True Light Girls’ College
真光女書院
Handbook for Parents & Students
家長及學生備忘
Contents / 目錄

1. Functions of school rules / 校規之功能 ................................................................. P.2 / 12

2. School Calendar and School Functions / 校曆表及學校活動
   2.1 School calendar / 校曆表 .................................................................................. P.3
   2.2 Calendar highlights / 校曆表撮要 ..................................................................... P.4 / 12
   2.3 Summary of important school functions / 重要學校活動撮要 ........................... P.4

3. Academic & ECA Affairs / 學術及課外活動
   3.1 School hours and Library opening hours / 課堂時間及圖書館開放時間 ........... P.5 / 13
   3.2 Submission of homework / 呈交功課須知 ......................................................... P.5 / 13
   3.3 Reading period / 閱讀課 .................................................................................. P.6 / 13
   3.4 Scholarships and Grants / 獎學金及有關津貼 .................................................. P.6-7 / 14
   3.5 Extra-curricular activities / 課外活動須知 ........................................................ P.7 / 14

4. Supportive Services / 支援服務
   4.1 Student health scheme / 學生健康服務 ............................................................ P.7 / 15
   4.2 Careers guidance / 升學或就業輔導 ................................................................. P.7 / 15
   4.3 Student counselling / 學生輔導 ....................................................................... P.7-8 / 15
   4.4 Lunch time arrangements / 校內午膳計劃 ......................................................... P.8 / 15

5. Application procedures / 申請手續
   5.1 Students’ application for testimonials/transcripts / ............................................. P.8 / 16
       申請証明文件、推薦書/成績証明書
   5.2 Procedures for the application for leave / 請假手續 ........................................... P.8-9 / 16
   5.3 Procedures for students withdrawing from school / 退學手續 .......................... P.9 / 16
   5.4 Student travel subsidy and textbook allowance (F.1-7) / .................................... P.9 / 16
       車船津貼及書簿津貼(中一至中七)

6. Submission & amendment of student data / 學生資料之提供及更改 ............... P.9 / 17

7. School-home communication / 家校溝通
   Means of communication / 溝通方式 .................................................................... P.10 / 17

8. Contingency measures / 緊急措施
   8.1 School evacuation / 緊急疏散措施 ................................................................... P.11 / 18
   8.2 Arrangements during bad weather / 惡劣天氣期間之安排 ............................. P.11 / 18
1. Functions of school rules

Our school, founded in accordance with the motto “Thou art the light of the world”, has always been breeding generations of elites. We are generally acknowledged as a school with good discipline. Hence our graduates are always considered to be trustworthy and at the same time society has high expectations of our students.

We consider rules and ethos of a school are vitally interrelated. Our students should not only pursue knowledge at school, but also learn to mingle well with others so as to equip themselves with essential skills for their work in the future. At a time when human rights are highly emphasized, we agree that there are rights that students are entitled to have. However, they also have obligation to follow school regulations. The setting of school rules is to protect the right of all students and ensure the school will not be thrown into disorder. If students of a school are casual and have no regard for discipline, their learning will be seriously affected and even the school reputation in the community will be tarnished. Setting school rules will let our students know what behaviour is desirable and set a common standard for teachers to guide students’ behaviour. More importantly, our students will be nurtured to be studious, respectful, tidy and unsophisticated; and therefore can contribute to the society.

Our school rules are solemn, reasonable and can easily be followed. They are also revised constantly after careful deliberation, taking into consideration the school’s fine tradition and the changes in society. The rules are thoroughly listed in the Student Handbook.

We hope that our students can maintain an upright character and a decorous appearance so as to fulfill their responsibilities as students and uphold the school’s prestige. As parents are concerned about their daughters' performance in all aspects, we cordially hope that parents can understand the school's arrangements, actively cooperate with us and urge your daughters to strive to abide by the school rules.
2. School Calendar and School Functions

2.1 Calendar / 校曆表
2.2 Calendar highlights

Examinations:
- Mid-year Exam: 3/1 – 17/1 (S1 – S5)
- S6 Mock Exam: 3/1 – 17/1
- S7 Mock Exam: 1/2 – 14/2
- Final Exam: 6/6 – 19/6 (S1 – S5)

Major holidays:
- Christmas & New Year: 22/12 – 2/1 (12 days)
- Lunar New Year: 18/1 – 28/1 (11 days)
- Easter: 5/4 – 14/4 (10 days)
- Summer Vacation: 16/7 – 31/8 (47 days)

Other holidays are also listed on the calendar for reference.

