



**SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)**

No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon, Kowloon.

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School Website: www.seksswk.edu.hk

2 October 2015

Dear Parent/Guardian,

**Coursework Marks, Intranet Account for Parents, List of Teachers, Study Room,**  
**Principal's Meeting with Parents (P.L. No. 3)**

Please be informed of the following items:

**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 25% of the total mark in both Half-yearly Examination and Yearly Examination for all academic subjects. Please refer to the following table:

**Distribution of Marks**

| <b>Allocation of Marks</b>  | <b>Half-yearly Exam</b> | <b>Yearly Exam</b> |
|---|-------------------------|--------------------|
| <b>Coursework Marks</b><br>• Term test (10%)<br>• Classroom Performance (10%)<br>• Assignments (5%) | <b>25%</b>              | <b>25%</b>         |
| <b>Examinations</b>   | <b>75%</b>              | <b>75%</b>         |

**Criteria for awarding marks to ASSIGNMENTS are suggested as follows:**

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

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

**General criteria for awarding marks to CLASSROOM PERFORMANCE 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

| <b>Ratings</b> | <b>Descriptors</b>  |
|----------------|---|
| <b>9-10</b>    | 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 |
| <b>7-8</b>     | Highly motivated to learn, pays attention almost all the time, participates in classroom activities, cooperative and willing to learn   |
| <b>5-6</b>     | Pays attention most of the time, quite willing to participate in classroom activities and ready to learn  |
| <b>3-4</b>     | Sometimes pays attention, has to be reminded to participate in classroom activities, much encouragement is needed   |
| <b>1-2</b>     | Lacks concentration, has to be reminded all the time to settle down, quite disruptive and restless  |
| <b>0</b>       | Very short concentration span, never participates in classroom activities, disruptive, uncooperative and restless   |

2. **Account of School Intranet (e-Class) for Parents/Guardians**

The school intranet (e-Class) plays an important role in facilitating communication between parents and the school. Each parent/guardian has an on-line e-Class account for assessing information such as assignments for students, parents' letters and details of ECA activities. The user name of the parents' account is **p + student's registration number**. The password is the **first 5 numeric numbers** of student's Hong Kong identity card number. All the accounts are ready and information has been given to all students through the class teachers. Please obtain the user name and password from your child.

3. **List of Teachers**

Please be notified that a list of the class teachers and assistant class teachers of each class is available from the school intranet. The information can also be obtained from our school homepage (<http://www.seksswk.edu.hk> → Our Staff).

4. **After-school Homework Supervision Class**

In order to improve the academic performance of our students, a study room will be opened for students after school. Teachers will be on duty in the study room during the times stated below to help students with problems they may encounter during their studies.

Details of the operation of the room are shown below:

Date: Every normal school day from 22 September 2015 to 3 June 2016

Time: 3:35 p.m. – 4:40 p.m.

Venue: Room 201

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. Parents are welcome to send your child(ren)/ward(s) to study in the study room. If parents want to know whether your child(ren)/ward(s) has/have attended the homework supervision class, please feel free to contact Mr LAU Chak-leung, teacher-in-charge of the Academic Programme, at 2576 1871.

Yours faithfully,

LI Wing-leung

Principal

## 5. Principal's Meeting with Parents

On **Friday, 16 October 2015 (3:45 p.m. – 5:00 p.m.) in Room 109 of our school**, the first of this school year's nine Principal's Meetings with Parents, during which parents will be able to find out more about our school, will be jointly hosted by the school and the PTA. There will also be a "Q & A" session and light refreshments will be served. The information of the detailed programmes and dates of the upcoming meetings will be provided to you through parents' letters. The programme of the First Principal's Meeting with Parents is as follows:

- Date: 16 October 2015 (Friday)  
Time: 3:45 p.m. to 5:00 p.m.  
Venue: Room 109 (1/F)  
Programme: 1. School Developments  
2. Chinese Enhancement Programmes for Non-Chinese Speaking Students  
3. School Intranet (e-class)/ Homework  
4. Discipline/ Late-comer  
5. Students Absence  
6. Q & A Session/ AGM

As a parent/guardian of the school, you are cordially invited to attend this meeting. Please indicate whether you will join us on that afternoon by completing and returning the reply slip by Friday, 9 October 2015.

