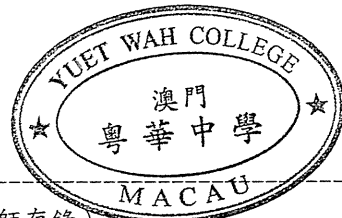




## 學生家長注意事項

- 為加強本校的教育職能，並為達致教職員間更大的分工合作及共負責任的目的，本校設有校政委員會。茲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：龔抗行老師(學務)，黃建民老師(教導、輔導)，曾一愷老師(課外活動、總務)  
校 長 助 理：伍助志老師  
宗教教育主任：孔智剛神父  
靈 德 育 主 任：吳庭廣老師  
助理靈德育主任：黎德祺老師  
學 務 主 任：莫日從老師(中文部)  
助理學務主任：胡漢賢老師(英文部)  
輔 導 主 任：劉建安老師  
教 導 主 任：徐偉鴻老師  
課外活動主任：高浩源老師
- 為妥善編排本校員生參與校際活動，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 不設中期統測)，而有關各科科目所佔之單位比重，附上單位比重對照表。【見附件一】
- 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，學生應回校上課，或參與該日之學校活動。【見附件二】
- 附上『學校規則』，謹請 貴家長細心閱讀，與校方緊密合作，督促 貴子弟遵守。【見附件三】
- 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，家長應撥冗出席晤談。
- 關於如何使用『學生日誌』，請參閱『學生日誌』內頁之家長須知。
- 家長不可聘請本校教職員作為其子弟之私人補習教師。如貴子弟需要補課者，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】
- 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啟，下午六時關閉，學生須由學校正門出入校園。
- 活動時間：每天下午放學後，學生可在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完結。若有導師陪同，活動可延至六點，其後一律須離校返家。  
星期六或其他特定時間，學生可參加本校提供之種種課外活動。
- 學校假日，學生可於早上九時至十二時；下午二時至五時在操場活動。上述活動時間，校方將按需要而臨時宣佈更改。回校活動者，請帶學生證，以作進入校園之用。新學年度學生證未派發之前，可用上一學年度學生證。
- 9月11日前將填妥之學生健康記錄表交回班主任。【見附件五】
- 9月11日前將學生之身份證、回鄉證交回班主任。(証件正反面均影印在A4紙同一面。)【見附件六】
- 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，以俾教師參與有關活動。

上列各項，尚望 貴家長能充分合作。



校 務 處  
二零一五年九月四日

• 回 條 • (請填妥回條交 貴子弟於兩天內呈與班導師存錄)

敬覆者：頃接 家長注意事項及附件，願意與 貴校緊密合作。此覆

班 別：\_\_\_\_\_ 學 號：\_\_\_\_\_ 學 生 姓 名：\_\_\_\_\_

家 長 簽 署：\_\_\_\_\_

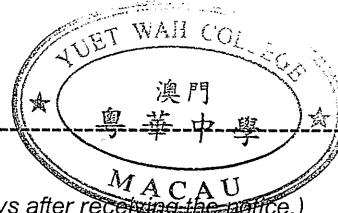
日 期：\_\_\_\_\_

**IMPORTANT INFORMATION FOR PARENTS**

4<sup>th</sup> Sept, 2015

- 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 Hoi (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: Mr. 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 Supervisor, Principal, 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 11<sup>th</sup> September, 2014. **(Attachment5)**
- 12) Students must submit the copies of Macau ID and China Entry Permit to the class teachers by 11<sup>th</sup> September, 2014. (Both sides of the documents should be copied on the same side of A4 paper.) **(Attachment 6)**
- 13) **10<sup>th</sup> 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

**Reply Slip**

(Please return this slip to the Form Master/Mistress within two days after receiving the notice.)

Dear Sir/Madam,

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

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

Student's name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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