學生家長注意事項

1. 為加強本校的教育職能，並為達致教職員間更的分工合作及負責任的目的，本校設有校政委員會。兹將本年度該委員會各類簡介如下:

校監：孔智剛神父
校長：陳文彬先生
副校長：龚燕勇老師(學務)，黃建民老師(教導、輔導)，曾一樸老師(課外活動、總務)
校長助理：伍志明老師
宗教教育主任：孔智剛神父
宿舍主任：吳國華老師
助理宿舍主任：黎德祺老師
學生主任：莫日從老師(英文部)
輔導主任：胡敬賢老師(英文部)
教導主任：徐偉鴻老師
課外活動主任：高浩源老師

2. 為妥善編排本校學員生參與校際活動，本校將學年分上、下學期。每一學期終結時舉行學期考試，每一學期中段時間，則舉行中期統一測驗(高中三、F.6及三級統測)，而有關各科目的所佔之單位比重，附上單位比重對照表。【見附件一】

3. 附上校曆表兩份，其中一份為家長備忘之用。請注意，如校曆表某日期上沒印上【假日/假期】字樣，學生應四校上課，或參與校内の之學校活動。【見附件二】

4. 附上『學校規則』，請家長細心閱讀，與校方緊密合作，督促責子弟遵守。【見附件三】

5. 歡迎家長與校監、校長、主任或教師聯絡，以促進學校與家長在教育工作上之合作。家長可利用『學生日誌』、書信與校方通訊。家長如親自來校會見校長、主任或教師，請先預約時間。如校方約見家長，家長應準時出席晤談。

6. 關於如何使用『學生日誌』請參閱『學生日誌』內頁之家長須知。

7. 家長不可聘請本校教職員為其子弟之私人補習教師。如責子弟需要補課者，可參加本校之功課輔導班。詳情請參閱附上之功課輔導班簡章。【見附件四】

8. 上、下課時間：上午由八時十五分至十二時卅分，下午由二時至四時五分。學校大門於上午七時卅分開放，下午六時閉關，學生須由學校正門出入校園。

9. 活動時間：每天下午放學後，學生可在校操場活動至下午五時二十分。此外，一切球類活動及班際球賽均在五時二十分前後結束，若有教導陪同，活動可延至六點，其後一律須離校返家。星期六或其他特殊時間，學生可參加本校提供之課外活動。

10. 學校假日，學生可於早上七時至十二時；下午二時至五時在學校操場活動。上述活動時間，校方將按需要而臨時宣佈更改。回到學校活動者，請帶學生證，以作進出校園之用。新學年度學生證未派發之前，可使用上一學年度學生證。

11. 9月11日將頒發學生健康記錄表回班主任，【見附件五】

12. 9月11日前學生之身份證，回鄉證交回班主任。(證件正反面均印在A4紙同一面)【見附件六】

13. 天主教學校聯會訂二零一五年九月十日(星期四)為「天主教學校聯會教師日」，學生當日放假一天，以供教師參與有關活動。

上列各項，望貴家長能充分合作。

回條
(請填妥回條交貴子弟於兩天內呈交班級及導師存檔)

班別：__________學號：__________學生姓名：__________

家長簽署：__________

日 期：__________
1) School Management Committee:
   To strengthen the educational function and to share the responsibilities among the teaching staff, the school has set up the school Management committee. The members of the committee of this school year are as follows:

   Supervisor: Fr. Francis Hung
   Principal: Mr. Maung Sein Myint (Michael Chan)
   Vice Principals: Ms. Kong Kong Hang (Studies), Mr. Wong Kin Man (Discipline & Counselling), Mr. Chang Iat Ho (Extracurricular activities & General Affairs)
   Assistant to Principal: Mr. Jorge Un Se
   Master of Religious Education: Fr. Francis Hung
   Master of Spiritual and Moral Education: Mr. Ng Teng Kuong
   Assistant Master of Spiritual and Moral Education: Mr. Lai Tak Kei
   Prefect of Studies: Mok Iat Chung (Chinese Section),
   Assistant Prefect of Studies: Mr. Samuel Vu Hon Yin (English Section)
   Master of Counselling: Mr. Lau Kin On
   Master of discipline: Mr. Choi Wai Hong
   Master of Extracurricular Activities: Mr. Kou Hou Un

