

2025/2026 Academic Year  
Orientation Handbook

## Year Opening Key Dates

Section	Event	Date	Time
Kindergarten	Parents' Meeting	Aug 30, Saturday	09:00-10:00
	K1 New Students Orientation	Aug 28, Thursday Aug 29, Friday	09:00-11:00
	K2-K3 New Students Orientation	Aug 27, Wednesday	09:00-11:00
	Opening Ceremony	Sep 1, Monday	09:00-11:00
Primary	P1-P3 Parents' Meeting	Aug 30, Saturday	11:00-12:00
	P4-P5 Parents' Meeting	Aug 30, Saturday	14:00-15:00
	P1 New Students Orientation	Aug 27, Wednesday	09:00-11:00
	P2-P3 New Students Orientation	Aug 27, Wednesday	14:30-16:30
	P4-P5 Orientation Day	Aug 28, Thursday	14:30-16:30
	Opening Ceremony	Sep 1, Monday	08:30-10:30
Secondary	S1-S2 Parents' Meeting	Aug 30, Saturday	16:00-17:00
	S1-S2 New Students Orientation	Aug 29, Friday	10:00-12:00
	Opening Ceremony	Sep 1, Monday	09:30-11:30

## Class Schedule

### Kindergarten

	Arrival Time	Dismissal Time
AM Session	08:45	11:50
PM Session	13:50	15:00

### Primary and Secondary

	Primary (P1-P5)	Secondary (S1-S2)
Session 1	08:15-08:55	08:05-08:45
Session 2	09:00-09:40	09:00-09:40
Session 3	09:50-10:30	09:50-10:30
Session 4	10:40-11:20	10:45-11:25
Session 5	11:30-12:10	11:35-12:15
Noon Break		
Session 6	13:40-14:20	13:45-14:25
Session 7	14:30-15:10	14:35-15:15
Session 8	15:20-16:00 (Wednesday & Friday Only)	15:25-15:05

#### Additional Notes:

- All schedules (Kindergarten, Primary and Secondary) runs the full school day from Monday to Friday, **beginning Tuesday, September 2, 2025.**
- Some Saturdays will feature grade-wide activities, and all students in the grade are expected to participate, with details to be announced in due course.

## **Arrival and Dismissal Policy**

We kindly ask parents to assist us in maintaining a safe and orderly environment by adhering to the following policies:

- Parents are requested to remain in the designated drop-off and pick-up areas during school hours. This helps ensure student safety and minimizes disruptions with the campus.
- For security reasons and to ensure a smooth dismissal process, parents are not permitted to enter the teaching buildings unless explicitly authorized.
- Students will be dismissed from specific designated areas. Primary students in Grade 1-4 will be guided by their teachers and line up in the assigned dismissal zones.
- Some activities on Saturdays may also require student pick-up after participation, with details to be announced in advance.

## **Campus Access and Main Gate Opening Hours**

Our school campus operates a s **Closed Campus** to ensure the safety and security of all students and staff. Access to the campus is restricted outside designated hours.

The **Main Gate** is open during the following times:

- 07:30-08:45
- 11:50-13:00
- 15:00-15:30
- 16:00-16:30

Please plan your arrival and departure accordingly. Outside these times, access to the campus is restricted unless prior permission has been granted.

## **Student Leave and Absence Policy**

We kindly ask parents and guardians to follow the procedures outlined below when requesting leave for students:

- **Authorized Leave:**

Parents should request leave in advance through the appropriate channels if a student is unable to attend school due to personal reasons, illness, or other valid circumstances

- **Leaving During School hours:**

Students who need to leave during school hours due to illness or other reasons must obtain approval from the Department of Student Development (Main Office or Health Promotion Unit). Parents are kindly requested to come to the school to pick up their child at the authorized time.

- **Extended Absence:**

If a student is unable to return to school after their approved leave, parents are required to follow the established procedures to apply for an extended leave.

