



**From** : **Headmaster**  
**To** : **All Parents and Students of DBS**  
**Date** : **3 September 2018**  
**September Issue** : **No. 1**  
**Circular Number** : **SC/1809-001**

Please note the following:

- A. **School Hours**: School starts at 8:05 a.m. and ends at 3:45 p.m. Lunch time is from 12:30 p.m. to 1:50 p.m. Boys must be present for roll-call in their classrooms at 8:05 a.m. and 1:50 p.m.
- B. **Morning Assembly**: Morning Assembly will be held every Monday to Friday from 8:10 a.m. to 8:30 a.m. All boys will be directed by Class Teachers and Prefects to the Hall to attend the Assembly after the morning roll-call. When the Hall is used for examinations, boys must stay in their classrooms for a time of quiet reading under the supervision of their teachers or Prefects.
- C. **Week System**: Please refer to the attached calendar for first term school activities. Boys and parents are encouraged to browse the calendar on the School Homepage ([www.dbs.edu.hk](http://www.dbs.edu.hk)) for the arrangements of the second term.
- D. **Period 6 Arrangement for Grades 10, 11 & 12**: According to the timetable, some classes in Grades 10, 11 & 12 do not have lessons on Period 6 on various weekdays and may leave the School after Period 5.
- E. **New Mobile Phone Policy**: It is the aim our School to provide an effective and comprehensive learning environment for all students and support them in holistic growth to reach their full potential. It is important for students to understand appropriate phone use on campus. The School will therefore implement the attached policy to help students develop self-discipline in using mobile phones from 3 September 2018. Follow-up action will be taken by the Discipline Committee and Student Guidance Team for violations of the new mobile phone policy. For details, please read the new policy from the school website.
- F. **Attendance Policy**: The School implemented the attendance policy to help the students develop regular attendance habits and thereby support their holistic growth to reach their full potential. Absentees without a valid reason will receive an adjustment in the maximum conduct grade on the mid-year and final report cards. Follow-up action will be taken by the Discipline Committee and Student Guidance Team for serious violations of the attendance policy. For details, please read the policy via the school website.
- G. **Promotion & Repeat Policy**: The School requires that students demonstrate a set standard of academic achievements before progressing to the next grade level. Students who do not reach this standard at the end of a year are required to repeat the year by joining a class of younger students the following academic year. For details, please refer to the school website via <http://www2.dbs.edu.hk/academics/index.php?parentid=6&sid=13>
- H. **E-mail address**:  
Headmaster's e-mail address — [dbshm@dbs.edu.hk](mailto:dbshm@dbs.edu.hk)  
School e-mail address — [dbsadmin@dbs.edu.hk](mailto:dbsadmin@dbs.edu.hk)

- I. Special Arrangements in Internal Assessments:** For year-round special arrangements due to Special Educational Need (SEN), an application form and relevant supporting document(s) with specific recommendation(s) for special arrangements should be submitted to the Dean of Studies by the end of September. A renewal of this application is required if special arrangements are still needed in subsequent school years. For one-off special arrangements due to physical injury, the application form and supporting documents issued by occupational therapists or physiotherapists with specific recommendations for special arrangements should be submitted to the Dean of Studies as soon as possible. The Application Form is obtainable via the School website at <http://www2.dbs.edu.hk/academics/index.php?parentid=6&sid=17>
- J. Parents' App:** The School has adopted an app that sends messages and notifications to parents' mobile phones. An Information Sheet will be distributed to your son today. Please fill in the information about your mobile phone and choose your language preference for the messages.
- K. Electronic Circulars:** Printed school circulars will only be available in September. Future issues within the school year of 2018-19 will be available on the School Homepage, eClass and Parents' App.
- L. School Administration System (SAMS): Collection of Parent/Guardian's Signature:** A signature specimen of parent/guardian is needed by the School for administrative purposes. Please sign the label provided and ask your son to return it to his Class Teacher by Friday, 7<sup>th</sup> September 2018. Please use that signature only for school correspondence. If you have already provided a specimen signature to the Parent-Teacher Association, you do not need to provide another.
- M. School Telephone System:** A telephone system with automatic customer service has been installed. For general enquiries, please dial 2711-5191 and then follow the instructions. The following direct lines may be useful for reaching specific concerned parties.
- |                                |                                                                                                 |
|--------------------------------|-------------------------------------------------------------------------------------------------|
| General Office                 | 2711 5191, press 1, then 1, then 0, then 1 or dial 2768 5638 / 2768 5605 / 2768 5622 / 27685626 |
| Admission Office               | 2768 5659                                                                                       |
| Careers Office                 | 2768 5611 / 2768 5696 / 2768 5697 / 2768 5698 / 2768 5691                                       |
| Centre for Further Studies     | 2769 7582                                                                                       |
| School Secretary               | 2768 5621                                                                                       |
| Financial Controller's Office  | 2768 5623 / 2768 5663 / 2768 5665 / 2768 5628 / 2768 5684                                       |
| Teachers' Common Rooms         | 2768 5661 / 2768 5662 / 2768 5641 / 2768 5677 / 2768 5670                                       |
| Social Worker                  | 2761 4507                                                                                       |
| DBS Parent-Teacher Association | 2768 5635                                                                                       |
| Habitat Office                 | 2768 5683                                                                                       |
| Discipline                     | 2768 5630 / 2768 5615                                                                           |
- N. Traffic Arrangements:** As lessons end at 3:45 p.m. and the Primary Division lessons end at 3 p.m., heavy traffic along the School Drive is anticipated. Please follow the instructions of our duty staff. Instead of picking their sons up at the School, parents are encouraged to collect them on Peace Avenue or the Embankment Road areas. If the traffic conditions along the School Drive worsen, the School will tighten up the traffic control measures and parents may not be allowed to drive up to the School to collect their sons.
- O. Please Help Clean up the Classroom:** After the last period of every school day, students are requested to immediately clean up the classroom. It is important for students to maintain the tidiness of their own rooms.

