 All scholarships and financial aid will be distributed to students according to specific criteria and will be announced by the school.

1.2 Students who receive the St. Joan of Arc Old Students' Association Scholarship are required to write a letter of gratitude to the donor.

1.3 The school will notify applicants of the application results by phone.

#### **1.4 Notes:**

1.4.1 Incomplete applications will not be accepted.

1.4.2 All information provided in the application form and supporting documents will be reviewed.

1.4.3 Except for original certificates, application forms and submitted documents will not be returned.

## 自攜電子流動裝置計劃學生使用政策

### BYOD - Bring Your Own Device Acceptable Use Policy (AUP) for students

#### 定義 Definition:

電子流動裝置包括平板電腦或筆記簿電腦，但不包括手提電話。

Devices refer to iPads, tablets or notebook computers but do not include mobile phones.

#### 原則 Principles:

1. 在校內使用的電子流動裝置，只可作學習用途。

Students can use their devices for educational purposes only.

2. 在課堂中，學生必須聽從老師使用電子流動裝置的安排。

Students can only use their devices during lesson time with teachers' prior permission.

#### 守則 Guidelines:

1. 學生只能在老師的監管下或於特定許可的地點，方可使用電子流動裝置作以下用途：

Students should seek approval from their teachers in advance before using the devices during lesson time or in designated zones to achieve the following objectives:.

- 促進協作學習，並展示學生作品 Facilitate collaborative learning and provide platforms for the presentation of students' work (Google Slides, Google Sheets, Padlet, Jamboard, Mentimeter)
- 提供多元化的評估及即時回饋 Enable diverse assessment options and provide immediate feedback (Kahoot, Quizlet, Socrative, Edpuzzle)
- 照顧學習多樣性，應對不同學習需要 Cater for learning diversity (Google Forms, Online Question Bank (OQB), and STAR)

2. Google Classroom 主要用於促進課前預習、課後溫習以及課業管理。除獲得教師批准，學生不應在課堂上使用電子流動裝置。Google Classroom is primarily used for facilitating pre-class preparation, post-class review, and the management of assignments. It is imperative that students refrain from using electronic devices during lessons unless explicitly approved and supervised by a teacher.

Google Classroom 的主要功能包括 Key functions of Google Classroom include:

- 分享教育資源，例如電子書、筆記、文件、影片和鏈接 Sharing educational resources such as eBooks, notes, documents, videos, and links.
- 在平台上直接分發與評改課業 Distributing and grading assignments directly on the platform.
- 通過評分功能監察學生的學習表現進度 Monitoring students' performance and progress through grading features.
- 通過公告、課堂動態和回饋增強溝通 Enhancing communication through announcements, class streams, and personalized feedback mechanisms.

3. 學校鼓勵學生在課堂上養成撰寫筆記的習慣。如果學生希望在課堂上使用電子流動裝置摘錄筆記，必須正式向學校申請許可。在獲得批准後，學生方可在課堂上使用電子流動裝置撰寫筆記，並每兩週由教師檢查其電子筆記。此外，學生不得有任何與使用電子流動裝置使用相關的違規記錄，否則學生將無法繼續在課堂上使用電子流動裝置。The school promotes the habit of note-taking during lessons. If a student wishes to use electronic devices for note-taking during lessons, they must formally apply to the school for permission. Upon obtaining approval, they are permitted to use these devices in class, however, their electronic notes must be checked by teachers every two weeks. Additionally, there must be no records of violations related to the use of electronic devices in order for the student to continue using electronic devices in class.

4. 學生不得在校內使用電子流動裝置作非學習用途，如：

Students shall not use their devices for non-educational purposes.

- 娛樂用途（玩網上遊戲或 apps、聽音樂、觀看與學習無關的視頻等）  
Students are prohibited to use their devices for entertainment purposes. (e.g. playing games, listening to music or watching videos)
- 瀏覽社交網站（Facebook、Instagram、Snapchat 等）  
Students are not allowed to use/ access any social-networking websites. (e.g. Facebook, Instagram, Snapchat, etc.)

