

Alba Cathay Chinese School

Guidelines for Health and Safety in the School Grounds

General Rules

- All pupils shall stay within the school premises during lesson times;
- Lower ground floor, lift and school car park are out of boundary at all times;
- Pupils shall use the front entrance of the school building(facing Viewforth) for entering and exit;
- Pupils shall have clear knowledge of the nearest fire exit at all time, please ask your class tutor if any doubt;

Policies and Guidelines for Pupils and Parents/Guardians

Code of Conduct

The following forms of behavior are deemed unacceptable:

- Using verbal harassment(teasing) towards other pupils;
- Being deliberately hostile or aggressive;
- Disrespect to any member of school volunteers;
- Dishonesty;

General Rules

- Follow the instructions given by school staff at all time;
- Showing consideration for people, property, law and the reputation of the school;
- All forms of bullying are strictly forbidden;
- If in doubt, ask!

Classroom Rules

- Arrive on time, with the necessary books and stationery;
- Enter the classroom quietly and prepare to start work immediately;
- Stay seated at all times unless you are asked to move by the teacher;
- Do not rock on the chairs or sit on tables as this can cause damage;
- Concentrate hard on your own work and allow others to learn;
- Listen to the views or comments of others, even if different from your own;
- Do not touch any equipment and furniture that are not relevant to your study;
- Do not move/change furniture/fixtures in the classroom without permission from the teacher;

- Mobile phones must be turned off during lesson times;
- All electronic equipment must not be turned on unless permitted by the teacher;
- Do not stay in the classroom without a teacher's supervision;

Talking in the Classroom

- Only talk at appropriate times, i.e. group work and class discussion
- Discussing non-subject related matters is a distraction and is not tolerated
- Raise your hand before speaking and never shout out

Corridor Rules

1. No running is allowed in the corridor
2. Do not touch fire equipment
3. Do not climb on the window sills

Class work and Homework Rules

- Complete all work to the best of your ability
- Present work neatly and accurately.
- Complete all homework and return it on time

Food

- Eat only at break and lunchtimes, never during lesson times;
- No food is allowed in the classroom;
- Do not leave food/drink packages in the classroom wastebaskets;