- **Absence During Tests and Examinations:**

If a student is absent during test or examination due to approved reasons such as illness, official duties, bereavement, or hospitalization with valid proof, the student's actual scores of the make-up test or exam will be recorded. For unapproved absences, the scores of the make-up test or exam will be capped at 60 points if the student passes; if the student fails, the actual scores will be recorded.

## **Student Insurance and Claim Procedures**

Details regarding the insured parties, coverage and compensation policies are available on the Education and Youth Development Bureau (DSEDJ) website. Please visit the following link for the latest terms and conditions:

[https://portal.dsedj.gov.mo/webdsejspace/internet/Inter\\_main\\_page.jsp?id=8421&ts=T&langsel=C&](https://portal.dsedj.gov.mo/webdsejspace/internet/Inter_main_page.jsp?id=8421&ts=T&langsel=C&)

If you have any questions, kindly inquire with the school's Health Promotion Unit. Please note that all terms are subject to the final notification from the relevant authority.

### **Claim Procedure:**

In accordance with regulations, the school must submit accident declaration documents to the Education and Youth Development Bureau (DSEDJ) within 6 days of the occurrence. To facilitate the claim process, parents are advised to promptly submit the following documents to the school's Health Promotion Unit:

- Completed student insurance accident report
- Photocopies of the injured student's ID Card and Student ID
- Photocopy of the guardian's ID Card (e.g., Father, Mother, or Legal Guardian)
- Photocopy of the first page of the guardian's bankbook for payment receipt (please refer to the accident report for eligible banks; if the bank account is jointly held, copies of both holders' IDs are required)

## **Guideline for School Uniform and Standards of Appearance**

### **(1) Summer Uniform:**

**Secondary Boys:** Wear a white short-sleeved polo shirt with school badge, grey trousers, white undergarments, a black leather belt, black leather shoes, and white socks. The white polo shirt must be tucked into the trousers, ensuring the black leather belt is visible.

**Primary and Kindergarten Boys:** Wear a white short-sleeved polo shirt with school badge, grey trousers, white undergarments, black leather shoes, and white socks. The white polo shirt must be tucked into the trousers.

**All Girls:** Wear a white school skirt with school badge, blue necktie (tied in a bow) white undergarments, black leather shoes, and white socks.

- The skirt length must be knee-length.
- A white slip or white shorts should be worn under the skirt

### **(2) Summer PE Uniform:**

Wear the school-approved short-sleeved sports shirt, sports short trousers, all-white trainers, and white socks.

### **(3) Winter School Uniform:**

**Secondary Boys:** Wear a school blazer with badge, a school-approved padded jacket with the school badge or a school-approved sweater with the "PC" logo, paired with a white long-sleeved shirt with the school badge, a grey pair of trousers, white undergarments, a black belt, black leather shoes, and white socks. The white shirt must be tucked into the trousers, with the black belt visible.

**Secondary Girls:** Wear a blue school skirt, a school-approved padded jacket with the school badge or a school-approved sweater with the "PC" logo, paired with a red lady bow tie, and they can also wear white tights or flesh-colored stockings with white ankle socks.

**Primary and Kindergarten Boys:** Wear a school-approved padded jacket with the school badge or a school-approved sweater with the "PC" logo, paired with a white shirt with the school badge, grey trousers, white undergarments, black leather shoes, and white socks. The white shirt must be tucked into the trousers.

**Primary and Kindergarten Girls:** Wear a blue school skirt, a school-approved padded jacket with the school badge or a school-approved sweater with the "PC" logo, paired with a red lady bow tie, and they can also wear white tights or flesh-colored stockings with white ankle socks.

※ If the temperature is 12°C or below, students may wear dark blue or black cotton jackets or down jackets, and female students may wear winter sports uniforms.

**(4) Winter PE Uniform:**

Wear the school-prescribed winter PE uniform.

