

## **CCCHWC Notes To Teachers**

### **1. Signing in Procedure for Teachers**

Teachers are required to arrive at school before 8:00a.m. and sign in at school office, staff room or staff common room by access control card. They must turn up to and finish their lessons punctually.

### **2. Dress and Grooming Codes**

Teachers should always be appropriately dressed and groomed for teaching duties at school. They are expected to be good models to students.

### **3. Request for Leave**

3.1 Teachers taking casual leave must fill in a request form and submit the form to the Principal for approval in advance.

3.2 Teachers taking sick leave must phone the Principal before 8:00a.m. for arrangement of substitution. The teachers are required to provide a doctor's note if they are absent for more than one day. When they resume duty, they should forward to the Principal the doctor's note together with a completed form for Leave of Absence.

3.3 The CCC Heep Woh College School-Based Management Committee may grant the following types of leave for teachers in accordance with the conditions provided by the relevant Code of Aid, the Employment Ordinance and the instructions the Permanent Secretary for Education and Manpower (PSEM) may from time to time issue:

(a) sick leave (paid or no-pay);

(b) maternity leave (paid or no-pay);

(c) special tuberculosis leave (paid or no-pay);

(d) special leave for a maximum of 2 days per school year (paid);

(e) study leave endorsed by the PSEM in advance (paid);

(f) leave for teachers serve as jurors or witnesses (paid); and

(g) leave for a maximum of 14 days per school year for special events like representing HKSAR in national/international conferences events such as the Asian Games and the Olympic Games; or being invited to present paper or speak at national/international conferences in connection with education; or participating in training and camping exercises of Civil Aid Service, Auxiliary Medical Service or Auxiliary Police Force (paid).

3.4 Teachers taking leave with the approval of the Principal are required to arrange change of lessons with other teachers to avoid causing any disruption to the teaching progress of their classes. Follow-up medical consultation should be arranged after school hours.

3.5 Teachers taking leave are expected to serve a compensatory substitution for all the missing lesson periods during his/her leave.

- 3.6 Teachers should remain in school during school hours. Should they need to leave early, they must acquire approval from the Principal. Teachers who do not have a lesson during the fifth period may go out for lunch.

#### 4. Duties of Class-teachers (C/T)/ Assistant Class-teachers (Asst. A/CT)

Concomitant with the compulsory education are a major issue of increased individual differences and problems among students. Class-teachers have a very important role to play. In order to reduce the workload of the class-teachers; on the other hand, to cater for and address to students' needs and problems, the support and assistance of assistant class-teachers are essential. The duties of class-teachers and assistant class-teachers are to be allocated as below :

##### 4.1 General duties

- (1) Knowing your students
- (2) Laying down class rules
- (3) Building up relationship
- (4) Predicting problems

##### 4.2 Specific duties

- (1) Take roll-calls at 8:15a.m. and 1:40p.m. Lateness and absence are counted in term of 'times' and 'days' respectively. (C/T)
- (2) Find out the reasons for students' lateness. (C/T)
- (3) Telephone parents whose children are absent form school. Should parents not be connected during the daytime, contact them in the evening. (C/T)
- (4) Report cases of students' taking sick leave or casual leave exceeding three days to the Assistant Principal (Academic). Cases relating to students with unexplained absences three days should be reported to the Principal, who will then issue a letter of concern to the parents concerned and take further necessary actions. (C/T)
- (5) Collect parent's letters / doctor's note when students resume school and keep these documents until the end of the school year. Has the student been inflicted with a serious illness / injury which affects his performance in an examination, such documents should be kept in the student's record file for future reference. (C/T)
- (6) Inform the school office and the Assistant Principal (Academic) of any changes regarding students' withdrawal from school, change of address telephone number etc. (C/T)
- (7) Inspect students' uniforms and hairstyle in compliance with the rules of the school. (C/T & asst. C/T)