**P. Implementation of "Enhanced School Complaint Management Arrangements":** Striving for excellence and efficiency as well as promoting accountability and transparency are values our society today upholds. In fact, constructive criticism and reasonable complaints should be valued as they may help the School improve. In order to handle complaints expediently and respond to all reasonable demands, a school-based complaint handling mechanism and procedures according to our situations and needs has been established. After drafting the document, the School consulted stakeholders including members of the school sponsoring body and SMC, teaching staff and PTA. The document was subsequently approved and endorsed by the SMC. The document has been uploaded to the school website at <http://www.dbs.edu.hk/index.php?section=administration&sub=plansreports> for parents' reference.

**Q. School Fee Installments:**

Class	School fee per installment	Installments	School fee per annum
Grade 7 - Grade 11	\$4,865 (September - June)	10	\$48,650
Grade 12	\$6,950 (September - March)	7	\$48,650
Grade 11 (IB1)	\$9,932 (September - June)	10	\$99,320
Grade 12 (IB2)	\$12,415 (September - April)	8	\$99,320

Payments of the first installment by autopay or credit card will be collected on 21<sup>st</sup> September 2018.

**R. Swimming Gala:** The Swimming Gala will be held at the Kwun Tong Swimming Pool on Friday, 21 September 2018. All students should be present and attend the Morning Roll Call at 8:05 a.m. The Prize Presentation Ceremony will be held at 12:30 p.m. There will be no school in the afternoon. Seating plans and details will be posted on the swimming notice board and classroom notice boards.

**S. <擊壤> 十五集**經已出版，內容包括徵文比賽得獎作品、創作坊優異作品、IB 佳作以及原創的插圖；它是本校中文部老師和各級師兄弟的心血結晶，校方誠意向同學及家長推薦這部「情文並茂」的創作集。透過<擊壤>，同學能夠互相觀摩切磋，體驗寫作的樂趣和滿足感，藉以提升語文能力。文集售價為港幣三十元正，全校同學歡迎到財務部（Financial Controller's Office）購買文集；藉著閱讀眾師兄弟的作品，文學創作便得以在拔萃薪火相傳。



R.K.Y. Cheng  
Headmaster



## **Diocesan Boys' School – School Policy**

### Introduction

The mission of Diocesan Boys' School stands as providing a liberal education based on Christian principles for the development of a whole person of good character, the acquisition of creative and critical thinking skills and the cultivation of multiple intelligence maximizing students' diverse talents. Our school policy reassures our prime concern of equipping students with sound knowledge, worthy personal qualities, dynamic social and technical skills to achieve success in this rapidly advancing pluralistic society.

### I. Quality Assurance

The Diocesan Boys' School Committee Incorporation Ordinance (Cap.1123 of the Laws of Hong Kong) enacted in 1969 gives the School Committee the full power 'to manage, administer and operate the Diocesan Boys' School'. The School Committee focuses on setting school policies, the mission and vision, the raising, management and allocation of funds and managing a relationship with the Diocese, relevant Government departments and other educational institutes. The working group of the School Committee closely monitors the use of fundings as well as the implementation of the school policies. Members of the School Committee also sit on the School Management Committee and the Consultative Committee to ensure the smooth running of the school and a continuous exchange of views between teachers, parents and students.

### II. Curriculum and Assessment

The recommended syllabuses specified by the Curriculum Development Institute form the backbone of the DBS curriculum. Starting from the school year 2009-2010, the new senior secondary curriculum is being adopted in all of the subsidized secondary schools as well as those under the Direct Subsidy scheme. Upon completing the final year of Secondary Six, students will take part in the first Hong Kong Diploma of Secondary Education Examinations in 2012.

In addition, having received final authorization from the International Baccalaureate Organisation, our school will offer the International Baccalaureate Diploma Programme starting from the school year 2010-2011. This comprehensive and challenging two-year course widely recognized for its high academic standards is for Grade 11 and Grade 12 students with an aim of preparing them for university studies. Assessment is varied and takes place over two years with final examinations in each subject. Student's work is assessed by an international board of examiners who are rigorously trained and monitored by the International Baccalaureate Organisation. Prior to the Diploma Programme, our school is offering a Bridging Programme for Grade 10 students starting from the school year 2009-2010. Its main focus is on the development of skills in preparing students to meet the requirement of the rigorous Diploma Programme.