- 使用通訊應用程式 (WhatsApp、WeChat、Line 等)  
Students are not allowed to use any instant messaging applications. (e.g. WhatsApp, WeChat, Line, etc.)
5. 除已獲老師許可外，學生嚴禁於校內進行一切錄影、錄音或拍照活動 Students are prohibited from photo-taking or video/voice recording on school campus without their teachers' prior permission.
  6. 學生若要開啟含音頻的檔案，須得老師批准，並應保持適當的音量。Students can only listen to audio files with teachers' permission. The volume should be kept at a level that does not disrupt others.
  7. 學生應為自己設備準備後備電源，不得擅自使用校內電源為自攜電子流動裝置充電。Students are responsible for the charging of the battery of their devices. They are not allowed to charge their devices in their classrooms.
  8. 學生必須在自攜電子流動裝置貼上姓名及班別。離開課室時，須將裝置鎖在儲物櫃內，妥善保管。若有遺失，損壞或被偷竊，校方不會承擔賠償的責任。  
Students should take good care of their personal devices and put them into their lockers if needed. They should stick labels with their names to the back of their devices. The school is not liable for any loss, damage or thievery of devices brought to school.
  9. 學校會因應家長需要為學生個人 iPad 裝 MDM，年費為\$100，詳情會在安裝 MDM 的申請表上詳述。The school will install MDM on students' individual iPads based on parents' needs, with an annual fee of \$100. Details will be outlined on the application form for MDM installation.
  10. 學校會為 MDM 管理的平板安裝軟件，學生在非 MDM 管理的流動裝置安裝的軟件必須為合法及正版軟件。Our school will install applications on devices with MDM. All other applications downloaded and installed must comply with copyright laws.
  11. 使用 MDM 管理平板的學生不可將其使用的無線網絡(WiFi)密碼告知其他同學或校外人士。Students having installed MDM should never share the Wi-Fi password with others, both inside and outside school.

聖貞德中學 - 申請在課堂使用電子流動裝置

St. Joan of Arc Secondary School

Application to use electronic devices in class

姓名	學號	班別
Name: _____	Class No.: _____	Class: _____
現申請在以下課堂使用電子流動裝置，敬請批准。 Application to use electronic mobile devices in the following lessons.		
科目 Subject : _____	科任老師簽署 Teacher's Signature : _____	
科目 Subject : _____	科任老師簽署 Teacher's Signature : _____	
科目 Subject : _____	科任老師簽署 Teacher's Signature : _____	
科目 Subject : _____	科任老師簽署 Teacher's Signature : _____	
科目 Subject : _____	科任老師簽署 Teacher's Signature : _____	
科目 Subject : _____	科任老師簽署 Teacher's Signature : _____	
本人同意每兩星期由科任老師檢查電子筆記，亦承諾此期間不會有任何與使用電子流動裝置使用相關的違規記錄。 I agree that the subject teacher(s) will check my electronic notes every two weeks, and I also promise that there will be no violation records related to the use of electronic devices during this period.		
Student's signature 學生簽署 : _____		
Parent's signature 家長簽署 : _____		
Date 日期 : _____		
<input type="checkbox"/> 批准 Agree <input type="checkbox"/> 不批准 Disagree		
班主任簽署 Form teacher's signature : _____		
Date 日期 : _____		

## Application for Secondary One Discretionary Places

### 申請自行分配中一學位

#### **Instruction Notes**

#### **申請須知**

1. Number of discretionary places: 30

本校中一自行分配學額：30 個

2. Our selection criteria are as follows:

本校根據以下準則甄選及錄取學生：

Item 項目	Percentage 百分比
Academic Performance 學業成績	40%
Conduct 操行	20%
Extra-curricular Activities & Awards 課外活動及獎項	10%
Performance in the Interview (Communication Skills in English & Chinese, Logical Thinking & Comprehension Ability, Attitude) 面試表現 (中英溝通能力、邏輯思維、理解能力、態度)	30%

3. Application Period:

申請日期：

4. **Application Forms can be obtained through the following methods:**

索取申請表格方法：

1. In person – visit the General Office (1/F) during office hours

親身到本校一樓校務處

2. Download the Form from the school website [www.sja.edu.hk](http://www.sja.edu.hk)

於本校網址下載 [www.sja.edu.hk](http://www.sja.edu.hk)

5. **Application Forms can be submitted through the following methods:**

遞交申請表格方法：

1. In person – visit the General Office (1/F) during office hours

親身到本校一樓校務處

2. SSPA e-Platform — Parents who have registered as SSPA e-Platform users and bound their account to "iAM Smart+" ([www.iamsmart.gov.hk/reg](http://www.iamsmart.gov.hk/reg)) may submit DP applications

and check application results via the SSPA e-Platform.