- Secondary school students should wear the school-approved white long-sleeved sports uniform or the short-sleeved sports uniform for summer inside the outer sports jacket. If the weather is cold, students can wear the school-approved sweater with the "PC" logo between the sports uniform and the sports jacket, or wear a school-approved padded jacket with the school badge over the sports uniform.
- In cold weather, primary students can wear the school-approved sweater with the "PC" logo or the school-approved padded jacket with the school badge over the sports uniform.
  - ◆ Regardless of wearing summer or winter school uniforms, neatness, cleanliness, and proper fit should be prioritized.
  - ◆ The inner layer of clothing should not be longer than the outer layer.
  - ◆ The white socks worn by students must extend above the ankles.
  - ◆ Students' shorts should be above the knee.
  - ◆ In cold weather, students can wear black or white high-neck undershirts and may wear a solid dark blue scarf. Kindergarten students may wear a crochet short scarf.

**(5) Hairstyles:**

- It is prohibited to change hair color in any way, perm hair, use hair dye, or apply styling products such as gel or styling water to the hair.
- Girls should tie their hair completely with a rubber band when it reaches shoulder length. Long hair near the ears or forehead should be clipped back with hairpins. (Hairbands and hairpins should be plain and in solid red, blue, or black colors.)
- Boys' hair in the front should not cover the eyebrows, the hair on the sides should not cover the ears, and the hair at the back of the neck should not touch the collar.

**(6) Accessories:**

Wearing accessories such as bracelets, anklets, rings, earrings, etc., is prohibited. Girls are only allowed to wear one clear transparent ear stud on each side, and ear piercing is not permitted during the school term. Students with special needs should apply to the Department of Student Development every year for permission.

Department of Student Development  
1th July 2025



# Pui Ching Middle School (Coloane Campus)

## Regulations for Electronic Devices Usage

### 1 General Principles

In order to adapt to the trends of information technology and artificial intelligence in teaching, and to promote the comprehensive development of students and a positive learning atmosphere, our school implements the Electronic Equipment Management Regulations. These regulations govern students' behavior in using electronic devices on campus, ensuring a safe and orderly learning environment.

### 2 Regulations of Electronic Devices Usage

#### 2.1 Basic Requirements

- i. Electronic devices must be legal, safe, and suitable for educational purposes; it is prohibited to bring illegal modifications or devices with safety risks
- ii. Students must ensure that their devices are sufficiently charged and are responsible for their daily maintenance and upkeep.
- iii. It is strictly forbidden to use electronic devices for illegal, improper, or harmful activities, including but not limited to disseminating false information or cyberbullying.
- iv. Students should consciously adhere to online ethical standards and protect their own and others' privacy.

#### 2.2 Electronic Devices Allowed on Campus

- i. Mobile phones (Secondary Only)
- ii. Tablet computers
- iii. Laptops

#### 2.3 Time Regulation for Electronic Device Usage

- i. During Class Hours (Including Breaks/Recess) : Devices may only use electronic devices under teacher supervision and must not operate with permission.
- ii. After School Hours: Students may use electronic devices for independent studies at designated locations, following teacher guidelines.

#### 2.4 Disciplinary procedures for Electronic Devices Misuse

- i. First-time offenders will receive a verbal warning from the relevant teacher, and the incident will be recorded in the school; it is expected that students will correct their behavior to avoid repeated violations. Repeated offenders will face escalating disciplinary actions based on the severity of their actions.
- ii. If the violations of electronic device usage involve bad or illegal content, they will be treated as general regulatory or major regulatory violations.

### 3 Supplementary Provisions

These regulations take effect from the date of publication, and all students must comply with these regulations and related rules. The school will regularly review and revise these regulations as needed to ensure continuous adaptation to the rapidly changing technological environment and teaching demands.

# Pui Ching Middle School (Coloane Campus)

## Appendix for Regulations of Student

### Disciplinary Procedures for Student Misconduct

The purpose of the **Regulations of Student** is to create a safe, orderly, and positive learning environment on campus, and to promote the all-round development of students. For students who violate the regulations, disciplinary actions will be taken based on the severity of the offense, including: Formal Record, Verbal Warning, Misdemeanor, Light Demerit, Minor Demerit, Major Demerit, Mandatory Withdrawal, Expulsion, and other measures.