2.3 Summary of important school functions

* Secondary 1 Orientation Day
  10/9 (Saturday) 2:30 p.m.

* Education Sunday for all S1 students
  18/9 (Sunday) 9:00 a.m.

* P.T.A. Annual General Meeting
  15/10 (Saturday) 2:30 p.m.

* Graduation Camp (S6 & S7)
  9/11 – 10/11 (Wednesday & Thursday)

* School Picnic (S1 – S.5)
  10/11 (Thursday)

* Athletic Meets
  6/12, 9/12 Sham Shui Po Sports Ground

* Parents’ Day
  17/12 (S6 & S7), 25/2 (S1 – S5 distribution of report cards)

* S1 Form Association Inauguration Ceremony
  26/4 (Thursday)

* True Light 140th Anniversary Thanksgiving Service
  2/5 (Wednesday) 2:30 p.m.

Other Activities: Parents will be notified of other activities through circulars.

The meticulously planned school calendar is issued to match parents’ advancement plan for their daughters. In case parents want to arrange courses, competitions, visits or travels for their daughters, please observe the arrangements made by the school first so as to avoid clashing with students’ school work. Activities such as contests, exhibitions and games are organized in the post-examination period to foster the all-round development of students. Attendance is compulsory and leave is not normally granted except for cases of emergency. Parents will be notified of the details such as place and time for activities marked with an asterisk.*

詳盡之校曆表的制定，用意配合各家長對子女之栽培計劃。家長若安排學生往校外培訓或比賽、探親或旅遊者，應先參考學校的安排，注意配合，以免影響同學上課日子。本校更利用大考後與暑假前的日子安排不同的活動如各類比賽、專題展覽、遊戲運動等使同學有均衡發展。各同學必須出席，如事非緊急，任何請假均不獲批准。有*符號之活動，必定有獨立通告細列有關詳情如活動內容、時間及地點等，敬請家長留意。
3. Academic and ECA Affairs

3.1 School hours & library opening hours

1. Normal timetable
   a. Roll call time for morning session: 8:15 a.m.  
      Students entering school after 8:10 a.m. are regarded as late.  
      Roll call time for afternoon session: 2:10 p.m.  
      Students entering school after 2:10 p.m. are regarded as late.

   b. No. of lessons for each class

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>No. of Lessons *</th>
<th>Dismissal Time</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1, S2</td>
<td>1-6</td>
<td>9</td>
<td>3:25 p.m.</td>
<td></td>
</tr>
<tr>
<td>S3</td>
<td>1, 4, 5, 6</td>
<td>9</td>
<td>3:25 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2, 3</td>
<td>10</td>
<td>4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>S4, S5 &amp; S6</td>
<td>1-6</td>
<td>10</td>
<td>4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>S7</td>
<td>1</td>
<td>9</td>
<td>3:25 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-6</td>
<td>10</td>
<td>4:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

   Note:
   (1) As the school assembly is scheduled to be held on Day 1, in the 8th & 9th periods, the time for dismissal may occasionally be postponed in case the school assembly finishes beyond the scheduled time.
   (2) All students must clear away all books, sport accessories and other belongings and leave the classrooms before 4:15 p.m. Students should take good care of their belongings. The school will not be responsible for any losses. Students staying behind for extra-curricular activities must be accompanied by teachers, and they must leave the school before 5:55 p.m.

2. Special timetable

<table>
<thead>
<tr>
<th>Period</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1 – 17/1/2012</td>
<td>S7</td>
</tr>
<tr>
<td>28/5 – 4/6/ 2012</td>
<td>S1 to S5</td>
</tr>
</tbody>
</table>

Students to arrive by: 8:10 a.m.
Roll call time: 8:15 a.m.
School finishes at: 1:25 p.m.