2) Mid-term tests and examinations:
   In order to be in harmony with the schedule planned for inter-school activities, we have adopted the two-term system in each school year which is currently followed by most of the schools in Macau. At the end of each term there will be an examination, and at the middle of each term there will be a mid-term test. (There will be no mid-term tests for F.6 and S.M.3). For the weighting units of each subject, please refer to the attached Weighting units table. (Attachment 1)

3) School calendars: Two copies have been attached. Please take note that dates on which it is not specifically written ‘holiday(s)’ students are required to come to School for lessons or to take part in the functions mentioned. (Attachment 2)

4) School Rules: School Rules are attached. Parents are requested to read them carefully in order to assist their sons/daughters in their observance. Parents’ cooperation in this respect will be greatly appreciated. (Attachment 3)

5) Communication with the school:
   Parents are always welcome to communicate with the Principal, Supervisors, Masters or teachers. They can always do so through the Student’s Diary or by letter. If parents wish to see the Principal or Masters or teachers, it is advisable to make an appointment first. In special cases when parents are called to see the principal or Masters or teachers, they are kindly requested to come at the time appointed for better communication between the school and the parents and to provide better education to our children.
   Parents are requested to note that if they want to see their son(s)/daughter(s), a teacher, or any one of the office-bearers when the School is in session, they should first inform the secretaries in the General Office who will then make proper arrangements for them, and they should not enter the School premises arbitrarily.

6) Parents are requested to take note of the information on ‘How to Use the Diary’ indicated in the inside page of your son’s/daughter’s Diary.

7) After-school tutorial classes:
   Students are not allowed to take private tuition from the School’s teaching staff. If they need extra lessons, they may join the Tutorial Classes organized by the School. Please refer to the notice for After-school tutorial classes attached. (Attachment 4)

8) School Hours: Morning Session: 8:15 a.m. - 12:30 p.m.
   Afternoon Session: 2:00 p.m. - 4:05 p.m. The school gate opens at 7:30 a.m. and closes at 6:00 p.m. All students must use school front gate to enter or leave school campus.

9) Activity Hours:
   Students are allowed to stay or play in the playgrounds after school until 5:20 p.m. Activities led by teachers may continue until 6 p.m. and students will leave the school.
   Students may take part in the various extracurricular activities offered by the school on Saturdays or at other fixed times.

10) Students can return to school to play in the playgrounds on public holidays from 9:00 a.m. to 12:00 noon; 2:00 p.m. to 5:00 p.m. (The time may be changed if the School deems it necessary). They should bring along the Student Identity Card with them for inspection when coming back to School. (Before the new student identity cards are issued, students may produce the student identity card of the previous School Year for inspection.)

11) Please complete 14-15 Student Health Record and return it to the Class teachers by 11th September, 2014. (Attachment 5)

12) Students must submit the copies of Macau ID and China Entry Permit to the class teachers by 11th September, 2014. (Both sides of the documents should be copied on the same side of A4 paper.) (Attachment 6)

13) 10th September, 2015 (Thursday) has been designated as Macau Catholic Schools’ Teachers Day by Union of Catholic Schools of Macau. To allow teachers taking part in the relevant activities, there will be no classes on that day.

Thank you for your co-operation.

General Office

Dear Sir/Madam,

I have read your notice dated 4th September 2015 with attachments and I will cooperate with the School.

Class: _____  No.: _____  Student’s name: _______________________

Parent’s Signature: ______________________________________

Date: ______________________