- (8) Supervise students to keep their classrooms clean, obey school rules and have public spirit. (C/T & asst. C/T)
- (9) Supervise students to decorate the class notice-boards. Students are not allowed to put up any displays without the approval of their class-teachers. Any non-school displays without the approval of the school should be removed and the students concerned should be disciplined. (C/T & asst. C/T)
- (10) Deal with class affairs and advise students during the class-teacher sessions, i.e. on Monday, Tuesday and Thursday morning assemblies and 1:35 to 1:45p.m. each day. (C/T)
- (11) School notices keep parents informed of school events and activities. Class-teachers are required to ensure that such notices are delivered to parents by checking parents' signatures on reply slips. Reply slips should be returned to the school office on or before a specified date. (C/T)
- (12) Attend all class meetings. Any decision made during class meetings will be subject to the approval of the Class-teachers. (C/T & asst. C/T)
- (13) Take part in class activities. (C/T & asst. C/T)
- (14) Develop students' leadership skills. (C/T & assist C/T)
- (15) Meet parents during Parents' Day. (C/T & asst. C/T)
- (16) Inspect students' weekly journals. (C/T & asst. C/T)
- (17) Prepare students' reports. (C/T)
- (18) Process applications for fee remission / travel subsidy, etc. (C/T)
- (19) Update student's record files for future reference. (C/T)

Remarks:

- a) Class-teachers play a vital part in guiding and helping students. They are front-line workers and are expected to handle all cases themselves. They may seek assistance from other committees (Academic, Discipline and Counselling, Careers Guidance), social worker and education psychologist should such need arise.
- b) Class-teachers are particularly to remind students to express their opinions and comments through proper channels such as students weekly journals, letters, etc. If parents are to reflect their opinion to the school, their names should be submitted.
- c) Class-teachers may request assistance from assistant class-teacher in handling class affairs and advising students as necessary.
- d) Assistant class teachers may also take initiatives in the above.

## 5. Meetings

5.1 All teachers are required to attend staff meetings, annual teaching and administrative staff seminar, retreat as well as seminars held by the HK Council of Church of Christ in China and the School Management Committee.

### 5.2 Staff Meeting Arrangement

5.2.1 In order to facilitate better cooperation and collaboration among all staff, teachers-in-charge of the committee / department are requested to send their items to be put into the agenda and relevant documents for report in the coming Staff Meeting to the two Assistant Principals or the Prefect of Studies correspondingly 5 working days before the Meeting.

### 5.2.2 Oral Report in the Staff Meeting

To ensure effectiveness and efficiency of the Staff Meeting, ALL staff is reminded to read thoroughly and follow through the documents sent out. We will minimize oral report to save time and spend more time on discussion to get better results on concerned items of ALL staff.

## 6. School notices / Parents' Letters

### 6.1 School / Form level

- a) Teachers are reminded to allocate enough time for discussion with our Principal and seek our Principal's approval for the draft.
- b) All drafted school notices/ parents' letters should be sent to the two Assistant Principals or the Prefect of Studies for processing.
- c) A finalized master copy of school notices/ parents' letters will be prepared by School General office staff and then acquire the Principal's endorsement.
- d) A checklist of the school notices/ parents' letters will also be prepared to Class-teachers for arranging the distribution of school notices/ parents' letters and the collection of corresponding reply slips.

### 6.2 Individual Group

- a) Teachers are reminded to allocate enough time for discussion with the Principal and seek the Principal's approval for the draft.
- b) All drafted school notices/ parents' letters should be sent to the two Assistant Principals or the Prefect of Studies for processing.
- c) A finalized master copy of school notices/ parents' letters will be prepared by School General office staff or by the responsible teachers himself/herself and then acquire the Principal's endorsement.
- d) Arrange the distribution of school notices/ parents' letters and the collection of corresponding reply slips by the responsible teachers.

## 7. Assembly

### 7.1 Morning Assembly

7.1.1 From the 2<sup>nd</sup> week of First Term, morning assembly is to be held during 8:15a.m. to 8:30a.m. from Monday to Friday except prior notice or bad weather announcement.

#### 7.1.2 Flag-hoisting

- a) Flag-hoisting ceremony will be held on every first Wednesday of each month with the exception of holiday and bad weather. Teachers are reminded to be the models of the students.
- b) Broadcasting of national anthem during flag-hoisting ceremony will be arranged by Adventure Corps or Uniform Groups.