Four Formal Records equal one Misdemeanors, four Misdemeanors equal one Light demerit, four Light Demerits equal one Minor Demerit, four Minor Demerits equal one Major Demerit. If a student accumulates three Major Demerits within one academic year, he or she may face mandatory withdrawal. Records of Misdemeanor, Light Demerit, Minor Demerit and Major Demerit will be reflected on student's transcript.

The specific violations are detailed as follows:

#### 1 Minor Violations

- 1.1 Attendance
- 1.2 Academic Responsibility
- 1.3 Other Minor Violations

For minor violations, the student will receive a **Formal Record** or **Verbal Warning**. The school expects the student to learn from the minor violation and correct the problematic behavior to avoid repeat offenses. Repeated offenses may be escalated to the Moderate Violations category.

#### 2 Moderate Violations

- 2.1 Dishonest Behavior
- 2.2 Disrespectful
- 2.3 Dress Code
- 2.4 Inappropriate
- 2.5 Inappropriate Physical
- 2.6 Disruption of Class or
- 2.7 Misuse of Electronic
- 2.8 Damage or Appropriation of Others' Property
- 2.9 Possession of Inappropriate Items on Campus
- 2.10 Other Moderate Violations

For moderate violations, the student may receive **Misdemeanor(s)** or **Light Demerit(s)**, which will be recorded on the student's Transcript. For serious or repeated offenses, the case may be escalated to the Major Violations category after review by the relevant administrative departments.

3 Major

- 3.1 Unlawful Behaviors (including but not limited to drugs, alcohol, and tobacco)
- 3.2 Major Dishonest
- 3.3 Sexual-Related
- 3.4 Bullying and Assisting in
- 3.5 Possession or Distribution of Inappropriate Materials
- 3.6 Harassment
- 3.7 Violent Behavior
- 3.8 Academic Dishonesty
- 3.9 Stealing
- 3.10 Other Serious Infractions

For major violations, the student may receive **Minor Demerit(s)** or **Major Demerit(s)**, which will be recorded on the student's Transcript. For serious or repeated offenses, the administrative committee may decide to issue **Mandatory Withdrawal, Expulsion** or other measures.

## Pui Ching Middle School (Coloane Campus) Award Regulations

Revised June 2025

To encourage students to strive for academic excellence, cultivate good character and a spirit of service, the school will award commendations to students who achieve outstanding results.

### I. Awards and methods of recognition during the academic year:

1. **Award for Competitions** - Awarded to students who excel in competitions; recipients will receive medals, flags, certificates, or prizes.
2. **Award for Excellence in Extracurricular Activities** - Awarded to students who are selected as school (including the Red and Blue Sports Association 紅藍體育會) representative, Macau Schools Delegation, or Macau SAR Delegation in local, regional, or international sports, academic, or cultural competitions, exchanges, or community services, positively impacting the school's reputation and serving as role models among their peers; recipients will be recognized with commendations ranging from record of Merit, Major merit to High merit.
3. **Award for Long-Term Participation in Student Organization for Graduating Class** – Awarded to Secondary 6 students who demonstrate sustained excellence in long-term participation of student organization(s); recipients will receive personal certificates.

Note: Commendations of Major Merit or High Merit should be assessed by a review committee or the general teacher's assembly.

### II. Awards and methods of recognition at the end of each academic term:

1. Special Award – For students demonstrating exceptional performance in both academic and conduct; recipients will receive medals, flags, certificates, or prizes.
2. Conduct Award – For students achieving A grade in Conduct, and passing grades in all subjects at the end of the academic term; recipients will be recognized with commendations of **Merit in Conduct**, with the honor noted on their transcripts.
3. Academic Award - For students meeting the academic award criteria at the end of the academic term; recipients will be recognized with commendations of **Endeavor Learner** or **Merit in Academic**, with the honor noted on their transcripts.
4. Conduct and Academic Award – For students achieving A grade in Conduct, and meeting the criteria of Merit in Academic; recipients will be recognized with commendations of **Merit in Conduct and Academic**, with the honor noted on their transcripts.