3. Library opening hours

Normal school days: 8:30 a.m. - 4:30 p.m.
School holidays: closed

3.2 Submission of homework

1. Students should submit the homework on the day assigned as deadline at the time of roll call. Subject Leaders will then send the collected homework to the subject teachers before the end of the first recess.

2. Students who fail to hand in assignment or submit it late will be asked to complete it during lunch time or after school on the following day.

3. Students failing to hand in assignment or submitting assignment late repeatedly may be penalized by having their conduct grade lowered. The exact means of punishment will be explained by subject teachers at the beginning of the term.
3.3 Reading period

The Reading Periods assigned for different levels/classes are shown in the table. Day 2 is for reading English books, Day 4 for reading Chinese books whereas on Day 6, S1 to S3 students have to read English books. S7 students on Day 6 and 4B and 4C students on Day 1 can choose to read English books, Chinese books, English newspapers or magazines. 5B, 5C, 6B and 6C students have to read English books, newspapers or magazines in their Reading Period.

<table>
<thead>
<tr>
<th>Level / Class</th>
<th>Reading Period Arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 – S3 &amp; S7</td>
<td>1st period on Day 2</td>
</tr>
<tr>
<td></td>
<td>9th period on Day 4</td>
</tr>
<tr>
<td></td>
<td>1st period on Day 6</td>
</tr>
<tr>
<td>4B &amp; 4C</td>
<td>10th period on Day 1</td>
</tr>
<tr>
<td></td>
<td>1st period on Day 2</td>
</tr>
<tr>
<td>5B, 5C, 6B &amp; 6C</td>
<td>10th period on Day 1</td>
</tr>
</tbody>
</table>

3.4 Scholarships and grants

1. **True Light Scholarship Foundation-Scholarships for Local Under-graduate Studies**
   - Conditions: Students who are admitted to the local universities with the best A-level examination results, who have grade “B” or above in conduct and excellent service records.
   - No. of Scholarships: 1 student for each stream (arts/ science) from each True Light middle school in Hong Kong (Total: 8 students from four True Light middle schools in Hong Kong)
   - Amount: HK$10,000 each

2. **True Light Scholarship Foundation-Scholarships for Secondary School Students**
   - Conditions: Students whose academic positions are the top in their forms*, whose conduct grades are “B” or above and whose service records are excellent.
     * S1 to S3 – 1st in the Form
     S4 to S6 – 1st and 2nd in the Form
     S7: 1st in each Stream
   - No. of Scholarships: 11 students for each True Light middle school in Hong Kong.
   - Amount: HK$1000 each

3. **PTA Scholarships** (offered by PTA)
   - a. Condition: 2nd in the Form (S1 to S3, 7A & 7S), or 3rd and 4th in the Form for S4 - S6
      No. of scholarships: 11
      Amount: HK$300 each
   - b. Condition: 3rd in the Form (S1 to S3, 7A & 7S), or 5th and 6th in the Form for S4 - S6
      No. of scholarships: 11
      Amount: HK$200 each
   - c. Condition: 4th in the Form (S1 to S3, 7A & 7S), or 7th and 8th in the Form for S4 - S6
      No. of scholarships: 11
      Amount: HK$150 each
   - d. Condition: 5th in the Form (S1 to S3, 7A & 7S), or 9th and 10th in the Form for S4 - S6
      No. of scholarships: 11
      Amount: HK$100 each
   - e. Condition: 6th to 10th in the Form for S1 to S3
      No. of scholarships: 15
      Amount: $50 each
   - f. Condition: First in subject
      No. of scholarships: 1 for each subject of each level (Total: 130)
      Amount: HK$50 each
5. **Rev. Peter Wong Scholarship** (offered by the Hong Kong Council of the Church of Christ in China and Dr. Tam Woon Yung Scholarship)
   No of Scholarship: 1
   Amount: HK$400
   Condition: the student with the best service to school.

   S7 students qualified to receive full remission of Textbook Assistance offered by the Student Financial Assistance Agency can apply. Students who fail to complete the matriculation course should return all grants to the agency.