Yours faithfully,

LI Wing-leung  
Principal



Nachiappan Thirupathi  
PTA Chairperson

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

**官立嘉道理爵士中學（西九龍）**  
**二零一五至二零一六年度 第三號家長信撮要**

### 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二十五。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<br>• 統一測驗 (10%)<br>• 習作 (5%)<br>• 課堂表現 (10%) | 共 25% | 共 25% |
| 考試分  | 75%   | 75%   |

#### 習作的評分準則如下：

習作包括家課、堂課、專題研習和口頭匯報等。

| 評級 | 指標                       |
|----|--------------------------|
| 5  | 經常依時繳交習作且質素優良。           |
| 4  | 時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。      |

#### 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. 內聯網帳戶

本校已為每位學生家長設立內聯網帳戶，家長可通過學校內聯網，隨時於網上查閱有關學生課業、家長信和課外活動等資料。家長於內聯網的帳戶名稱是：**p + 學生註冊號碼**，而密碼則為**貴子弟香港身份証首五位號碼(英文字母不包括在內)**。(詳情請參閱本通告的英文版)

### 3. 各班老師名單

校方已將各班班主任及助理班主任的名單上載到學校網頁，歡迎家長隨時瀏覽。

#### 4. 課後功課輔導班

為提昇學生的學業表現，校方於本學年舉辦功課輔導班。輔導班於二零一五年九月二十二日至二零一六年六月三日上課日的課後舉行，地點為 201 室，時間由下午三時三十五分至下午四時四十分，由本校老師輔導功課，歡迎所有學生參加。

家長如有任何查詢，煩請致電本校(電話：2576 1871)與劉澤良老師聯絡。

#### 5. 第一次「校長與家長交流會」

本年度第一次由學校與家長教師會合辦的「校長與家長交流會」將於二零一五年十月十六日(星期五)舉行。本校希望藉著是項活動，加強家長與學校的聯繫，讓大家能更了解貴子弟在新學年的學習進度和表現。屆時本校校長、副校長及有關老師將會與各位家長會面，分享交流及解答各項查詢。

詳情臚列如下：

|      |  |
|------|--|
| 日期   | 二零一五年十月十六日(星期五)  |
| 時間   | 下午三時四十五分至下午五時正   |
| 地點   | 109室   |
| 討論題目 | <ul style="list-style-type: none"><li>· 學校的發展方向</li><li>· 非華語學生中文增潤課程</li><li>· 如何運用教室內聯網(e-class)</li><li>· 學生紀律及遲到事宜</li><li>· 學生缺席事宜</li><li>· 答問環節</li></ul> |

交流會後薄具茶點招待，期望各位家長能鼎力支持，撥冗出席。

**Reply Slip**  
**Coursework Marks, Intranet Account for Parents, List of Teachers, Study Room,**  
**Principal's Meeting with Parents (P.L. No. 3)**

To: Principal  
Sir Ellis Kadoorie Secondary School (West Kowloon)

I acknowledge receipt of Parents' Letter No. 3 and have noted the contents therein.

I \*shall / \*shall not attend the Principal's Meeting with Parents on Friday, 16 October 2015.

Please reserve \_\_\_\_\_ seat(s) for me.

Parent's/Guardian's Signature: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Contact Telephone No. \_\_\_\_\_  
(IN BLOCK LETTERS)

Student's Name: \_\_\_\_\_  
(IN BLOCK LETTERS)

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

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

✂-----

**第三號通告回條**

本人已閱讀本通告(P.L. No.3)及知悉所有內容。

- 本人  將出席第一次「校長與家長交流會」，請預留 \_\_\_\_\_ 座位。  
 未能撥冗出席第一次「校長與家長交流會」。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別及學號：\_\_\_\_\_ ( )

二零一五年\_\_\_\_月\_\_\_\_日