Note: The assessment of academic and conduct performance should follow the approved Conduct and Academic Awards Criteria.

### III. Awards and methods of recognition at the end of each academic year:

1. Awards to Groups
  - i. **Excellent Group Performance Award** – Awarded to student organizations (include clubs, teams, societies, etc.) demonstrating excellent performance in co-curricular activity or

organizational work; recipient groups will be awarded certificates.

2. Awards to Individuals:

i. For Graduating Class

- A. **Graduating Class Merit in Conduct and Academic** – Awarded to students achieving **Merit of Conduct and Academic** for the last two academic terms, with one recipient selected from each graduating level (Senior Secondary, Junior Secondary, and Primary); recipients will receive trophy along with Scholarship for Merit in Conduct and Academic.
- B. **Graduating Class Outstanding Subject Performance Award** – Awarded to the best performer of each subject; recipients will receive trophy plates.

ii. Scholarships

- A. Special Scholarships for Graduating Class (not applicable this academic year):
  - a. **Scholarship by the Macau SAR Government (Lotus Award):** Two recipients from each graduating level (Senior Secondary, Junior Secondary and Primary).
  - b. **Henry Fok Foundation Scholarship:** One awarded to every 25 students from Senior Secondary graduating level.
  - c. **Graduating Level Scholarship for Merit in Conduct and Academic:** Three awards given to the recipients who have received the Merit in Conduct and Academic award, with best academic performance from Senior Secondary graduating level.
  - d. **Scholarship for Outstanding Performance:** Three awards given to Senior Secondary graduating level students who excel in a specific area.
  - e. **Scholarship for Merit in Conduct and Academic:** One award given to Senior Secondary graduating level student who excel in both conduct and academic.
  - f. **Macao Foundation Belt and Road Scholarship:** Awarded to Senior Secondary graduating students who pursue full-time degree programs in Brazil, Malaysia, Indonesia, the Philippines, Thailand, or Cambodia; eligibility is subject to application and approval by the Macao Foundation after review.
  - g. **World Renowned University Admission Scholarship:** Awarded to students who are accepted into one of the top ten universities in the Times Higher Education World University Ranking.

B. Special Scholarships

**First in Grade Academic Scholarship:** Awarded to student who achieves the best academic performance in the entire grade.

- C. **Excellence in Grade Academic Scholarship:** One award per grade, awarded to students from Primary 1 to Secondary 1 who achieve the highest academic performance in their respective grade (recipients of the scholarship are not eligible to simultaneously receive the **Special Scholarships for Graduating Class, Special Scholarship, or Mathematics and Science Excellence Scholarship**).

- Notes for items A to C:

- a. Academic performance is calculated using a weighted average method based on the units of each subject;
- b. Award recipients are ranked according to their overall annual academic performance; those with higher rankings may be eligible for higher scholarship amounts;
- c. Award recipients must pass all subjects (including enrichment subjects) in the third term.

**D. Scholarship for Outstanding Conduct:** Awarded to students with outstanding conduct throughout the year or significant improvement, who can serve as role models for their peers. One award each for Junior Secondary and Senior Secondary, may be left vacant.

**E. Scholarship for Excellence in Subject:**

Secondary: One award per class for each subject, recognizing the student with highest performance in each subject within the class (if the student has already received the Macao Foundation Subject Scholarship, the award will be given to the next-highest-ranked student).

Subjects include:

- a. English
- b. Chinese
- c. Mathematics
- d. Physics
- e. Chemistry
- f. Biology
- g. Science & DAT
- h. Information Technology
- i. History
- j. Geography
- k. Business Studies
- l. Biblical Studies
- m. Physical Education
- n. Design and Visual Arts
- o. Music

Note:

- 1. English: One award each for regular and advanced classes (may be left vacant)
- 2. Mathematics: One award each for regular and advanced classes (may be left vacant)

Primary: One award per class for each subject, recognizing the student with highest performance in each subject within the class (if the student has already received the Macao Foundation Subject Scholarship, the award will be given to the next-highest-ranked student).

