



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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Parents' Letter No. 4

4 October 2023

Dear Parents/Guardians,

**Coursework Marks, First Term Test, Study Room & Homework Supervision Class and
ECA Club Meetings**

Please be informed of the following matters:

1. Coursework Marks

In order to promote academic improvement and incorporate continuous assessment in learning, coursework marks are taken into account when assessing students' learning progress. Coursework marks constitute 20% of the total mark in both Half-yearly & Mock Examinations and Yearly Examination for all academic subjects. Please refer to the following table:

Distribution of Marks

Allocation of Marks	Half-yearly & Mock Examinations	Yearly Examination
Coursework Marks <ul style="list-style-type: none">• Assignments & Quizzes (10%)• Classroom Performance & Attitude (10%)	20%	20%
Term Tests & Examinations <ul style="list-style-type: none">• Term Test (10%)• Examinations (70%)	80%	80%

Criteria for awarding marks to ASSIGNMENTS & QUIZZES are suggested as follows:

Assignments may include homework, class work, project work, presentations, etc.

Ratings	Descriptors
5	Always hands in assignments on time; produces work of excellent quality
4	Often hands in assignments; produces work of good quality
3	Sometimes hands in assignments; produces work of acceptable quality
2	Seldom hands in assignments; produces work of rather poor quality
1	Rarely hands in assignments in time; usually produces incomplete or unoriginal work
0	Never hands in any assignments despite much encouragement and constant reminders

For QUIZZES, individual subject teachers will award 0-5 marks based on students' performance in regular quizzes.

General criteria for awarding marks to CLASSROOM PERFORMANCE & ATTITUDE are suggested as follows:

- bringing textbooks, workbooks, necessary equipment to class, etc.
- learning attitude (e.g. attentiveness, diligence, willingness to learn)
- participating in class discussions/activities/projects, etc.
- behaviour in classroom and effort made during the term

Ratings	Descriptors
9-10	Excellent performance, pays full attention all the time, participates frequently in all classroom activities, extremely cooperative, very positive and motivated to learn, a model student in class
7-8	Highly motivated to learn, pays attention almost all the time, participates in classroom activities, cooperative and willing to learn
5-6	Pays attention most of the time, quite willing to participate in classroom activities and ready to learn
3-4	Sometimes pays attention, has to be reminded to participate in classroom activities, much encouragement is needed
1-2	Lacks concentration, has to be reminded all the time to settle down, quite disruptive and
0	Very short concentration span, never participates in classroom activities, disruptive, uncooperative and restless

2. First Term Test

The First Term Test will be held from 19 October 2023 to 26 October 2023 as scheduled in the school calendar. A copy of the first term test timetable for S1-S6 students is attached for your reference. The marks obtained in all subjects will be taken into account as part of the Half-yearly Examination subject scores. **A report sheet will be issued to you at Parents' Night & AGM of PTA on 10 November 2023.**

Please note that students are not allowed to be absent from term tests without valid reasons. If a student has to be absent for some official appointments, he/she must submit a written explanation from the parent, together with a copy of the supporting document (e.g. appointment letter from the Immigration Department), to seek approval from the Principal prior to the test. If a student is absent due to sickness, a medical certificate issued by an approved medical practitioner must be submitted on the day of returning to school. The student will not be awarded any marks for the subject(s) if he/she fails to produce a valid medical certificate or the supporting document as required.

Good academic results come from hard work. Please supervise your child/ward to do his/her revision and be well-prepared for his/her tests.

3. Study Room & Homework Supervision Class

In order to improve the academic performance of our students, a study room has been set up for students after school. Teaching assistants will be on duty in the study room to review their homework and answer questions they may have in studies.

Details of the operation of the room are shown below:

Date: Every normal school day
 Time: 3:35 p.m. – 4:35 p.m.
 Venue: Room 301

During the opening hours, students can go to the room to study at any time and can leave at any time. The time of students' arrival and departure will be recorded.

If students cannot submit homework on time, they may be requested by teachers to complete the homework there. Parents will be informed by phone if their child(ren)/ward(s) is/are sent to the homework supervision class.

