



香港浸信會聯會專業書院

ACADEMY OF THE BAPTIST CONVENTION OF HONG KONG

2024 – 2025年度

新高中外語課程

New Secondary School

Other Learning Languages Programme

學生手冊

Student Handbook



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## 1 註冊 Registration:

1.1 如學生的姓名、電話、電郵或其他登記的資料有任何更改，須立即以電郵通知香港浸信會聯會專業書院：[lang@abchk.edu.hk](mailto:lang@abchk.edu.hk)。

If there are any changes on student name, contact number, email or other information, please notify the Academy immediately by email: [lang@abchk.edu.hk](mailto:lang@abchk.edu.hk).

1.2 學生每年需要重新註冊一次，選擇上課地點及時間。

For each academic year, student should register once again, choose the time-slot and venue for lessons.

1.3 學生應根據印在香港身份證或護照的姓名註冊。

Students' registered name should be identical to the printed on HK ID card or passport.

## 2 其他費用 Other fees :

款項 Items	費用 (港幣) Fees (HK Dollars)
教材費 Course materials fee	中四、中五：\$700 及 中六：\$500 S4 & S5 : \$700 / S6: \$500
收據補領費 / 成績單 Fee for placement of receipt/ transcripts	\$50
教科書 (自行購買或透過書院訂購) Textbooks (Buy yourself or order at The Academy)	因個別教科書價格而定 Prices depending on the respective textbooks

※ 書院不接受現金繳費，詳情請向職員查詢。

The academy will not accept CASH payment, please contact our staff for any payment details.

## 3 儀容及行為 Outfit and behavior :

3.1 學生在校園內外需注重言行舉止。

Students should pay attention to their own behavior and languages.

3.2 學生必須穿著學校校服或體育服出席課堂，否則將不能進入校園上課。

Students should wear school uniform or school sportswear to attend all classes, otherwise they will not be allowed to enter the campuses.

3.3 學生有責任保護校園設施，保持校園及課室清潔，課室內不可飲食。

Students have the responsibility to keep campuses clean. Do not eat or drink in the classrooms.

3.4 學生於課堂內嚴禁使用手提電話。

Students are not allowed to use mobile phone during the lessons.

#### 4 出席及請假規則 Attendance and Absence Rules :

- 4.1 學生於課堂遲到逾30分鐘，則算為遲到，遲到紀錄會在成績報告上註明。

Students who are late for more than 30 minutes will be considered as lateness. Late remark will be stated on the scoresheet.

- 4.2 學生若需要請事假，必須預先在上課前三個工作天內於網上上載相關證明及家長簽署的請假信，否則當缺席處理。

If students apply for personal leave, they must upload relevant proof and the parent's signed letter to The Academy's website at least 3 working days before the course date, otherwise they will be marked as absence.

- 4.3 學生如因病缺課，必須於下節課堂前或儘快於網上上載請假信或醫生病假證明，否則當缺席處理。

If students are absent due to illness, they must upload medical certificates and the parent's signed letter before the next lesson, otherwise they will be marked as absence.

- 4.4 每節學生的出席名單，將會每星期交予學生所屬學校老師作紀錄及跟進，學生可向所屬學校老師查詢。

Students' attendance record will be sent to their respective schools for record and follow-up every week. Students should check their own attendance with School Teachers.

- 4.5 網上「請假申請」連結 Leave Application Form (Online) : [www.abchk.edu.hk/nss-leave](http://www.abchk.edu.hk/nss-leave)。

#### 5 考試安排 Exam arrangement :

- 5.1 每年分上下學期，每學期會舉行一次測驗及一次考試，學生必須留意上課時間表上所編訂的日期及時間出席。如有任何更新，書院會向學生發出通告。

These are two semesters for each academic year. Two quizzes and two examinations will be held in each semester. Students should pay attention to the date and time and attend quizzes and examinations. If there is any update, the Academy will send notice to students' School Teachers.

- 5.2 書院會按個別情況為學生進行補考，學生需提交家長信及醫生紙申請補考，為公平起見，補考分數會按考獲的成績扣減20%。

A make-up exam will be held on a case-by-case basis. Student who wish to apply for a make-up exam should submit a parent's signed letter together with the medical certificate. To uphold fairness, all make-up exam scores will be deducted by 20%.