7. **Shiu Wai Ming Financial and Educational Assistance Fund** (offered by Shiu Wai Ming Financial and Educational Assistance Fund Management Committee)
   Students at school and graduates of the year eligible for receiving CSSA or student financial assistance are entitled to apply for the fund to subsidize for their living, extra-curricular activities and further studies. Each student could be offered no more than $50,000 a year. Other students with relevant proofs of their family financial difficulties can also apply.

3.5 **Extra-curricular activities**
   1. Parents will be informed in writing of all school activities held outside the school campus. Every circular bears a serial number and a school chop. For enquiries please contact the school office at 23851491.
   2. Safety Precautions
      a. For personal safety, students should follow all the instructions given by the teachers in charge.
      b. Students should take care of their personal belongings
      c. Students should never bring with them large amount of money or any other valuable possessions.
   3. Students who fail to show up in extra-curricular activities will be punished according to school regulations. For leave application, please refer to the section on Procedures for the application of leave.

4. **Supportive Services**

4.1 **Student Health Scheme**
   1. The Scheme is under the supervision of the Health Department for general health and prevention of diseases. It provides no treatment.
   2. Services provided by Student Health Service Centre is free of charge.
   3. Health Centre for our students: 2/F, Wu York Yu Student Health Service Centre, 55 Sheung Fung Street, Tsz Wan Shan.
   4. Dates for appointments: May to October

4.2 **Careers Guidance**
   1. The Careers Team provides guidance on further education and careers development.
   2. The following services are offered:
      a. Easy access to careers information through posters and pamphlets on notice boards and books on designated shelves in the library and the Guidance Activity Room
      b. Talks and seminars on jobs, prevocational training, tertiary institutes, further education, choice of subjects and careers choice
      c. Visits to tertiary institutes and industrial and commercial establishments

4.3 **Student Counselling**
   1. The Student Counselling Team is always available for students in need. Apart from all teaching staff, the students can also seek help from the school social worker who is on duty at school four days a week. An educational psychologist is also hired to help the students with special needs. Parents can seek assistance via class teachers if needs arise.
2. All cases will be looked into by class teachers and members of the counselling team. Whenever needed, they will be referred to the school social worker or the Psychologist.
3. All cases will be carefully recorded and reported to the Principal and kept confidential. Parents and students in need are well treated with respect and sincerity.
4. Apart from students’ academic performance, parents should also maintain good communication with their daughters in order to understand more about their school and social life. Students can enjoy healthy growth under the loving care and encouragement of their parents.

4.4 Lunch arrangements (S1 to S3)
1. S1 to S3 students should stay in school during lunch time from 1:00 to 2:10 p.m.
   a. S1 to S3 students should stay in their classrooms from 1:00 p.m. to 1:20 p.m.
   b. Students may have lunch in their respective classrooms from 1:00 p.m. to 1:30 p.m. Their meals can be
      (i) brought to school by family members,
      (ii) brought by themselves,
      (iii) ordered from and delivered by the canteen in school
      (iv) lunch boxes ordered from the caterer.
   c. Students who choose not to have lunch in their classrooms are only allowed to purchase food in the canteen after 1:20 p.m.
2. S4 to S7 students can also order lunch boxes from the caterer. However they should not eat or drink in their classrooms. They may have their meals in the canteen or covered playground.

5. Application procedures

5.1 Students’ application for testimonials/ transcripts
1. A parental letter should be submitted stating clearly the kinds of documents required and the purpose.
2. Application procedures would normally take 14 working days.
3. An application fee of TEN DOLLARS per document should be paid to the General Office and an official receipt will be issued.
4. The document(s) should be collected by the student in person. In the event of being unable to do so, the student concerned should submit a parental letter stating the reasons and giving authorization for collection of the document(s).
5. Only one copy of any document will be issued. If proof of authenticity is required, certified true photocopies may be prepared.