中一派位電子平台 — 如家長已登記成為「中一派位電子平台」用戶並以「智方便+」([www.iamsmart.gov.hk/reg](http://www.iamsmart.gov.hk/reg)) 綁定帳戶，可透過「中一派位電子平台」遞交自行分配學位申請及查閱申請結果。

**6. Office Hours :**

Monday – Friday: 9:00 am – 5:00 pm

Saturday: 9:00 am – 1:00 pm

**辦公時間：**星期一至五：上

午九時至下午五時

星期六：上午九時至下午一時

**7. Documents to be submitted at the time of application:**

申請時須呈交以下文件：

a.	A completed Application Form 已填妥之申請表格
	EDB “Application Form for S1 Discretionary Place” 教育局「中一自行分配學位申請表」
	The original & photocopy of applicant’s birth / identification documents (e.g. the HKID Card) 出生證明文件正本及副本 (如：身份證)
	Copies of the applicant’s P.5 (annual) & P.6 (1 <sup>st</sup> Exam) academic reports 小五全年及小六第一次考試成績表副本
	The applicant’s extra-curricular activities records / awards 課外活動表現/獎項紀錄
	A copy of the applicant’s Certificate of Baptism (Catholic) 領洗紙副本 (天主教同學)
	2 self-addressed stamped (\$2.20) envelopes 回郵信封兩個 (連郵資\$2.20)

**8. Letter of recommendation from primary school is not required.**

無須遞交小學推薦信。

**9. According to EDB policy, students may apply to not more than TWO secondary schools listed in the “Handbook for Application for Secondary 1 Discretionary Places”. Otherwise, his chance of acquiring a discretionary place will be forfeited.**



按教育局規定，每名小六學生只可向不多於兩所中學申請中一自行分配學位。否則，其獲得自行分配學位的資格將被取消。

10. Successful applicants will be notified individually by mail and a telephone call from school on \_\_\_\_\_

如於自行分配學位階段獲取錄的申請者，校方將於\_\_\_\_\_以信件及電話作個別通知。

11. According to EDB policy, application for S1 discretionary places cannot be cancelled or retrieved once it is submitted.

按教育局規定，所有已遞交的自行分配中一學位申請將不能撤回或取消。

Under normal circumstance, each applicant will be invited to an interview on \_\_\_\_\_

正常情況下，所有申請者均會獲安排面試，面試於\_\_\_\_\_進行。

## 學生轉校/申請插班程序 Students Transferal Procedures

### I. Method of Application 申請方法

Application form for admitting S2 - S5 classes can be downloaded from our school website ([www.sja.edu.hk](http://www.sja.edu.hk)). Applicant should submit the application form and relevant documents to school in person or by mail (55 Braemar Hill Road, North Point).

申請入讀中二至中五的學生可於辦公時間，把報名表格及以下文件親自或郵寄交予本校（北角寶馬山道 55 號），報名表可於本校網址（[www.sja.edu.hk](http://www.sja.edu.hk)）下載。

### II. Documents to be submitted 遞交文件

1. One recent photo (2 inches X 1.5 inches) 最近的證件相片一張（2 英寸 X 1.5 英寸）
2. A copy of the applicant's birth certificate/identification documents (e.g. HKID Card) 出生證明文件副本（如：身分證）
3. Copies of latest 2 years applicant's academic reports 最近兩年之學業成績表（副本）
4. Copies of other achievement certificates 其他獎項或成就之證明（副本）
5. A copy of the applicant's Certificate of Baptism (Catholic) 領洗紙副本（天主教同學）

### III. Procedures 程序

1. Written tests in Chinese, English and/or Mathematics are to be arranged.
2. Selected candidates based on their written test performance will be invited for an interview.
3. Successful candidates will be notified by the school office. Registration arrangements will be made for these candidates.