For any enquiries, please feel free to contact Mr PANG Chi-kin or Ms LI Lai-na at 2576 1871.

4. Arrangement of the ECA Club Meetings in the First Term 2023/24

In order to enhance our students' holistic development, our school will organize various extra-curriculum activities. The ECA club meetings will be arranged from October to December 2023 as follows. Students should attend the meetings punctually according to the time-table below.

Date	Time	ECA Clubs & Venues				
3/10/23 (Tuesday)	3:45 p.m. to 4:45 p.m.	Chinese Club Room 201				
4/10/23 (Wednesday)	3:45 p.m. to 4:45 p.m.	Cricket Club Cricket Net	Basketball Club Playground	Science Club Room 204	Debating Club Room 306	
5/10/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Art and Craft Club Art Room	Drama Room 403	Cookery Club Room 309	Debating Club Room 306	Football Club Playground
6/10/23 (Friday)	3:45 p.m. to 4:45 p.m.	JPC Playground				
9/10/23 (Monday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Dance Room 111	Volleyball Club Playground	Debating Club Room 306	
10/10/23 (Tuesday)	3:45 p.m. to 4:45 p.m.	Badminton Club Hall	Math Club Room 402			
11/10/23 (Wednesday)	3:45 p.m. to 4:45 p.m.	Cricket Club Cricket Net	Basketball Club Playground	Debating Club Room 306	English Club Room 305	
12/10/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Cookery Club Room 309	Drama Room 403	Football Club Playground	Debating Club Room 306	
13/10/23 (Friday)	3:45 p.m. to 4:45 p.m.	Photography Club Room 402				
16/10/23 (Monday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Dance Room 111	Volleyball Club Playground		
17/10/23 (Tuesday)	3:45 p.m. to 4:45 p.m.	Music Club Music Room	Badminton Club Hall	Math Club Room 402		

18/10/23 (Wednesday)	3:45 p.m. to 4:45 p.m.	Cricket Club Cricket Net	Basketball Club Playground			
30/10/23 (Monday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Dance Room 111	Volleyball Club Playground		
31/10/23 (Tuesday)	3:45 p.m. to 4:45 p.m.	Music Club Music Room	Badminton Club Hall			
1/11/23 (Wednesday)	3:45 p.m. to 4:45 p.m.	Science Club Room 204				
2/11/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Art and Craft Club Art Room	STEM Club Room 509	Football Club Playground		
6/11/23 (Monday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Dance Room 111	Volleyball Club Playground	JPC Playground	
9/11/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Cookery Club Room 309	Chinese Club (outing)	Football Club Playground	English Club Room 305	
16/11/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Art and Craft Club Room 210	Drama Room 403	Football Club Playground		
17/11/23 (Friday)	3:45 p.m. to 4:45 p.m.	Photography Club Room 402				
20/11/23 (Monday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Dance Room 111	Volleyball Club Playground		
21/11/22 (Tuesday)	3:45 p.m. to 4:45 p.m.	Music Club Music Room				
27/11/23 (Monday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Dance Room 111	Volleyball Club Playground		
28/11/23 (Tuesday)	3:45 p.m. to 4:45 p.m.	Math Club Room 402				
29/11/23 (Wednesday)	3:45 p.m. to 4:45 p.m.	Science Club Room 204				
30/11/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Drama Room 403			
4/12/23 (Monday)	3:45 p.m. to 4:45 p.m.	Chinese Club Room 201	Football Club Playground	Dance Room 111	Volleyball Club Playground	
5/12/23 (Tuesday)	3:45 p.m. to 4:45 p.m.	JPC Playground				
6/12/23 (Wednesday)	3:45 p.m. to 4:45 p.m.	English Club Room 305				

7/12/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Art and Craft Club Room 210	Cookery Club Room 309	Football Club Playground		
14/12/23 (Thursday)	3:45 p.m. to 4:45 p.m.	Football Club Playground				
18/12/23 (Monday)	3:45 p.m. to 4:45 p.m.	Football Club Playground	Dance Room 111	Volleyball Club Playground		

Yours faithfully,

LEE Tung-ching
Principal

This Parents' Letter can be found on our school homepage (<http://www.seksswk.edu.hk/>) and eClass Parent App.