### III. Teaching and Learning

The school is to provide a well-balanced education for the development of the whole person through effective means and agreeable strategies. Teaching and learning under both the reformed local curriculum and the International Baccalaureate Diploma Programme aims to enable our students to excel at using their language and numerical abilities, to broaden their knowledge base and to possess capabilities of critical thinking, independent learning and interpersonal skills.

It is of equal importance to meet the needs of individual students while facilitating a whole-person development. Emphasis is placed on academic abilities, language skills, information technology, physical education and music. Through participation in the clubs, societies, interest groups, student organizations and school teams, students experience growth in areas in addition to their academic studies. Local and overseas exchange and service programmes are encouraged to enrich common knowledge and deepen the understanding of our world outside the classroom setting. The Boarding School, a unique DBS feature, aims at further fostering a strong sense of responsibility and self-discipline among students.

### IV. The Medium of Instruction

From the beginning, the school has had an extensive history of internationalism. Students other than those of a Chinese descent attended our school alongside their Chinese schoolmates. The English language has traditionally been and will continue to be the medium of instruction in our classrooms. The Chinese language will remain as the medium of instruction in the Chinese Language and the Chinese History classes.

To further equip our students for the multi-linguistic trend in the ever-advancing societies, our school has all along provided students the opportunity of learning French as a second language in place of Chinese. French will therefore be used in the teaching of the French Language. All the relevant teaching materials and resources will be in English, Chinese and French with respect to the circumstances specified above.

## School Calendar 2018 – 2019

### September 2018

						1	
2	3	4	5	6	7	8	2: BS Move-in Day (Sep. intake)      3: BS Formal Dinner (School Commencement) 3: First House Meeting      7: Deadline for submission of Action Plan
9	10	11	12	13	14	15	14: BS Application Deadline (Oct. intake)
16	17	18	19	20	21	22	21: Inter-House Swimming Finals      22: PTA AGM
23	24	25	26	27	28	29	25: The day following the Chinese Mid-Autumn Festival 26: Second House Meeting
30							

### October 2018

	1	2	3	4	5	6	1: National Day    1: BS Move-in Day (Oct. intake)    2: Swimming Team Time Trial 3: Apple Race    3: G7 Character Building Program I
7	8	9	10	11	12	13	12: Blood Donation    13: PTA Inauguration Day
14	15	16	17	18	19	20	17: Chung Yeung Festival 19: Inter-School Swimming Competition (Heats)
21	22	23	24	25	26	27	22/10 - 2/11: First Marking Inspection (G7 - G12) 26: Inter-School Swimming Competition (Finals)
28	29	30	31				31: BS Formal Dinner (All Saints' Eve)

### November 2018

				1	2	3	1: Second Staff Meeting    2: Inter-House Athletics Competitions 3: G7 Admission Talks
4	5	6	7	8	9	10	5 - 23: HM Teaching Inspection
11	12	13	14	15	16	17	11: Garden Fete    12: The day following Garden Fete
18	19	20	21	22	23	24	21 - 30: IB G11 Mid-year Exam    21/11 – 4/12 IB G10 Mid-year Exam 23: Staff Development Day
25	26	27	28	29	30		29: BS Formal Dinner (St. Andrew's Night) 30: Submission of Progress Report on Action Plan

December 2018

						1	1-8: IB G11 CAS Trip
2	3	4	5	6	7	8	3: Inter-School Cross Country Competition 4 - 19: G7-G11 Mid-year Exam
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	19: G7 Character Building Program II 19: BS Formal Dinner (Christmas Dinner) 20: Christmas Service
23	24	25	26	27	28	29	24: Christmas Eve 25: Christmas Day 26: The first weekday after Christmas Day
30	31						

January 2019

		1	2	3	4	5	1: The first day of January 3, 4 & 7: Return of marked scripts (G7-G11)
6	7	8	9	10	11	⑫	8: Deadline for marks input (G7-G11) 8: BS Formal Dinner (January) 11: Checking of result slips (G7-G11) 11: BS Application Deadline (Feb. intake) 12: DBS 150th Anniversary Inauguration Ceremony
13	14	15	16	17	18	⑰	14: Inter-School Life Saving Competition 15-16: Mid-year Exam Evaluation Meetings 19: Parents' Day (Distribution of report cards G7-G11, IB G10 – G12)
20	21	22	23	24	⑳	26	25: Speech Day 26: Mentoring Scheme (Tea Reception)
27	28	29	30	31			28/1 - 26/2: G12 Mock Exam

February 2019

					1	2	
3	4	5	6	7	8	9	5: Lunar New Year's Day 6: The second day of Lunar New Year 7: The third day of Lunar New Year
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	17: BS Move-in Day (Feb. intake) 20: BS Formal Dinner (Chinese New Year)
24	25	26	27	28			25/2 - 27/3: Music Festival 27/2 - 1/3: Return of marked scripts (G12) 27: Inter-School Athletics Competition (Day 1)