1. 申請人須出席中文、英文和/或數學的筆試
2. 根據筆試成績，部份申請人將獲邀面試
3. 校務處將通知獲取錄申請人，並安排註冊事宜。

### **學生退學程序及注意事項**

1. 凡退學者必須親到校務處領取退學申請表及退學信範本。
2. 學生必須聯同家長或監護人親到校務處遞交已填妥的退學申請表及退學信，並與副校長或校長面見。經校方批核後方可作正式退學論。
3. 學生辦理退學手續時須交還該學年其學生證及學生手冊作註銷。(若有關證件遺失，須附函聲明)。
4. 若學生尚未清繳相關費用，必需悉數交回。
5. 若學生帳戶內尚有餘款，學校會以支票形式悉數退回。

註:

1. 校務處負責職員應與家長保持良好溝通，整理有關退學生的資料，以便辦理學生退學程序。
2. 所有離校/退學生，校務處負責職員須通知教育局。
3. 凡年齡在 15 歲以下而未完成初中教育的學生，在辦理退學時，副校長/校長須向家長闡明香港的強迫教育令。(在家長及教育局要求下，學校有責任處理此類已退學學生的復課事宜。)

### **Student Withdrawal Procedures and Notes**

1. Students wishing to withdraw must personally collect a withdrawal application form and a sample withdrawal letter from the School Office.
2. Students must, together with their parent or guardian, personally submit the completed withdrawal application form and withdrawal letter to the School Office, and meet with the Vice Principal or Principal. Formal withdrawal will only be considered after approval by the school.
3. When completing withdrawal procedures, students must return their student ID card and student handbook for cancellation for the current academic year. (If these documents are lost, a written declaration must be provided).
4. If students have outstanding fees, they must be paid in full.
5. If there is a remaining balance in the student's account, the school will refund the full amount by cheque.

Notes:

- 1) School Office staff should maintain good communication with parents, provide relevant information about withdrawing students, and facilitate the student withdrawal process.
- 2) The School Office staff must notify the Education Bureau of all departing/withdrawing students.
- 3) For students under the age of 15 who have not completed junior secondary education, the Vice Principal/Principal must explain the Compulsory Education Ordinance in Hong Kong to their parents when they withdraw. (At the request of parents and the Education Bureau, the school has a responsibility to handle the return to school of such withdrawn students).

**聖貞德中學**  
**【退學申請】**

個人資料

學生姓名：\_\_\_\_\_ (中文) \_\_\_\_\_ (英文)  
班 別：\_\_\_\_\_ 班 號：\_\_\_\_\_  
出生日期：\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 年 齡：\_\_\_\_\_  
退學日期：\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
聯絡電話：\_\_\_\_\_ 手提電話：\_\_\_\_\_  
地 址：\_\_\_\_\_

退學原因

- ☐ 移民 ☐ 健康問題  
☐ 外地升學 ☐ 工作  
☐ 轉往其他學校(請列明學校名稱)：\_\_\_\_\_  
☐ 其 他：\_\_\_\_\_

聲明

1. 本人自願放棄聖貞德中學\_\_\_\_/\_\_\_\_年度中\_\_\_\_級學位。
2. 本人明白學生尚未繳清之款項合共\$ \_\_\_\_\_，需退學時即時清還。
3. 本人知悉學生帳戶內之餘額\$ \_\_\_\_\_，學校將以支票退還，支票抬頭人為\_\_\_\_\_。

學 生 簽 署：\_\_\_\_\_ 申請日期：\_\_\_\_\_

家長/監護人簽署：\_\_\_\_\_ 申請日期：\_\_\_\_\_

※※備註：學生退學必須附有退學信及有關證明文件※※

《學校專用》

- 學生已呈以下文件：

☐ 退學信 ☐ 該學年學生證 ☐ 該學年學生手冊  
• ☐ 學生已繳清所有欠交款項 負責職員簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