- 5.3 書院會按個別學生情況安排補考並保留分數調整的最終決定。

The Academy will consider the make-up exams accordingly to individual student's performance and retain the final decision on score adjustment.



5.4 考試成績會交予學生所屬學校老師參考。

All exam results will be sent to the students' respective School Teacher for reference.

5.5 新高中外語公開考試則由學生直接向各自的考試中心報名並付費。

New Secondary School Other Learning Languages Programme Public examination to be registered and paid by students directly to respective examination centres.

5.6 本學院只會提醒學生報名期間，所有考位均由公開考試機構監控並以先到先得的方式保留。

Our Academy will only remind students of the registration period, all examination seats are monitored and reserved on first-come-first-served basis by the public examination provider.

6 緊急事故安排 Emergency arrangement :

6.1 一般事故，學生需即時通知書院職員處理。

Any incident, students should notify the staff of The Academy to handle it immediately.

6.2 嚴重事故，由書院職員電召救護車，並通知學生家長。

For serious accident, The Academy staff will call an ambulance and inform students' parent and School Teachers accordingly.

7 版權 Copyright :

7.1 請尊重版權，所有課堂錄影、筆記及資料只供學生私人修讀之用，翻印必究。

Please respect Copyright. All lesson recordings, notes and materials are only used for the purpose of self-study by the paid students. Reprint must be penalized.

7.2 在任何情況下，學生嚴禁對課堂內容進行攝影、錄音或錄影。

Students are strictly prohibited to take photos and videos during lessons.

8 惡劣天氣上課安排 Class arrangements during bad weather :

8.1 在惡劣天氣及暴雨期間，所有課程是否如期舉行或取消，以天文台天氣預報及教育局 (<https://www.edb.gov.hk/tc/index.html>) 最終決定為準。

During the bad weather, all classes to be held as scheduled or CANCELLED based on the weather broadcast of the Observatory and the final decision of Education Bureau (<https://www.edb.gov.hk/tc/index.html>).

8.2 學生、他們的家長和各自的學校代表將收到我們系統發送的有關天文台天氣警報的電子郵件通知，及於香港浸信會聯會專業書院中學外語課程。 Facebook (<http://www.facebook.com/ABCHK.LANG>) 專頁發佈。

Students, their parents and respective school representatives will receive an email notice from our system regarding the Observatory Weather Alert. Students can also refer to the guidelines on Facebook of the Academy (Other Language) (<http://www.facebook.com/ABCHK.LANG>).

9 即時通訊 Instant messaging :

書院建議同學將書院的流動電話號碼9744 9104加入通訊錄，確保同學可以接收到書院的廣播訊息。

To ensure students can receive The Academy's broadcast messages, students have to add mobile no. 9744 9104 on their contact list.

10 其他事項 Others :

10.1 本書院對課堂一切安排及守則保留最終決定及修訂權利。

The Academy reserves the rights to make final decisions and any changes to all arrangements and rules of classes.

10.2 書院於上課場地範圍內拍攝，並將所有照片及影像作為內部記錄用途。

All photos taking within classes venue are only used for internal recording purposes only.

10.3 課程最新資訊及時間表可參閱：

To access the latest course information and timetable, please refer to: [www.abchk.edu.hk/nss](http://www.abchk.edu.hk/nss)

10.4 如有任何意見，可於以下表格提交意見：

If you have any comments or opinions, you can submit them via the following form: [www.abchk.edu.hk/suggestions](http://www.abchk.edu.hk/suggestions).

10.5 如對課程有任何查詢，歡迎聯絡香港浸信會聯會專業書院職員。

If you have any enquiries, you're welcome to contact the staff of The Academy.

11 聯絡方法 Contact methods :

- ◇ Whatsapp : 9744 9104
- ◇ 電話 Phone : 2355 9000
- ◇ 電郵 E-mail : [lang@abchk.edu.hk](mailto:lang@abchk.edu.hk)



- ◇ 網址 Website : [www.abchk.edu.hk](http://www.abchk.edu.hk)
- ◇ 地址 Address : 九龍柯士甸道33-39號創德樓3樓 (電梯按2字)  
(柯士甸站F出口 / 佐敦地鐵站C2出口)  
2/F, Chong Tak House, 33-39 Austin Road, Kowloon  
(Austin Station, Exit F / Jordan station, Exit C2)
- ◇ Facebook : <http://www.facebook.com/ABCHK.LANG>