官立嘉道理爵士中學（西九龍）

二零二三至二零二四年度

第四號家長信撮要(詳情請參閱英文版)

2023年10月4日

(1) 平時表現分

校方將會把學生平時表現分計算在考試成績之內，以鼓勵同學不斷力求上進及配合持續評估的教育理念。在上學期考試及學年考試中，平時分佔每科總成績的百分之二十。詳情臚列如下：

分數分配表

計分項目	上學期考試	學年考試
平時分 • 習作及小測 (10%) • 課堂表現及態度 (10%)	共 20%	共 20%
考試分 • 統一測驗 (10%) • 考試 (70%)	共 80%	共 80%

習作及小測的評分準則如下：

習作包括家課、堂課、專題研習和口頭匯報等。

評級	指標
5	總是依時繳交習作且質素優良。
4	經常繳交習作且質素良好。
3	間中繳交習作且質素一般。
2	很少繳交習作且質素差劣。
1	極少繳交習作，而且所交習作尚未完成或有抄襲成份。
0	即使老師不斷鼓勵及提醒，從不繳交習作。

至於小測方面，科任老師會按學生在小測的表現給予 0-5 分。

課堂表現的評分準則如下：

- 是否帶齊課本、習作簿及文具上課。
- 學習態度是否表現積極（例如：專注度、勤奮、積極學習及願意嘗試等）。
- 在課堂上，是否積極參與討論、主動參加活動及製作專題研習報告。
- 在課堂內是否守法循規，力求上進。

評級	指標
9-10	表現優異、專注、積極參與課堂活動、態度合作正面及學習主動，是模範學生。
7-8	非常主動學習、專注度高、樂意參與課堂活動及表現合作。
5-6	經常表現專注、頗願意參與課堂活動。
3-4	間中欠專注、需要更多鼓勵和提醒才會參與課堂活動。
1-2	缺乏專注力、必須由老師提醒才能安定上課、偶有擾亂課堂秩序之行為。
0	只有短暫的專注力、從不參與課堂活動、表現不合作及經常擾亂課堂秩序。

(2) 上學期測驗

本校將於 2023 年 10 月 19 日至 10 月 26 日舉行上學期測驗，中一至中六的測驗時間表見於本家長信的附錄。各科的分數會被計算在上學期考試成績之內，上學期測驗成績表將於 11 月 10 日舉行的家長晚會暨家長教師會周年大會派發。

所有學生必須依時應考，如因特別事故缺席，必須於測驗之前遞交家長信及證明文件(例如入境事務處發出的信件)向校長申請；學生如因病缺席，必須於回校上課首天提交醫生紙以茲證明，否則將被視為無故缺考，而無故缺考之科目將不會獲得任何分數。