副校長簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

校長簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

備註：

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【退學信】

致聖貞德中學校長：

敝子弟 \_\_\_\_\_就讀 貴校中\_\_\_\_\_級\_\_\_\_\_班， 因\_\_\_\_\_

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現欲申請退學，退學日期為\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日，現特函通知，懇請批准。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

日 期：\_\_\_\_\_

**St. Joan of Arc Secondary School**

**【Withdrawal Notice】**

Personal Information

Student \_\_\_\_\_(Eng)

Name : \_\_\_\_\_(Chi)

Class : \_\_\_\_\_ Class No. : \_\_\_\_\_

D.O.B. : \_\_\_\_\_(yy/mm/dd) Age : \_\_\_\_\_

Date of

Withdrawal: \_\_\_\_\_(yy/mm/dd)

Contact No. : \_\_\_\_\_ Mobile Phone : \_\_\_\_\_

Address : \_\_\_\_\_

Reason for Withdrawal

☐ Emigration ☐ Health issue

☐ Overseas studies ☐ Work

☐ Transfer (Please list the school name) : \_\_\_\_\_

☐ Others (Please specify) : \_\_\_\_\_

Declaration

1. I am willing to give up \_\_\_\_/\_\_\_\_ school year Secondary \_\_\_\_ school place at St. Joan of Arc.

2. I understand that the fees \$ \_\_\_\_\_ (items: \_\_\_\_\_) have not been settled. I settle the fees when I submit the application notice.

3. I understand the money left in the person account \$ \_\_\_\_\_ will be returned by cheque and the money is payable to \_\_\_\_\_.

Student Signature: \_\_\_\_\_ Date of Application : \_\_\_\_\_

Parent/Guardian Signature : \_\_\_\_\_ Date of Application : \_\_\_\_\_

※※Remarks : Student must submit withdrawal notice with withdrawal Letter and relevant documents※※

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《For School Use》

Student has submitted / returned :

☐ withdrawal letter    ☐ student's card    ☐ school handbook

☐ Student has settled the fees.      Signature of staff : \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Vice

Date :

Principal: \_\_\_\_\_

\_\_\_\_\_

Signature of

Date :

Principal: \_\_\_\_\_

\_\_\_\_\_

Remarks:

\_\_\_\_\_

**【Withdrawal Letter】**

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

To: Principal of St. Joan of Arc Secondary School

I am writing to inform you that my child \_\_\_\_\_ (student name),  
currently a student in Secondary \_\_\_\_\_ (class) will be withdrawing from St. Joan of Arc  
Secondary School as of \_\_\_\_\_ (yy/mm/dd) (date of withdrawal). The reason for  
withdrawal is \_\_\_\_\_

\_\_\_\_\_.

We would ask that you please acknowledge receipt of this letter in writing.

Yours sincerely,

(parent/ guardian signature): \_\_\_\_\_

(parent / guardian name): \_\_\_\_\_

## APPLICATION FOR TRANSCRIPT / CERTIFYING LETTER

### 申請成績表 / 在學証明

#### INSTRUCTIONS TO APPLICANTS

##### 1. Types of official documents

- a. Two types of official documents: **Transcript** and **Certifying Letter** are available for application.
- b. A transcript is an official proof of a student/graduate's academic achievements. It is a formal document listing the full academic record including the subjects of study and the examination results of a student/graduate during his/her period of study at the school.
- c. A certifying letter is a letter to certify a student's status in the school with details of date of admission, date of leave, study levels, expected date of graduation, etc. The date of conferment is stated, if necessary.
- d. The graduation certificate is a unique document; duplicates or copies are **NOT** issued.

##### 2. Submitting the application

Completed application form should be submitted:

- a. by mail or in person to the school, 55 Braemar Hill Road, North Point, Hong Kong; or
- b. by email. Please send the completed application form in **PDF** format by email to [info@sja.edu.hk]. Please indicate your name and type of application in the email subject (e.g. CHAN Tai Man\_Transcript).

##### 3. Processing time

- a. Your application will be processed upon receipt of the completed application form. It normally takes 5 working days to process the application.