Subjects include:

- a. English
- b. Chinese
- c. Mathematics
- d. General Studies
- e. General Studies (Design & Science)
- f. Information Technology
- g. Biblical Studies
- h. Physical Education
- i. Design and Visual Arts
- j. Music

When selecting recipients for subject awards, in addition to considering academic performance in the subject, a multi-faceted assessment approach may be applied, with the following criteria:

Students' academic performance and learning attitude, character and conduct, diligence, as well as active participation in educational activities.

- F. **Macao Foundation Subject Scholarship (Highest Achievement)** - Awarded in accordance with relevant regulations. Recipients of the Macao Foundation Subject Scholarship are not eligible to receive the school's subject-specific scholarships. For the same subject, the more outstanding performer will be given priority to receive the higher amount of subject-specific scholarship.
- G. **Macao Foundation Merit in Conduct Scholarship** - Awarded to students with outstanding overall conduct, three students per grade from Primary 1 to Secondary 1.
- H. **Macao Foundation Academic Progress Scholarship** - Awarded to students with outstanding progress in academic performance, three recipients per grade from Primary 1 to Secondary 1.
- I. **Excellence in Language Arts Scholarship**- Awarded to one student each in secondary and primary sections who demonstrates outstanding performance in debate, hosting, or other language arts areas, either in school or in competitions.
- J. **Excellence in Mathematics and Science Scholarship** - Awarded to one student each in secondary and primary sections who demonstrates outstanding performance in mathematics and science subjects, either in school or in competitions.
- K. **Excellence in Information Technology Scholarship** - Awarded to one student each in secondary and primary sections who demonstrates outstanding performance in information

technology subject, either in school or in competitions.

- L. **Excellence in Scientific Activity Scholarship** - Awarded up to two students each in secondary and primary school who demonstrate outstanding performance in science and technology competitions.
- M. **Arts Participation Scholarship** - Awarded to one to two students each in secondary and primary school who demonstrate a passion for and actively promote the development of arts within the school.
- N. **Excellence in Physical Education Scholarship** - Awarded to students with sportsmanship, excellent skills, and enthusiasm for the school's physical education activities. One award each for primary and secondary section.
- O. **Outstanding Performance in Co-Curricular Activities Scholarship** - Awarded to students with outstanding performance in co-curricular activities or other extracurricular activities, a total of ten scholarships for secondary and primary sections.
- P. **Service Scholarship** - Awarded to students who demonstrate a spirit of dedication, enthusiastic service, and outstanding performance, serving as role models for their peers. One award each for upper primary and secondary, may be left vacant.
- Q. **Christian Student Leader Scholarship** - Awarded to a Christian student leader in Secondary who actively participates in school ministry and demonstrates leadership skills, along with a scholarship, may be left vacant.
- R. **Progress in Conduct Scholarship (Macao Daily Scholarship)** - Awarded to students in Grades 5 to Secondary 3 whose conduct in the third term shows significant improvement compared to the first term (at least two grading levels), and whose conduct in the third term must be a B or above. Previous award recipients must improve their conduct grade in the third term by one grade or more compared to the third term of previous year.
- S. **Progress in Academic Scholarship** - Awarded to students who demonstrate significant progress in academic performance and can serve as role models for their peers. One award each for primary and secondary section.
- T. **Progress in Conduct Scholarship** - Awarded to students who demonstrate significant progress in conduct (improvement of one grade level or more, rewarding improvement from poor to good or from good to excellent), and can serve as role models for their peers.



One award each for primary and secondary section.

