



From : **Headmaster**
To : **All Parents and Students of DBS**
Date : **2 September 2019**
September Issue : **No. 1**
Circular Number : **SC/1909-001**

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) 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 Uniform Policy**: In keeping with a long tradition of excellence, all students are expected to proudly wear proper school uniform and meet the requirements of the school's uniform policy. We value the positive impression it creates in the close community and the opportunity it provides to build brotherhood and school spirit. A school uniform also helps to create a better learning environment by promoting self-discipline and minimising distraction. In order to nurture the sense of pride, belonging and equality of students, the School will implement the new uniform policy on 2 Sept 2019. Follow-up action will be taken by the Discipline Committee and Student Guidance Team for violations of the new policy. For details, please read the new policy from the school website.
- F. **Mobile Phone Policy**: It is the aim of 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 use of phones on campus. The School implemented the mobile phone policy to help students develop self-discipline in using mobile phones. Follow-up action will be taken by the Discipline Committee and Student Guidance Team for violations of the mobile phone policy. The full policy is available from the school website.
- G. **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. The full policy can be found via the school website.

- H. 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>
- I. E-mail addresses:**
 Headmaster's e-mail address — dbshm@dbs.edu.hk
 School e-mail address — dbsadmin@dbs.edu.hk
- J. Special Arrangements in Internal Assessments:** For year-round special arrangements due to Special Educational Needs (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 SEN Co-ordinator, Ms Wong Kit Mui Catherine, 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>
- K. 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.
- L. Electronic Circulars:** Printed school circulars will only be available in September. Future issues within the school year of 2019-20 will be available on the School Homepage, eClass and Parents' App.
- M. 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, 6th September 2019. 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.
- N. 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	2768 5613 / 2768 5614
DBS Parent-Teacher Association	2768 5635
Habitat Office	2768 5683
Discipline	2768 5630 / 2768 5616

O. 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.

P. 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.

Q. Implementation of "Enhanced School Complaint Management Arrangements": The School, with the vision to strive for excellence, has implemented a complaint handling system based on the school's situation and needs. The document that outlines its procedures has been approved and endorsed by the SMC, upon consultation of members of the school sponsoring body, teaching staff, and the PTA. The document can be accessed at <http://www.dbs.edu.hk/index.php?section=administration&sub=plansreports>.

R. School Fee Installments:

Class	School fee per installment	Installments	School fee per annum
Grade 7 - Grade 11	\$5,000 (September - June)	10	\$50,000
Grade 12	\$7,400 (September)	1	\$50,000
	\$7,100 (October - March)	6	
Grade 11 (IB1)	\$10,200 (September - June)	10	\$102,000
Grade 12 (IB2)	\$12,750 (September - April)	8	\$102,000

Payments of the first installment by autopay or credit card will be collected on 20th September 2019.

S. Sale of Exercise Books: Please be informed that the sale of exercise books will be arranged as follows:

Date	Sale Items	Time	Location
3 Sep 2019 (Tue)	Exercise books	Recess 10:20 - 10:40	Auditorium (The Verdant Arts Gallery)
		Lunch 12:30 - 13:50	
		After school 15:45 - 16:45	
4 Sep 2019 (Wed)	Exercise books	Recess 10:20 - 10:40	Auditorium (The Verdant Arts Gallery)
		Lunch 12:30 - 13:50	
		After school 15:45 - 16:45	
5 Sep 2019 (Thu)	Exercise books	Recess 10:20 - 10:40	Auditorium (The Verdant Arts Gallery)
		Lunch 12:30 - 13:50	
		After school 15:45 - 16:45	

- T. **Swimming Gala:** The Swimming Gala will be held at the Kwun Tong Swimming Pool on Thursday, 12th September 2019. 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.
- U. **<擊壤>十六集**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 2019 – 2020

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	1: BS Move-in Day (Sep. intake) 2: BS Formal Dinner (School Commencement) 2: First House Meeting
8	9	10	11	12	13	14	12: Inter-House Swimming Finals 13: The day following Inter-House Swimming Finals 13: BS Application Deadline (Oct. intake) 14: The day following the Chinese Mid-Autumn Festival
15	16	17	18	19	20	21	19: Swimming Team Time Trial 21: PTA AGM
22	23	24	25	26	27	28	25: Apple Race 25: G7 Character Building Program I
29	30						

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	1: National Day 1: BS Move-in Day (Oct. intake) 5: PTA Inauguration Day 4-7: 150 th Anniversary Exhibition
6	7	8	9	10	11	12	7: Chung Yeung Festival 9: Second House Meeting 11: Blood Donation
13	14	15	16	17	18	19	18: Inter-School Swimming Competition (Heats)
20	21	22	23	24	25	26	25: Inter-School Swimming Competition (Finals)
27	28	29	30	31			28: Inter-School Cross Country Competition 31: BS Formal Dinner (All Saints' Eve)

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	3: Garden Fete 4: The day following Garden Fete 6: G9 Information Session on the HKDSE & IBDP
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	20/11 – 6/12 IB G10 Mid-year Exam 20 - 27: IB G11 Mid-year Exam 21: Inter-School Life Saving Competition (Tentative) 22: Inter-House Athletics Competitions
24	25	26	27	28	29	30	28-29: DBS 150 th Anniversary Education Conference 28: BS Formal Dinner (St. Andrew's Night) 30: DBS 150 th Anniversary Gala Dinner

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	1-8: IB G11 CAS Trip 2: Parents' Day holiday 3-18: G7-G11 Mid-year Exam
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	18: G7 Character Building Program II 18: BS Formal Dinner (Christmas Dinner) 19: Christmas Service
22	23	24	25	26	27	28	24: Christmas Eve 25: Christmas Day 26: The first weekday after Christmas Day
29	30	31					

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	1: The first day of January 2, 3 & 6: Return of marked scripts (G7-G11)
5	6	7	8	9	10	11	6-22: G12 Mock Exam 7: Deadline for marks input (G7-G11) 7: BS Formal Dinner (January) 10: Checking of result slips (G7-G11) 10: BS Application Deadline (Feb. intake)
12	13	14	15	16	17	18	18: Parents' Day (Distribution of report cards G7-G11, IB G10 – G12)
19	20	21	22	23	24	25	25: Lunar New Year's Day
26	27	28	29	30	31		27: The third day of Lunar New Year 28: The fourth day of Lunar New Year

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	3-5: Return of marked scripts (G12) 2: BS Move-in Day (Feb. intake) 5: BS Formal Dinner (Chinese New Year) 6: Deadline for marks input (G12) 7: Speech Day 8: IB Admission Information Session
9	10	11	12	13	14	15	10: Checking of result slips (G12) 12: Distribution of report cards (G12) 15: Mentoring Scheme (Tea Reception)
16	17	18	19	20	21	22	17: Staff Development Day
23	24	25	26	27	28	29	24/2 - 25/3: Music Festival 27: Inter-School Athletics Competition (Day 1)