##### 4. Application fees and payment methods

- a. HK\$20 per copy. All fees paid are NOT refundable.
- b. Please pay the application fee by cash when collecting the document(s) at the school general office or send a cheque (made payable to "THE INCORPORATED MANAGEMENT COMMITTEE OF ST. JOAN OF ARC SECONDARY SCHOOL") to the school general office if you choose to collect the document(s) by email. "Application for transcript/certifying letter" should be written on the top of the envelope and the applicant's name should be written on the back of the cheque.

##### 5. Collection methods

###### Collected in person

- a. Applicants may collect the document(s) at the school general office during its office hours.



- b. The applicant will be required to show his/her HKID card/Passport for verification when collecting the document(s).
- c. Uncollected document(s) will be destroyed six months from the date of application without further notice.

Collected by authorized person

- a. If another person is authorized to collect transcript/certifying letter on behalf of the applicant, the authorized person should bring along the authorization form stating the HKID card/Passport number of the authorized person. The photocopy of applicant's HKID card/Passport and the authorized person's HKID card/Passport will also be required for verification. The identification documents will be returned after inspection.
- b. Uncollected documents will be destroyed six months from the date of application without further notice.

Sent by Email

- a. Applicants may choose the document(s) to be sent by email. Please choose "By email" in the application form.
- b. Please enter the email address for receiving the document.
- c. If you have chosen to receive an electronic copy of the document, its hard copy will not be sent out.

6. Personal Information Collection Statement:

The personal data provided in the application form will be used by the general office for the purpose of processing the application only. All information provided, when no longer required, will be destroyed.

For enquiries, please contact the school general office at 25785984 during its office hour.

**ST JOAN OF ARC SECONDARY SCHOOL**  
**APPLICATION FOR TRANSCRIPT / CERTIFYING LETTER**

(Please ✓ the appropriate.)

**Application for ☐ Transcript / ☐ Certifying Letter**

Application received on: \_\_\_\_\_

The application will be processed once this application form is received by the school general office.

Please read the "Instructions to Applicants" before completing this form.

☐ **Current Student** ☐ **Graduated/Discontinued/Withdrawn Student** (Blacken ● as appropriate.)

**Section A Personal Particulars**

Name in English (in BLOCK LETTERS, surname first)											
Name in Chinese (if any, as in HKID)											
HKID card/Passport number											
Date of birth (date/month/year)										E-mail address	
Contact number	Mobile: _____ Office/Home: _____										
Correspondence address											

**Section B Details at School**

											Class
Date of entrance (dd/mm/yyyy)											
Date of leaving (dd/mm/yyyy)											

**Section C Application Fees and Payment Method** (see Notes on Application Fees and Payment Methods)

Collection Method:	No. of Copies	Fees
(a) In Person	x \$20 per copy	
(b) By Email	x \$20 per copy	
Total no. of copies: _____		Total Fees: _____

(Please ✓ one box only.)

☐ pay by cash when collecting the document(s)

☐ A Hong Kong dollar bank draft showing a total payable amount of HK\$ \_\_\_\_\_ which is made payable to "THE INCORPORATED MANAGEMENT COMMITTEE OF ST. JOAN OF ARC SECONDARY SCHOOL" is attached.

**Section D Collection Methods** (see Notes on Collection Methods)

(Please ✓ as appropriate)

<input type="checkbox"/> In Person	<input type="checkbox"/> By an Authorized Person Full Name: _____ HKID card/ Passport no. _____	<input type="checkbox"/> By email Email address: _____
------------------------------------	---	---

**Signature of Applicant:**

**Date:**

\*\*\*\*\*

**To be completed by the applicant / an authorized person upon collection of transcript(s)**

Collected by: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_

Handled by: \_\_\_\_\_ (staff)      Date: \_\_\_\_\_

## 「貞德人」獎勵計劃

目的：

1. 鼓勵學生在學術和非學術領域追求卓越；
2. 培育學生的自律精神，幫助學生建立勤學，良好品格；
3. 達致全人發展，激勵學生潛能，成為社會良好公民。

### **(1) 獎勵**

實施方式：

教師將在 SMART Portal 平台上記錄學生在以下類別中的優秀表現：

學術	默書、小測、測驗或考試中取得好成績 (1)
	課堂表現良好 (1)
	課業表現良好 (1)
	與閱讀相關的課業表現良好(1)
非學術	服務他人 (1-5)
	展現良好品德 (1-5)
	展現與學年主題相關的品德 (1-5)
	參加校內或校外比賽 (1-3)
	校內或校外比賽中表現良好 (3-10)
	整個學期內每天準時到校 (10)

