



From : The Headmaster
To : Parents, Teachers and Students of DBS
Date : 11 September 2020
September Issue : No. 2
Circular Number : SC/2009-002

Please note the following:

1. **School Hours**: According to the 'Class Resumption Schedule' (SN/2009-103) issued 2 September 2020, the School will adopt a phased approach to class resumption. Classes at school will be conducted according to the special half-day timetable until further notice from EDB. School starts at 8:05 a.m. and ends at 1:20 p.m. Boys must be present for roll-call in their classrooms at 8:05 a.m.
2. **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.
3. **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.
4. **Use of Classroom Keys**: All Class Captains (or Representatives when Class Captains are absent) have to pick up their own classroom key in the morning at the General Office. The keys must be returned to the School Office immediately after school. Students must not duplicate keys or keep them overnight. All Class Captains should carry out their duties accordingly.
5. **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.
6. **Traffic Arrangements**: As lessons end at 1:20 p.m. and the Primary Division lessons end at 12:45 p.m. from 23 September 2020 and 12:30 p.m. from 29 September 2020 until further notice, 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.
7. **Application for Special Examination Arrangements**: The HKEAA has begun to accept applications for special examination arrangements (SEAs) from HKDSE candidates with special needs (2021 & 2022). The deadline for application is 7 October 2020. G11 & G12 students who have special needs and wish to apply should contact Ms Catherine Wong (dbskmw@dbs.edu.hk) by 16 September 2020 to make the necessary arrangements.

Applications submitted after the application deadline will NOT be accepted.
Please refer to the following link for further information.



8. **Absences from Tests and Examinations:** Tests and examinations are an integral part of formative and summative assessments, thus students are expected to attend all school assessments. Schedules will be provided in advance to prevent absences due to clashes with personal matters. Students will receive a zero for missed tests and examinations. In these cases, the School allows a formal written appeal addressed to the Headmaster which includes a completed Application Form obtainable via the School website at <http://www2.dbs.edu.hk/academics/absenceform.pdf> or via the General Office.

The Application Form should be submitted with relevant supporting documents to the Dean of Studies at least 10 working days before the scheduled test or examination. Only exceptional or unavoidable circumstances are considered acceptable excuses, e.g. the student is competing as a representative of the School or Hong Kong. Other excuses will be considered case by case and are subject to approval at the discretion of the Headmaster. Due to specific requirements set by the International Baccalaureate Organization, IB students should refer to the DBS IB Policies and Guidelines.

9. **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>
10. **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>
11. **eClass Parent App:** The School has adopted an app that sends messages and notifications to parents' mobile phones. The information sheet of this app can be obtained at <https://tinyurl.com/y6gsudd6>.
12. **Electronic Circulars:** Printed school circulars will only be available in September every year. Future issues within the school year of 2020/2021 will be available on the School Homepage and eClass Parent App.
13. **School Administration & Management System (SAMS):** Collection of Parent/Guardian's Signature - a specimen signature of parents or guardians is required for administrative purposes of the School. Students will be given a label on the first day they come back to school. Please sign on the label and return it to your son's Class Teacher according to the following schedule. Please use this signature only for all future school correspondence.

Grade	Deadline of return of signed label
12	18 September
7, 11	25 September
8, 9, 10	30 September

14. **Instrumental Class — Small Group Classes for Violin and Viola:** Every year, the School organises weekly classes for students. Notices will be distributed in eClass for registration. Interested students should submit a reply slip and relevant supporting material to Miss Holly Wong (Telephone: 2768 5643) by post on or before Monday, 18 September.

- 15. Junior English Oral Exams:** Students and parents of Grades 7–9 should note the following dates of the Term 1 oral assessments:

G7 Wednesday, 11 November
G8 Friday, 13 November
G9 Monday, 16 November

Each oral exam is worth 10% of students' overall mark in English and will take place after school. Parents should ensure that their child is available on their examination day. Students who fail to show up for the exam will be given a mark of '0'.