- iii. **Annual Merit in Academic Award** - Awarded to students who have achieved Merit in Academic in all terms of the year; recipients will receive trophy and certificate.
- iv. **Annual Merit in Conduct Award** - Awarded to students who pass all subjects in the academic year, with conduct grades of A- or above in the first and second terms, and a conduct grade of A in the third term; recipients will receive trophy and certificate.
- v. **Service Award** - Awarded to students who demonstrate a spirit and ability to serve in various aspects, exemplify care for the school and fellow students; recipients will receive a certificate. (Nominations can be submitted to the teachers' assembly)
- vi. **Christian Service Award** - Awarded to students in Primary 5 to Secondary 6 who demonstrate outstanding performance in Christian ministry; recipients will receive a trophy.
- vii. **Award for Being An Honor to Pui Ching** - Awarded to individuals or groups who, represent Macao, the General Association, or the school, achieve awards or prizes in international competitions, receive high social recognition, or make significant contributions to society, thereby bringing honor to the school; recipients will receive trophy. Furthermore, those who make substantial contributions to the development, reputation, or social advancement of the country or Macao will receive a scholarship in addition to the trophy.
- viii. **Outstanding Performance Award in Extracurricular Activities** - Awarded to individuals or groups who, represent Macao, the General Association, or the school, participate in international competitions, or, achieve awards or prizes in regional competitions or demonstrate outstanding performance in international or regional exchange events; recipients will receive trophy.
- ix. **Writing Award** - Awarded to students who read extensively in Chinese and English, have a good writing level, have won awards in public writing competitions in Macao, or have published two or more works in newspapers or magazines; recipients will receive trophy.
- x. **Chinese Reading Award** - Awarded to students in Primary 1 to Secondary 6 who have a high volume of extracurricular reading in Chinese throughout the academic year; recipients will receive certificate. (Nominations can be submitted to the teachers' assembly).
- xi. **English Reading Award** - Awarded to students in Primary 1 to Secondary 6 who have a high volume of extracurricular reading in English throughout the academic year; recipients will receive certificate. (Nominations can be submitted to the teachers' assembly)

- xii. Academic Research Award - Awarded to students who have published academic research articles in various fields. All participants must submit an article that meets academic standards, with a topic relevant to the field. All submitted papers will be reviewed by the Committee.
- A. **Excellent Academic Research Award** (Individual/Group): One award for Junior Secondary and one for Senior Secondary (can be vacant).
  - B. **Merit Academic Research Award** (Individual/Group): Two awards for Junior Secondary and two for Senior Secondary (can be vacant).
- xiii. Conduct and Academic Awards for Kindergarten
- A. **Outstanding Student Award (5 recipients)** - Awarded to the top five students with the highest average scores in all five assessment domains throughout the academic year, achieving an average score of 4 or above, recipients will also receive trophy. Among the five recipients, one of the most outstanding students, as determined by the Teachers' Assembly, will also receive a scholarship.
  - B. **Excellence Award/ Merit Award in Different Areas (Unlimited recipients)** – Awarded to students based on individual performance in five assessment domains, as determined by the Teachers' Assembly; recipients will receive trophy
    - a. Excellence Award will be given to students' highest scoring domain with 4 points or above:
      - i. **Excellence Award in Physical Education** - Highest score in Health and Physical Health domain
      - ii. **Excellence Award in English** - Highest score in Language (English) domain
      - iii. **Excellence Award in Chinese** - Highest score in Language (Chinese) domain
      - iv. **Excellence Award in Personal and Social Ability** - Highest score in Personal Social and Humanities Education domain
      - v. **Excellence Award in STEM** - Highest score in Mathematics and Science domain
      - vi. **Excellence Award in Arts** - Highest score in Arts domain
    - b. Merit Award will be given to students averaging 3.5 points in conduct, and whose highest scoring domain with 3.5 to 3.9 points or above in the following domains.
      - i. **Merit Award in Physical Education** - Highest score in Health and Physical Health domain
      - ii. **Merit Award in English** - Highest score in Language (English) domain
      - iii. **Merit Award in Chinese** - Highest score in Language (Chinese) domain
      - iv. **Merit Award in Personal and Social Ability** - Highest score in Personal Social and Humanities Education domain
      - v. **Merit Award in STEM** - Highest score in Mathematics and Science domain