\*括號中的數字表示學生在每個類別中可獲得的最多記錄次數。

每學期累積 10 次嘉許記錄，學生的成績表將會獲優點一個。

### **(2) 違規行為**

實施方式：

行為	記錄
每學期遲到五次	一個缺點，如此類推。
五次在 SMART Portal 平台上記錄的一般違規行為	一個缺點，如此類推。
嚴重違反校規行為	參考手冊

**備註：**

- 學生的違規記錄及獲得獎勵記錄，均會顯示在成績表上。
- 每學期獲得兩個優點的學生，其操行等級將獲升級。(B+ → A- → A → A+)
- 每學期獲得兩個缺點的學生，其操行等級將獲降級。(B+ → B- → C → D → E)
- 每學期計算獲得最多獎勵次數學生將分別獲得貞德人金、銀、銅獎及鑽石大獎。
- 班主任/級主任可提出升學生的操行的等級，有關提升操行與否的最終決定，須通過訓導主任/副校長/校長同意。
- **學生操行評級準則**

操行	條件
A+	6 優點
A	4 優點
A-	2 優點
B+	沒有任何違規或獎勵記錄
B	2 缺點
B-	4 缺點
C	6 缺點
D	8 缺點
E	10 缺點或以上

1 大功 = 3 小功

1 小功 = 3 優點

1 大過 = 3 小過

1 小過 = 3 缺點

## **St. Joanian Award Scheme**

### **Aims:**

1. Encourage students to pursue excellence in both academic and non-academic fields;
2. Cultivate students' sense of self-discipline and help them develop diligence and good character;
3. Achieve holistic development, inspire students' potential, and nurture them to become good citizens of society.

### **(1) Reward:**

#### **Implementation:**

Teachers will record students' good performances in the following categories on the SMART Portal platform:

Academic	Achieving good results in dictations, quizzes, tests, or exams (1)
	Performing well in class (1)
	Performing well in assignments (1)
	Performing well in reading-related tasks (1)
Non-academic	Serving others (1-5)
	Displaying good character (1-5)
	Demonstrating virtues related to the theme of the year (1-5)
	Participating in internal or external competitions (1-3)
	Excelling in internal or external competitions (3-10)
	Arriving at school on time every day throughout the school term (10)

*The number in brackets indicates the maximum records a student can earn in each category.*  
Accumulating 10 records in one term will earn the student one credit on their report card.

### **(2) Punishment:**

#### **Implementation:**

<b>Behavior</b>	<b>Record</b>
Being late five times in a school term	1 bad mark, and so on
Five records for violating school rules accumulated on the SMART Portal platform	1 bad mark, and so on
Serious violations of school rules	Refer to the handbook

**Remarks:**

- Students' records of reward and punishment will both be displayed on their report cards.
  - Students who earn two credits in each term will be eligible for an upgrade in their conduct grade on their report card. (B+ → A- → A → A+)
  - Students who receive two bad marks in each term will have their conduct grades downgraded. (B+ → B- → C → D → E)
  - In each school term, the students with the most rewards will respectively receive the Gold, Silver, Bronze Awards, and the Diamond Award.
  - Class teachers/level coordinators can propose upgrading a student's conduct grade. Final decisions on whether to upgrade are subject to the approval of the Discipline Master/Vice-Principals/Principal.
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- **Student Conduct Grading Criteria**

Conduct Grade	Criteria
A +	6 credits or above
A	4 credits
A-	2 credits
B+	No reward or punishment records
B	2 bad marks
B-	4 bad marks
C	6 bad marks
D	8 bad marks
E	10 bad marks or above

1 Major merit = 3 merits

1 merit = 3 credits

1 Major demerit = 3 demerits

1 demerit = 3 bad marks