### 7.2 School Assembly / Class Assembly

7.2.1 School assembly or class assembly, is to be held once per week.

7.2.2 All teachers and laboratory technicians are required to attend school assemblies held in the hall.

7.2.3 Students are required to bring along their hymnbooks for school assemblies.

7.2.4 Class assemblies supervised by respective form teachers, are to be used as lessons for moral education.

## 8. School activities

8.1 Students attending after-school activities (including supplementary lessons held on weekends or school holidays) can wear casual wear but their appearance should be in compliance with the requirement of the school regulation. They are also required to register at the counter near the school entrance as well as presenting their student identity card.

8.2 Teachers-in-charge are advised to attend the activities, if necessary.

8.3 Teachers holding activities after school are expected to notify the students' parents about details of the activities, either by issuing school notice or filling out the parent-teacher correspondence column in the students' handbook.

## 9. External activities

9.1 The Principal must be informed of any activities representing, or held in the name of the school.

9.2 The Principal should also be informed of activities involving guests, booking venues and activities held by external organizations.

#### 10. Other activities

- 10.1 Picnics, campaigns and field trips organized by classes or school groups/clubs/societies must be approved by the Principal and supervised by teachers.
- 10.2 The teacher-in-charge should inform the police of the activity in advance (Please contact ECA master for particulars).
- 10.3 The students' participation must be approved by parents in written form.
- 10.4 All students are required to go home immediately after the activity. They are not permitted to leave before the end of an activity or loiter around on its completion.
- 10.5 In case of typhoon or adverse weather conditions, the activity should be cancelled or suspended or postponed.
- 10.6 Participating students should be sent home under safe conditions.
- 10.7 Should any accident occur, teachers-in-charge must report to the police and inform either the Principal or Assistant Principal.

#### 11. Disciplinary and counselling responsibilities

- 11.1 All teachers are expected to undertake disciplinary and counselling responsibilities.

#### 12. Awarding and punishing students

##### 12.1 Awarding students

- a) Students can be awarded accordingly in compliance with the award and punishment guidelines.
- b) All nominations will be approved by the Discipline and Guidance Committee.

##### 12.2 Punishing students

###### (I) Minor offences

- i) Students should not be given more than two black marks.
- ii) The case should be handled by the teacher concerned.
- iii) Completed minor offence records should be submitted to the Discipline and Guidance Committee for filing.
- iv) All punishments (except verbal warnings) must be recorded in the students' handbook. The handbook should be signed by the form teacher, affixed by the Discipline and Guidance Committee and signed by the parent. Teacher-in-charge should then check the parent's signature and sign the handbook again.
- v) The teacher concerned should discuss the offence with the student's parents in order to follow up the case and help to put the student on the right track again.

(II) Serious offences

- i Students should be given one minor demerit or above.
- ii The case should be handled by the teacher concerned or the Discipline and Guidance Committee.
- iii. The teacher concerned is expected to gather information about the offence, contact the student(s), and inform the form teacher as well as parents. He/She is also advised to seek advice from the form teacher, subject teachers and members of the Discipline and Guidance Committee.
- iv A meeting to be attended by members of the Discipline and Guidance Committee, teacher-in-charge and class teacher should be called.
- v. Suggestion on how the case can be handled should be reviewed and approved by Assistant Principal (Student Affairs)
- vi. The teacher concerned is expected to contact the student and parents, and sign the student's handbook.
- vii. A record of the offence should be kept by the Discipline and Guidance Committee.
- viii. The class teacher and teacher concerned are expected to carry out follow-ups. The case may be referred to the Discipline and Guidance Committee, if necessary.

(III) Handling urgent matters

In times of emergency, ad hoc meeting to be attended by the Principal, Assistant Principal (Student Affairs), members of the Discipline and Guidance Committee, class teachers and the teachers concerned should be called.

13. Handling contingencies (e.g. runaways and students made homeless)

13.1 Procedures to be followed by teachers concerned.

- i) Report to the Principal.
- ii) Report to the Assistant principal (1) should the Principal be absent.
- iii) Report to the Assistant principal (2) should the above mentioned be absent.
- iv) Report to Chairperson of Discipline and Guidance Committee should the above mentioned be absent.
- v) Report to Vice-chairperson of Discipline and Guidance Committee should the above mentioned be absent.
- vi) The above staff will inform the form teacher should he/she not have known the matter.