5.2 Procedures for the application for leave
1. Leave for personal affairs
   a. The student concerned is required to submit a letter from her parent or guardian three days in advance. The letter must include the reason(s) for leave and photocopy(ies) of the relevant document(s) should be attached. It should be submitted for the Principal’s approval via the class teacher.
   b. In case of an emergency when an advance application for leave cannot be made, the parent or guardian must inform the office (Tel. No. 2385 1491) between 7:45 a.m. and 8:00 a.m. on the day concerned. A letter stating the reason(s) for leave and photocopy(ies) of the supporting document(s) must be submitted to the Principal via the class teacher on the next school day when the student returns to school.
2. Sick leave
   a. The parent or guardian of the student concerned must inform the office of the student’s absence due to sickness between 7:45 a.m. and 8:00 a.m. on the same day. A letter applying for approved sick leave and a medical certificate (for sick leave more than one day) should be submitted to the class teacher on the next school day when the student returns to school.
   b. In the case of a student having to leave the school because of sickness, she should be accompanied by her parent or guardian. When she returns to school, she must submit a letter from her parent or guardian following the same procedures as stated above.
   c. Students are required to submit a medical certificate if they are absent from school for half days recurrently. Otherwise her absence will be considered as truancy.
d. Students absent from any examination or assessments due to sickness must follow the proper procedures for applying for sick leave; otherwise, a supplementary examination or assessment will not be arranged.

e. Remarks
   (i) The medical certificate required refers to a document issued by a qualified registered doctor. Letters from Chinese herbalists will not be accepted unless they are registered with the government.
   (ii) In case a student fails to comply with the regulations above, her absence will be considered as truancy.

3. Being Late or Absent during the Examination
   a. Students entering school should press their Smart cards against the reader. They are expected to come back to school before 8:10 a.m. Students entering school after this time are regarded as late. Students arriving late could be admitted to the examination, but no extra time will be given. Their examination papers and answer scripts will be collected at the scheduled time.
   b. Students absent due to sickness in the examination period must inform the School Office of their absence before 8:00 a.m. on the same day. A letter applying for sick leave and a medical certificate should be submitted on the next school day. Considering the recommendation of the class teacher, a supplementary examination may be granted by the Principal. The supplementary examination will normally be arranged on the following Friday or the last day of the examination period. Papers for the supplementary examination will be handled separately. If students fail to comply with these regulations, no supplementary examination will be granted.
   c. Students whose first examination session on a certain day does not start at 8:25 a.m. (e.g. oral sessions) should come back to school 30 minutes before the examination starts. They have to arrive at the examination centre ten minutes before the examination session concerned starts.

5.3 Procedures for students withdrawing from school
   1. A formal letter of withdrawal from parents, with date and class of the student, counter-signed by the class teacher, should be submitted to the General Office for further processing. The Education Bureau requires the following to be included:
      a. date of withdrawal
      b. reason for withdrawal
      c. in case the student is enrolled in another school, the name of such school
      d. in case the student is leaving Hong Kong, her destination
   2. Any student withdrawing from school should return her student card, library books and school computer notebook and its accessories (if any).
   3. For application of school leaving documents, please refer to the section on students’ application for testimonials / transcripts.

5.4 Student Travel Subsidy and Textbook Assistance (S1-S7)
   Applicants must submit a new application for student financial assistance for every school year. Application is processed in two stages, namely the Application for Assessment of Eligibility, and if being assessed as eligible for assistance, the Application by Scheme. Detailed procedures and eligibility will be announced by class teachers.

6. Submission & amendment of student data
   1. All personal particulars are entered into their Student Records when students are admitted to this school in S1. Parents/Guardians must have their names and identities correctly entered. All future school correspondence with parents/guardians and report cards must be signed by parents/guardians. Parents/Guardians who plan to leave the territory temporarily have to inform the class teachers and submit a letter of authorization to authorize a representative with whom the class teacher can consult should there be a matter of great urgency.
   2. Class teachers should be informed of ways for unobstructed communication if locks are added to students’ residential phone numbers.
   3. Parents should inform the class teachers of a second phone number to be used in case of emergency.
   4. Procedures for amending student data
      a. The school must be notified immediately of any changes in the personal particulars of students so that student data kept by the Education Bureau can be updated.
      b. Parent/guardian should complete a printed form (Notification of changes of Student Data) with the amended data (such as address, telephone no., office address of the parent) and his/her signature and submit it to the class teacher.
7. School-home communication
Means of communication

1. Correspondence columns in the Students’ Handbook are used for brief correspondence between parents and teachers. For more important matters, parents are advised to contact the class teachers by phone or to make appointments for meetings with class teachers.