請督促 貴子弟勤加溫習，以獲取良好的學業成績。

(3) 自修室及功課輔導班

為提升學生的學業表現，校方於本學年每個上課日放學後開放自修室，並安排教學助理當值為學生作功課輔導，歡迎所有學生參加。詳情如下：

日期：每個上課日放學後

時間：下午三時三十五分至四時三十五分

地點：301 室

學生可以於開放時間內隨時使用自修室，學生的進出時間將會被記錄。

如學生被科任老師要求參與功課輔導班以完成欠交之功課，科任老師會先行通知家長。如有任何查詢，煩請致電本校(電話：2576 1871)與彭智健老師或李麗娜老師聯絡。

(4) 課外活動學會上學期集會安排 2023/24

為促進學生的全面發展，學校舉辦多元化的課外活動。課外活動學會將於 2023 年 10 月至 12 月舉行，詳細安排請參閱下面圖表。學生須按以下時間準時出席。

日期	時間	課外活動學會及集會地點				
3/10/23 (星期二)	3:45 p. m. - 4:45 p. m.	中文學會 (201 室)				
4/10/23 (星期三)	3:45 p. m. - 4:45 p. m.	板球學會 (板球區)	籃球學會 (學校操場)	科學學會 (204 室)	辯論學會 (306 室)	
5/10/23 (星期四)	3:45 p. m. - 4:45 p. m.	美術學會 (視覺藝術室)	戲劇學會 (403 室)	家政學會 (309 室)	辯論學會 (306 室)	足球學會 (學校操場)
6/10/23 (星期五)	3:45 p. m. - 4:45 p. m.	少年警訊 (學校操場)				
9/10/23 (星期一)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)	辯論學會 (306 室)	

10/10/23 (星期二)	3:45 p. m. - 4:45 p. m.	羽毛球學會 (禮堂)	數學學會 (402 室)			
11/10/23 (星期三)	3:45 p. m. - 4:45 p. m.	板球學會 (板球區)	籃球學會 (學校操場)	辯論學會 (306 室)	英文學會 (305 室)	
12/10/23 (星期四)	3:45 p. m. - 4:45 p. m.	家政學會 (309 室)	戲劇學會 (403 室)	足球學會 (學校操場)	辯論學會 (306 室)	
13/10/23 (星期五)	3:45 p. m. - 4:45 p. m.	攝影學會 (402 室)				
16/10/23 (星期一)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)		
17/10/23 (星期二)	3:45 p. m. - 4:45 p. m.	音樂學會 (209 室)	羽毛球學會 (禮堂)	數學學會 (402 室)		
18/10/23 (星期三)	3:45 p. m. - 4:45 p. m.	板球學會 (板球區)	籃球學會 (學校操場)			
30/10/23 (星期一)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)		
31/10/23 (星期二)	3:45 p. m. - 4:45 p. m.	音樂學會 (音樂室)	羽毛球學會 (禮堂)			
1/11/23 (星期三)	3:45 p. m. - 4:45 p. m.	科學學會 (204 室)				
2/11/23 (星期四)	3:45 p. m. - 4:45 p. m.	美術學會 (視覺藝術室)	STEM 學會 (509 室)	足球學會 (學校操場)		
6/11/23 (星期一)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)	少年警訊 (學校操場)	
9/11/23 (星期四)	3:45 p. m. - 4:45 p. m.	家政學會 (309 室)	中文學會 (外出活動)	足球學會 (學校操場)	英文學會 (305 室)	
16/11/23 (星期四)	3:45 p. m. - 4:45 p. m.	美術學會 (視覺藝術室)	戲劇學會 (403 室)	足球學會 (學校操場)		
17/11/23 (星期五)	3:45 p. m. - 4:45 p. m.	攝影學會 (402 室)				
20/11/23 (星期一)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)		
21/11/22 (星期二)	3:45 p. m. - 4:45 p. m.	音樂學會 (音樂室)				
27/11/23 (星期一)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)		

28/11/23 (星期二)	3:45 p. m. - 4:45 p. m.	數學學會 (402 室)				
29/11/23 (星期三)	3:45 p. m. - 4:45 p. m.	科學學會 (科學實驗室)				
30/11/23 (星期四)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	戲劇學會 (403 室)			
4/12/23 (Monday)	3:45 p. m. - 4:45 p. m.	中文學會 (201 室)	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)	
5/12/23 (星期二)	3:45 p. m. - 4:45 p. m.	少年警訊 (學校操場)				
6/12/23 (星期三)	3:45 p. m. - 4:45 p. m.	英文學會 (305 室)				
7/12/23 (星期四)	3:45 p. m. - 4:45 p. m.	美術學會 (視覺藝術室)	家政學會 (309 室)	足球學會 (學校操場)		
14/12/23 (星期四)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)				
18/12/23 (星期一)	3:45 p. m. - 4:45 p. m.	足球學會 (學校操場)	舞蹈學會 (111 室)	排球學會 (排球場)		

此家長信可於學校網頁(<http://www.seksswk.edu.hk/>)及 eClass 家長應用程式內查閱。