



Parents' Letter No. 3

2 October 2024

Dear Parents/Guardians,

Coursework Marks 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 restless
0	Very short concentration span, never participates in classroom activities, disruptive, uncooperative and restless

2. Arrangement of the ECA Club Meetings in the First Term 2024/25

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 2024 as follows. Students should attend the meetings punctually according to the time-table below.

Date	Time	ECA Clubs & Venues			
2/10/24 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)		
3/10/24 (Thursday)	3:45 p.m. to 4:45 p.m.	Drama Rm 503	Badminton Hall	Debate Club Rm 101	Volleyball (Girls) 3:45pm-5:45 pm (Volleyball Court)
4/10/24 (Friday)	3:45 p.m. to 4:45 p.m.	Chinese Club 3:45pm-4:15pm Rm 506			
7/10/24 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)			
8/10/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Art & Craft Rm 210	Science Club I.S. Lab (5 th Floor)	Debate Club Rm 101	
9/10/24 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)	Cookery Club Lunch Annual General Meeting	Photography Club Rm 404
10/10/24 (Thursday)	3:45 p.m. to 4:45 p.m.	Drama Rm 503	STEAM Club Physics Lab (Rm 609)		
15/10/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Art & Craft Rm 210	Music Club Rm 209	Debate Club Rm 101	Volleyball (Boys) 3:45pm-5:45 pm (Volleyball Court)
16/10/24 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)	Cricket Club (Cricket Net)	Cookery Club Lunch time Rm 309
17/10/24 (Thursday)	3:45 p.m. to 4:45 p.m.	Art & Craft Lunch time Rm 210	Drama Rm 503	Badminton Hall	Volleyball (Girls) 3:45pm-5:45 pm (Volleyball Court)

18/10/24 (Friday)	3:45 p.m. to 4:45 p.m.	Maths Rm 505			
21/10/24 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)			
22/10/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Music Club Rm 209	Debate Club Rm 101		
23/10/24 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)		
24/10/24 (Thursday)	3:45 p.m. to 4:45 p.m.	Drama Rm 503			
25/10/24 (Friday)	3:45 p.m. to 4:45 p.m.	Cricket Club (Cricket Net)	English Club Rm 502		
4/11/24 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)			
5/11/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Science Club I.S. Lab (5 th Floor)	Volleyball (Boys) 3:45pm-5:45pm (Volleyball Court)		
6/11/24 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)	Photography Club Rm. 404	
7/11/24 (Thursday)	3:45 p.m. to 4:45 p.m.	Badminton Hall	Volleyball (Girls) 3:45pm-5:45pm (Volleyball Court)		
11/11/24 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)			
12/11/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Volleyball (Boys) 3:45pm-5:45 pm (Volleyball Court)			
13/11/24 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)		
14/11/24 (Thursday)	3:45 p.m. to 4:45 p.m.	Badminton Hall	Volleyball (Girls) 3:45pm-5:45pm (Volleyball Court)		
15/11/24 (Friday)	3:45 p.m. to 4:45 p.m.	Maths Rm 505	English Club Rm 502		
18/11/24 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Cookery Club Rm 309		
19/11/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Science Club I.S. Lab (5 th Floor)	Cookery Club Rm 309	Music Club Rm 209	
25/11/24 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Maths Club Rm 505		

26/11/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Art & Craft Club Rm 210	Volleyball (Boys) 3:45pm-5:45pm (Volleyball Court)		
27/11/24 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)	Photography Club Rm 404	
2/12/24 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)			
3/12/24 (Tuesday)	3:45 p.m. to 4:45 p.m.	Volleyball (Boys) 3:45pm-5:45pm (Volleyball Court)			
4/12/2024 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)		
5/12/2024 (Thursday)	3:45 p.m. to 4:45 p.m.	Volleyball (Girls) 3:45pm-5:45pm (Volleyball Court)			
6/12/2024 (Friday)	3:45 p.m. to 4:45 p.m.	Maths Club Rm 505			
9/12/2024 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)			
10/12/2024 (Tuesday)	3:45 p.m. to 4:45 p.m.	Science Club I.S. Lab (5 th Floor)	Volleyball (Boys) 3:45pm-5:45pm (Volleyball Court)		
11/12/2024 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)	Photography Club Rm. 404	
12/12/2024 (Thursday)	3:45 p.m. to 4:45 p.m.	Volleyball (Girls) 3:45pm-5:45pm (Volleyball Court)			
16/12/2024 (Monday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)			
17/12/2024 (Tuesday)	3:45 p.m. to 4:45 p.m.	Music Club Rm 209	Volleyball (Boys) 3:45pm-5:45pm (Volleyball Court)	English Club Rm 502	
18/12/2024 (Wednesday)	3:45 p.m. to 4:45 p.m.	Football 4pm-6pm (Playground)	Basketball 4pm-6pm (Playground)		

Chinese Club: 16/9 (Mon), 17/9 (Tue) (both in Lesson time)

02/12 (Mon) – 06/12 (Fri) (both in Lesson time)

Chinese Ensemble, HK Air Cadet Corps (Rm 111), HK Red Cross (Rm 109) & Scout (in Library): 22/10, 19/11, 17/12 (all in class period: 2:55pm – 3:30pm)