13.2 Follow-ups

- i) Form teacher and form counsellor are expected to carry out the follow-ups.
- ii) Should that student show any sign of distress in lessons, subject teachers should act accordingly.

#### 14. Cheating in Tests and Examinations

- 14.1 Cheating or obtaining unfair assistance during a test, a dictation or an examination is a serious breach of the school regulation, student will be subject to disqualification of the corresponding test/dictation/examination and one major demerit will be given as well. Teachers are required to handle the case of cheating strictly in accordance with the school regulation.
- 14.2 Teachers should consult the Discipline and Guidance Committee whenever necessary.

#### 15. Marking of Student's Assignments /Tests/ Examinations

Teachers are expected to record student's marks/ grades given on the class mark sheets.

#### 16. Announcements

- 16.1 Announcements are to be read out during the morning assemblies.
  - 16.2 All announcements should be duly endorsed by teachers-in-charge of school clubs / societies, etc. on the announcement forms to be submitted to the responsible teachers (assembly affairs) in advance.
- \* For details, refer to Religious Education Committee, Assembly Affairs.

#### 17. Student's Record File

- 17.1 Teachers are responsible for keeping record of student's personal data and performance in the student's record file.
- 17.2 To avoid loss or misplacement of the files, teachers are requested to register with the school office when using the files outside the school office.

#### 18. Procedure for Collecting Students' Fees

- 18.1 Class-teachers or teachers concerned may collect the fees. Should teachers assign a student to help collecting fees; they should assist the student to keep record of the amount collected and should keep the money themselves.
- 18.2 To facilitate the work of the school office to deposit the fees collected in the bank, teachers are required to hand in the amounts collected to office in-charge person before 2:30p.m. that day.
- 18.3 Teachers may keep the money collected in the school safe.



## 19. Procedures for Booking Classrooms or Other Venues

To facilitate the work of the school office and to avoid clashes of venues for school activities, teachers who wish to use a room/place after school are required to note the following :

- 19.1 Teachers who wish to use a room/place after school must register on School web. Booking is on a first-come first-served base. Teachers who have registered to use a room/place may obtain the keys from the school office. They are expected to have all electrical appliances turned off and the room properly locked after using the room. They are also required to return the keys to the school office immediately on completion of their activity.
- 19.2 Students / school groups / clubs / societies may book a room/place by returning a room booking form duly completed and signed by the teachers-in-charge to the school office.
- 19.3 Teachers who wish to book a room for regular activities do not need to register every time they use the room. The School Office will arrange a special arrangement of this kind of booking before August.
- 19.4 Teachers are requested to assume the availability of the room/place they have booked. Unless there are clashes or other problem, teachers will not be notified by the school office.
- 19.5 Teachers who wish to use the playground or special rooms are required to consult Panel head of P.E. Department or teachers-in-charge of the special rooms.
- 19.6 Classrooms / venues are available during the time periods specified below:

a)	School days	8:00a.m. – 5:15p.m.
b)	Saturdays	9:00a.m. – 12:00noon
c)	School holidays	9:00a.m. – 4:00p.m.
d)	Sundays & Public Holidays	School closed
e)	Teachers may apply to the Principal under special circumstances	

- 19.7 Classrooms / venues are available for the functions as follows:

a)	Classroom	supplementary lessons, meetings, (tea parties at Christmas / Chinese New Year)
b)	Special rooms	Laboratories, Home Economics room, Art room etc are to be used for related activities.
c)	School Hall	meetings, badminton, table-tennis
d)	Function Hall	Seminars, Performing Arts
e)	Student Activities Room	Dances
f)	Covered Playground	approved activities
g)	Playground	sports, ball games

## 20. Examination (refer to 2.1.2)

- 20.1 There are two examinations held each year for S.1–4 & S.6 students. S.5 and S.7 students need to take their mock examination only.

To enable students to concentrate on their examination, all extra-curricular activities will be suspended two weeks before the examination, with the exception of school team practices and Christian Fellowship meetings.

- 20.2 Teachers will be notified of the examination timetable and invigilation timetable in due course.