vi. **Merit Award in Arts** - Highest score in Arts domain

- C. **Kindergarten Explorer Award (3 recipients)** - Awarded to 3 students selected by homeroom teachers who exhibit the most inquisitive spirit and curiosity; recipients will receive a trophy.
- D. **Guiding Star Award (3 recipients)** – Awarded to 3 students selected by homeroom teachers who demonstrate the best leadership and teamwork abilities; recipients will receive a trophy.  
*\*This award is only eligible to K3 students.*
- E. **Heart of Gold Award (3 recipients)** - Awarded to 3 students selected by homeroom teachers who demonstrate the highest spirit of service and ability to serve throughout the school year; recipients will receive a trophy.
- F. **Reading Award (unlimited recipients)** - Awarded to students who read extensively throughout the year (minimum of 10 books); recipients will receive a certificate.
- G. **Perfect Attendance Award (unlimited recipients)** - Awarded to students with no tardiness or absence records during the second and third terms. recipients will receive a prize.

Note:

1. Award calculations are based on individual classes.
  2. Recipients of awards A and B should be distinct, no duplication is allowed.
- IV. All awards, except for items I and II, must be approved by Teachers' Assembly. If no appropriate recipients are identified, the awarding may be temporarily suspended.
  - V. To be eligible for annual awards, recipients must maintain an accumulated conduct score of B or above. Those who meet criteria for retention may have their award eligibility revoked, with the exception of the Service Award and the Reading Award.
  - VI. The amount for the annual half-fee Scholarship is calculated as half of the remaining tuition fee for the next academic year after deducting the government student tuition subsidy.
  - VII. Academic performance is calculated based on the yearly results. In the case of tied year-end scores, the higher result in the third term will take precedence.
  - VIII. In special circumstances, alternative methods of awarding may be established.
  - IX. If the funds for any scholarship are exhausted, the awarding may be suspended.

X. Students who leave school in the subsequent academic year will not be eligible for scholarships (except for Senior Secondary graduating students).

**XI.** All scholarships will be awarded accompanied by a certificate of achievement.

**Appendix**

I. Any matters not covered by these regulations may be addressed as necessary, subject to approval by the Educational Committee.

II. The authority to modify and interpret these regulations belongs to the Educational Committee. Amendments may be made at any time as determined by the committee's decisions.

III. These regulations will take effect from the date of publication.

### **Other Information for Parents**

- Any fees paid to the school, especially prepaid tuition fees, are non-refundable unless the school is unable to provide the services.
- The school processes all personal data in strict accordance with the lawful processing conditions under Article 6 of the Personal Data Protection Act. No additional notification will be provided.
- During school-organized activities and events, photographs, audio, and video recordings may be taken and used for promotional, publicity, or academic purposes, and may be published online or in print. If you wish to opt out, please avoid areas designated for recording.
- The campus is equipped with CCTV cameras to enhance safety and security.
- The school regularly organizes outdoor activities to broaden students' horizons. Notices will be issued before these events, and parents can respond via provided reply slips.
- Parents offering voluntary assistance are covered by basic medical expense coverage (up to MOP 20,000) and personal accident insurance (up to MOP 200,000). If you believe additional coverage is necessary, please consider procuring supplementary insurance independently.
- All tuition fees, miscellaneous charges, placement fees, and applicable subsidies or scholarships are collected via direct debit.
- Updates and registration submissions for the school and the Education and Youth Development Bureau are communicated through e-notices. Please check notifications regularly and respond promptly. Parents should also avoid sharing their eClass account passwords.
- The school implements a BYOD iPad program for students from Grade 1 to Grade 12. For primary students, the required models are Apple iPad WiFi (2020 or later), Apple iPad Air, or iPad Pro WiFi (2020 or later) with a minimum of 128GB capacity. For secondary students, the models must be Apple iPad WiFi (2018 or later) or Apple iPad Pro WiFi (2018 or later), with a screen size of 11 inches or below and at least 128GB capacity.