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）

二零二四至二零二五年度

第三號家長信撮要(詳情請參閱英文版)

2024年10月2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 <ul style="list-style-type: none">習作及小測 (10%)課堂表現及態度 (10%)	共 20%	共 20%
考試分 <ul style="list-style-type: none">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) 課外活動學會上學期集會安排 2024/25

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 2024 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			
2/10/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)		
3/10/2024 (星期四)	3:45 p.m. – 4:45 p.m.	戲劇 503 室	羽毛球 禮堂	辯論學會 101 室	排球(女子) 3:45pm-5:45pm (排球場)
4/10/2024 (星期五)	3:45 p.m. – 4:45 p.m.	中文學會 3:45pm-4:15pm 506 室			
7/10/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)			
8/10/2024 (星期二)	3:45 p.m. – 4:45 p.m.	藝術與工藝 210 室	科學學會 科學實驗室 (5 樓)	辯論學會 101 室	
9/10/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)	廚藝學會 午餐時段 309 室 年度大會	攝影學會 404 室
10/10/2024 (星期四)	3:45 p.m. – 4:45 p.m.	戲劇 503 室	STEAM 學會 物理實驗室 (609 室)		
15/10/2024 (星期二)	3:45 p.m. – 4:45 p.m.	藝術與工藝 210 室	音樂學會 209 室	辯論學會 101 室	排球(男子) 3:45pm-5:45pm (排球場)
16/10/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)	板球 (板球場)	廚藝學會 午餐時段 309 室
17/10/2024 (星期四)	3:45 p.m. – 4:45 p.m.	藝術與工藝 午餐時間 210 室	戲劇 503 室	羽毛球 禮堂	排球(女子) 3:45pm-5:45pm (排球場)
18/10/2024 (星期五)	3:45 p.m. – 4:45 p.m.	數學學會 505 室			
21/10/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)			

22/10/2024 (星期二)	3:45 p.m. – 4:45 p.m.	音樂學會 209 室	辯論學會 101 室		
23/10/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)		
24/10/2024 (星期四)	3:45 p.m. – 4:45 p.m.	戲劇 503 室			
25/10/2024 (星期五)	3:45 p.m. – 4:45 p.m.	板球 (板球場)	英文學會 502 室		
4/11/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)			
5/11/2024 (星期二)	3:45 p.m. – 4:45 p.m.	科學學會 科學實驗室 (5 樓)	排球(男子) 3:45pm-5:45pm (排球場)		
6/11/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)	攝影學會 404 室	
7/11/2024 (星期四)	3:45 p.m. – 4:45 p.m.	羽毛球 禮堂	排球(女子) 3:45pm-5:45pm (排球場)		
11/11/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)			
12/11/2024 (星期二)	3:45 p.m. – 4:45 p.m.	排球(男子) 3:45pm-5:45pm (排球場)			
13/11/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)		
14/11/2024 (星期四)	3:45 p.m. – 4:45 p.m.	羽毛球 禮堂	排球(女子) 3:45pm-5:45pm (排球場)		
15/11/2024 (星期五)	3:45 p.m. – 4:45 p.m.	數學學會 505 室			
18/11/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	廚藝學會 309 室	英文學會 502 室	

19/11/2024 (星期二)	3:45 p.m. – 4:45 p.m.	科學學會 科學實驗室 (5 樓)	廚藝學會 309 室	音樂學會 209 室	
25/11/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	數學學會 505 室		
26/11/2024 (星期二)	3:45 p.m. – 4:45 p.m.	藝術與工藝 210 室	排球(男子) 3:45pm-5:45pm (排球場)		
27/11/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)	攝影學會 404 室	
2/12/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)			
3/12/2024 (星期二)	3:45 p.m. – 4:45 p.m.	排球(男子) 3:45pm-5:45pm (排球場)			
4/12/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)		
5/12/2024 (星期四)	3:45 p.m. – 4:45 p.m.	排球(女子) 3:45pm-5:45pm (排球場)			
6/12/2024 (星期五)	3:45 p.m. – 4:45 p.m.	數學學會 505 室			
9/12/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)			
10/12/2024 (星期二)	3:45 p.m. – 4:45 p.m.	科學學會 科學實驗室 (5 樓)	排球(男子) 3:45pm-5:45pm (排球場)		
11/12/2024 (星期三)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)	攝影學會 404 室	
12/12/2024 (星期四)	3:45 p.m. – 4:45 p.m.	排球(女子) 3:45pm-5:45pm (排球場)			
16/12/2024 (星期一)	3:45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)			

17/12/2024 (星期二)	3:45 p.m. – 4:45 p.m.	音樂學會 209 室	排球(男子) 3:45pm-5:45pm (排球場)	英文學會 502 室	
18/12/2024 (星期三)	3: 45 p.m. – 4:45 p.m.	足球 4pm-6pm (操場)	籃球 4pm-6pm (操場)		

中文學會：16/9（星期一），17/9（星期一）（在課堂時間）

02/12（星期一）至 06/12（星期一五）（在課堂時間）

中樂團，香港航空青年團（111 室），香港紅十字會（109 室）& 童軍（在圖書館）：22/10, 19/11, 17/12（在班主任課進行：2:55pm - 3:30pm）

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。