Teachers are required to submit draft examination papers to the School Office before a specified date. On their papers, they are required to include the subject, the duration and the name of setter. Panel heads should inspect the draft papers and submit them together with marking schemes to the Assistant Principal (Academic)

- 20.3 Typing errors could cause anxiety to the students and inconvenience to the invigilating teachers during an exam. To avoid such disruption, teachers are required to note the following:

- a) Examination paper setters should type the papers by himself/herself.
- b) They are also needed to specify the type and the quantity of writing paper / stationery required on the invigilation information sheet.
- c) Setters are also required to check the printed papers again prior to the examination date. Any errors / unclear part should be properly recorded on an invigilation information sheet.

- 20.4 Teachers are required to go over all examination papers with their classes.

S. 3 scripts have to be collected again and returned to the school.

- 20.5 To prevent desperate students from acting dishonestly, blank spaces on the answer scripts should be crossed out. Teachers need to be more careful when marking multiple-choice items.

- 20.6 Students who are absent from an examination (including oral examination, Physical Education & Putonghua) will not arranged to take a supplementary examination. Explained absences will be considered at promotion meetings should the absences affect the student's chance of promotion.

## 21. Calculation of Student's Days of Absence

### 21.1 School days

- absent for 1 day to be counted as 1 day's absence
- absent for less than 1 day but more than 1/2 day to be counted as 1 day's absence
- absence for 1/2 day or less than 1/2 day to be counted as 1/2 day's absence

### 21.2 Examination period

- absent for 1 day to be counted as 1 day's absence
- absent for 1 examination session out of 2 to be counted as 1/2 day's absence

### 21.3 School Suspension of Classes

- Students whose absence or early leave takes place during the school suspension of classes will be counted as 1 day's absence

\* Students representing the school to take part in public contests / activities will not be considered absent from school.

## 22. School Award Schemes

### 22.1 Commendable students in form

- Top 10% in form

### 22.2 Outstanding Students Awards

- Top three students in class

### 22.3 Subject Prizes

- Best student in a subject

### 22.4 Self-challenge Awards

- Students who have attained the target they set after the 1<sup>st</sup> term exam (at least 3% increase in their total average term mark.).

### 22.5 Social Service Award Scheme

- Students who have attained a specified number of hours of social service

### 22.6 Major credit, minor credit, merit

- Credits and merits will be awarded to students in recognition of their good behaviour. (refer to school regulation)

## 23. Parents' Day

### 23.1 Aims:

To promote school-family relationship  
To issue school reports after an examination

### 23.2 Two parents' days will be held each year.

1<sup>st</sup> Parents' Day will be held after the 1<sup>st</sup> term examination. 2<sup>nd</sup> Parents' Day will be held after the final term examination. All parents are required to attend.

## 24. Election of Teacher Representatives

- 25.1 At the beginning of each academic year, election of 5 to 8 teacher representatives for attending meetings requested by Education Bureau (Group Discussion), The Hong Kong Council of the Church of Christ in China, etc, will be organized by CCC Heep Woh College Staff Club. The duration of service is one year and the teacher representative can be re-elected in the next academic year, with a maximum of 2 consecutive years of service.

25.2 At the end of each academic year, election of teacher representatives of the following 3 committees for the next academic year will be organized by CCC Heep Woh College Staff Club.

Committee	CCC Heep Woh College School-Based Management Committee (SMC) 中華基督教會協和書院校本管理委員會
No. of teacher representatives	2
Remarks of Terms and References	Duration: 1 year, can be re-elected in the next academic year, with a maximum of 3 consecutive years of service. Duty: Attend meetings, participate in decision making, report to teachers .

Committee	CCC Heep Woh College School Administrative Committee (SAC) 中華基督教會協和書院校政委員會
No. of teacher representatives	2
Remarks of Terms and References	Duration: 1 year, can be re-elected in the next academic year. Duty: Attend meetings, participate in decision making.

Committee	CCC Heep Woh College Staff Club 中華基督教會協和書院教職員會
No. of teacher representatives	5
Remarks of Terms and References	Duration: 1 year, can be re-elected in the next academic year, with a maximum of 2 consecutive years of service. The Chairman will be appointed as the teacher representative of the Hong Kong Professional Teachers' Union (香港教育專業人員協會)