2. From the homework columns in the Students’ Handbook, parents can check the assignments given and the subjects to be revised.

3. Special notices may be given via the school’s website at [http://www.tlgc.edu.hk/](http://www.tlgc.edu.hk/) or through e-class ([http://eclass.tlgc.edu.hk](http://eclass.tlgc.edu.hk)), especially when emergency situations, such as adverse weather, arise.

4. Phone numbers for communication:
   - Principal (校長): Mr. Tam Kim Hung 譚劍虹校長 23851491
   - Vice Principals (副校長): Mr. Fong Wing Sum 方榮深老師 21956668, Ms. Lai Yuk Kwan 黎鈺琨老師 21956667

Class Teachers (班主任):

<table>
<thead>
<tr>
<th>1A Rm. 201</th>
<th>1B Rm. 202</th>
<th>1C Rm. 203</th>
<th>1D Rm. 204</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Tong Mang Ying (唐穎潤老師) (21956622)</td>
<td>Ms. Shek Wing Yi (謝翠薇老師) (21956633)</td>
<td>Ms. Kwan Wai Sin (關維羡老師) (21956622)</td>
<td>Ms. Cheng Wan Sze (鄭蔓詩老師) (21956633)</td>
</tr>
<tr>
<td>Ms. Lam Lok Ting (林洛廷老師) (21956644)</td>
<td>Ms. Fan Miu Ying (范妙盈老師) (21956622)</td>
<td>Ms. Leung Pui Yee (梁佩兒老師) (21956633)</td>
<td>Ms. Ling Kam Tim (凌錦添老師) (21956611)</td>
</tr>
<tr>
<td>Ms. Ng Wai Ting (吳慧婷老師) (21956646)</td>
<td>Ms. Cheung Pak Ki (張柏基老師) (21956646)</td>
<td>Ms. Cheung Chui Mei (張其鍾老師) (21956646)</td>
<td>Ms. Ho Suk Ching (何淑清老師) (21956646)</td>
</tr>
<tr>
<td>Ms. Lai Yuk Kwan (黎鈺琨老師) (21956667)</td>
<td>Ms. Cheung Ki Chung (張其鍾老師) (21956611)</td>
<td>Ms. Lam Chi Ming (林志明老師) (21956611)</td>
<td>Ms. Wong Wing Shan (王詠姍老師) (21956611)</td>
</tr>
<tr>
<td>Ms. Lam Chi Ming (林志明老師) (21956633)</td>
<td>Ms. Li Shuk Yi (李淑儀老師) (21956633)</td>
<td>Ms. Li Shuk Yi (李淑儀老師) (21956633)</td>
<td>Ms. Lam Chi Ming (林志明老師) (21956611)</td>
</tr>
</tbody>
</table>

Office (校務處) : 2385 1491 (Leave Application, Enquiry 請假、查詢)
NET Teacher (外籍英語老師) : Ms. Paula Mak (21956633)
Discipline Mistress (訓導主任) : Ms. Chow Sze Ling 周芷蓮老師 (21956622)
Religions Education Mistress (宗教主任) : Ms. Lai Yuk Kwan 黎鈺琨老師 (21956667)
Social Worker (社工) (21956652) : Ms. Lai Yuk Kwan 黎鈺琨老師 (21956667)
8. Contingency measures

8.1 School Evacuation
1. For the safety of our students in case of emergencies, there will be drills from time to time for evacuation from school.
2. The school evacuation measures include:
   a. On hearing the alarm (bell/gong) all students should immediately leave the classrooms in single file and go to Chun Yi Lane.
   b. Subject teachers should turn off all electric appliances EXCEPT LIGHTS before leaving the classroom. Students in the laboratory / cookery room should turn off the Bunsen burner / gas cookers before leaving the laboratory / cookery room.
   c. Once leaving the school main gate, each class should line up in rows of four along Chun Yi Lane or in the designated places.