- 16. G7, 8 and 9 English Reading Assignment & Book Reports:** To promote active reading among G7, 8 and 9 students outside of lessons, English Literature teachers will assign **four book reports (two per term)** this year. Students should choose and read works of fiction and non-fiction outside the syllabus on their own. Those who fail to complete all book reports will find the remark 'Incomplete English Homework' on their Mid-year and/or Final School Reports. On top of the compulsory assignments, a recommended reading list will be distributed. Please encourage your child to develop a habit of reading and to look for books that are personally engaging and academically challenging.
- 17. Student Guidance Team:** Students facing any problems should feel free to contact their teachers in charge:

Grade 7	Ms H.K. Chan	2768-5677
Grade 8	Ms Y.N. See	2768-5670
Grade 9	Ms L. Yuen	2756-5641
Grade 10	Mr K. Lee	2768-5661
Grade 11	Ms W.M. Chow	2768-5661
Grade 12	Ms S.K. Lam	2768-5670
Guidance Support	Mr S.L. Ng	2768-5609
	Mr Y.K. Ho	2756-5641
Discipline Support	Mr C.T. Chow	2768-5630
Co-ordinator	Ms M.C. Chan	2768-5635
Social Worker	Mr Lau Chung Kit	2768-5613
Social Worker	Ms Stella Chu	2768-5614

- 18. Sale of Exercise Books:** Please be informed that the sale of Exercise Books, Hymn Book, School Tie and School Badge will be arranged as follows:

Grade	Date	Time	Location
G12	16 – 18 Sep 2020 (Wed – Fri)	Recess After school (until 3:00 p.m.)	DBS Tuck Shop
G7, G11	23 – 24 Sep 2020 (Wed & Thu)	Recess After school (until 2:15 p.m.)	Student Activity Centre (i.e. Covered Playground)
G8 – G10	29 – 30 Sep 2020 (Tue & Wed)	Recess After school (until 2:15 p.m.)	Student Activity Centre (i.e. Covered Playground)

Attached please find the order form for your reference. Payment can be made with **OCTOPUS CARD ONLY**. Please ensure sufficient balance on your Octopus Card.



R.K.Y. Cheng
Headmaster

Name of student: _____

Diocesan Boys' School
書簿,校呔,鈕門,扣針購買單
Order Form

Description (項目)	Unit Price (單價)	QTY (數量)	TOT (總計)
1. Eng.Ex.Book (英文單行簿)	HK\$ 2.50	_____	_____
2. Chi.Single Line Ex.Book (中文單行簿)	HK\$ 2.00	_____	_____
3. Chi.Square Ex.Book (中文原稿簿)	HK\$ 2.00	_____	_____
4. Chi.Square Sheet (中文原稿紙)-10張	HK\$ 2.00	_____	_____
5. Geography Ex.Book (地理簿)	HK\$ 4.00	_____	_____
6. Prin.of Account Ex.Book (會計簿)	HK\$ 5.00	_____	_____
7. Art Portfolio (圖畫袋)	HK\$ 3.00	_____	_____
8. Drawing Paper (圖畫紙)-10張	HK\$ 3.00	_____	_____
9. Foolscap Paper (單行紙)-100張	HK\$ 10.50	_____	_____
10. Hymn Book (聖詩)	HK\$ 30.00	_____	_____
11. School Tie (校呔)	HK\$ 20.00	_____	_____
12. School Badge - B (鈕門)	HK\$ 10.00	_____	_____
13. School Badge - N (扣針)	HK\$ 9.00	_____	_____

Total: \$

School Calendar 2020 – 2021

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	19: PTA AGM
20	21	22	23	24	25	26	
27	28	29	30				

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	1: National Day 2: The day following the Chinese Mid-Autumn Festival
4	5	6	7	8	9	10	10: PTA Inauguration Day
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	26: The day following Chung Yeung Festival 28: Inter-House Athletics Competitions

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	2: Inter-School Cross Country Competition
8	9	10	11	12	13	14	8: Garden Fete 9: The day following Garden Fete 11: First Information Session on G10 Streaming for G9
15	16	17	18	19	20	21	20: Sports Day holiday; Inter-School Life Saving Competition
22	23	24	25	26	27	28	25/11 - 7/12: IB G10 Mid-year Exam 25/11 - 3/12: IB G11 Mid-year Exam
29	30						

December 2020

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

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	1: The first day of January
3	4	5	6	7	8	9	4-6: Return of marked scripts (G7-G11)
10	11	12	13	14	15	16	12: Checking of result slips (G7-G11) 15: Speech Day 16: Mentoring Scheme (Tea Reception)
17	18	19	20	21	22	23	22/1-9/2: G12 Mock Exam 23: Parents' Day (Distribution of report cards G7-G11, IB G10 – G12)
24	25	26	27	28	29	30	
31							

February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	12: Lunar New Year's Day 13: The second day of Lunar New Year
14	15	16	17	18	19	20	15: The fourth day of Lunar New Year
21	22	23	24	25	26	27	22-24: Return of marked scripts (G12)
28							