8.2 Arrangements during Bad Weather (Tropical Cyclone and Heavy Persistent Rain)
1. Students are requested to note the following arrangements in the event of tropical cyclone and rainstorm.
2. The arrangements are applicable to both lesson arrangement and examination arrangement. Students should listen to radio and television broadcast for announcements made by the Education Bureau. The announcement of closure of schools due to a tropical cyclone or the issue of the Rainstorm Red or Black Warning implies the cancellation of classes and postponement of examinations scheduled for that day.
   a. Lesson Arrangement during Tropical Cyclone
      | Typhoon Signal | Action to be taken |
      |----------------|--------------------|
      | Hoisting of No. 1 or No. 3 Signal | School will operate as normal |
      | Hoisting of No. 8 Signal or above | School will close |
   
   b. Lesson Arrangement during Rainstorm / Heavy Persistent Rain
      | Rainstorm Warning Signal | Action to be taken |
      |--------------------------|--------------------|
      | Amber                    | School will operate as normal |
      | Red or Black             | School will close |
      | (i) Before 6:15 a.m.     | School will close |
      | (before students set out for school) | Proper arrangements will be made for arriving students to return home at appropriate time |
      | (ii) After 6:15 a.m.     | School will continue until conditions are safe for students to go home |
      | (some students may have already set out for school) |
      | (iii) When classes are in session |
   
   c. Examination Arrangement during Bad Weather
      Students are requested to listen to radio and television broadcast for announcements made by the Education Bureau during tropical cyclone or rainstorm. If any examination is cancelled due to bad weather, it will be postponed to the following Saturday at the scheduled time and venue without further notice. Alternatively if school is closed on a date(s) which fall(s) within the last week of the examination period the examination(s) concerned will be postponed to the day just after the last day of the examination period. All other unaffected examinations will remain unchanged.
   
   d. Parents’ / Guardians’ Discretion
      Parents or guardians are requested to use their discretion in deciding whether or not to send the students to school during bad weather. Students should stay at home if the conditions are still not completely normal. The students will not be penalized under such exceptional circumstances. Alternative arrangements will be made regarding school tests or examinations for students who cannot return to school or arrive late during bad weather.
1. 校規之功能

本校自創校以來，一直秉承真光校訓「爾乃世之光」的精神，孕育出一代又一代的精英。社會人士公認本校校風嚴謹，本校畢業生誠實可靠，對在本校就讀的學生亦有極高的期望。

我們認為校規與校風的建立息息相關。學生在學校求學，除了知識上的吸收外，還要學習怎樣與別人相處、交往，裝備自己，為將來投身社會做好準備。在人權意識高漲的今天，學生既可擁有不少權利，亦有遵守校規的義務。而校規的訂立，除確保整體學生的權利外，亦維護了學校應有的秩序。倘若一所學校的學生變得散漫無紀，最終只會影響學習，甚至有損校譽。校規的訂立，讓學生在行為上有所依據，令老師在指導學生時有劃一的標準；更重要的是有助培養出勤奮好學、尊師重道、純樸整潔的真光女兒，為社會作出貢獻。

本校校規嚴正、合情合理、容易遵從。校規的制定亦能夠與時並進，需要時會因應學校的優良傳統及社會的轉變而作出審慎的修訂，校規規條已詳列於學生手冊內。

本校冀望各同學都能秉持正直的人格、端莊儀容，以盡學生的本份，並使校譽日隆。而家長愛女之心，無微不至，謹希望深切了解本校各種安排的含義，促進家校合作，敦促女兒恪守校規，以助其各方面具足發展。

2. 校曆表及學校活動

2.1 校曆表

<table>
<thead>
<tr>
<th>學期</th>
<th>考試</th>
<th>聖誕節</th>
<th>农曆新年</th>
<th>國際節</th>
<th>夏假</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>中期試</td>
<td>3/1 – 17/1（中一至中五）</td>
<td></td>
<td></td>
<td>16/7 – 31/8（共 47 天）</td>
</tr>
<tr>
<td></td>
<td>中六畢業考</td>
<td>3/1 – 17/1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>中七畢業考</td>
<td>1/2 – 14/2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>期終試</td>
<td>6/6 – 19/6（中一至中五）</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.2 重要學校活動撮要

2.3 重要學校活動撮要