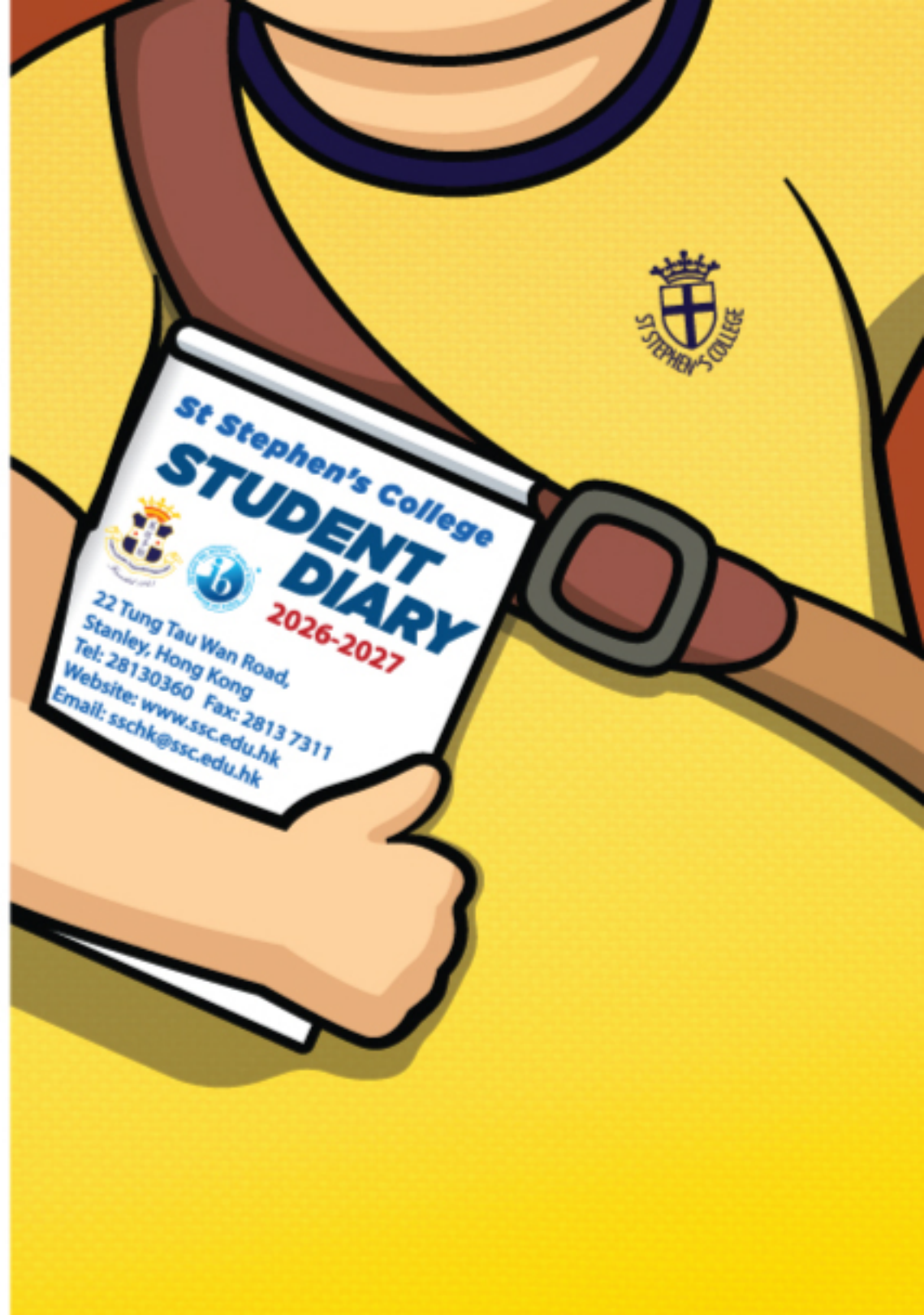




STUDENT DIARY

2026-2027



St Stephen's College
STUDENT DIARY
2026-2027

22 Tung Tau Wan Road,
Stanley, Hong Kong
Tel: 28130360 Fax: 2813 7311
Website: www.ssc.edu.hk
Email: sschk@ssc.edu.hk

St Stephen's College Stanley, Hong Kong



2026 - 2027

Name: _____

Class: _____

Class Teacher: _____

Message from the Principal

Dear Students,

Welcome to a new school year filled with promise and opportunities. Each year brings with it the chance to write your new stories, discover new passions and strengthen the bonds that make our school community so special.

St Stephen's College is more than a scenic campus, classrooms, ball courts and school halls - it is a place where learning is not only rewarding but also joyful, where failures, setbacks and challenges are met with courage, understanding and support, and where successes are shared with "steadfast pride" in the community.

"We are prepared to work and play" at St Stephen's. I know you will work hard to get good grades, but SSC education is not just about Grades - it is also about Growth and Giving - as we become more self-aware, more reflective and compassionate individuals. I encourage you to support one another, embrace new experiences in the extra-curricular activities, be creative and confident as you contribute in the community we are building together.

This ***Student Diary*** is meant for your personal, unique use. Make it useful for your learning. Make it your own! The following pages set out for our community some basic guidelines for learning. Take some time to read and understand them, and be grateful for all the teachers, staff and students whose wisdom has contributed to the contents and design. I look forward to celebrating with you the amazing things we will accomplish as we walk the learning journey together.

Warmest,



Mrs Julie Ma

ST STEPHEN'S COLLEGE SONG

Our Hearts Are Young Our Ideals High

Words: Mrs P. Carrott
Music: Mr P. H. Fricker

Our hearts are young our ideals high,
we are prepared to work and play,
to live good lives and to be true
in everything we do or say.

So for Saint Stephen's let us strive,
to fight, to win with steadfast pride.

Life's a game that's made to play,
with effort team work, joy and tears,
based on traditions laid before
and wisdom growing with the years.

So for Saint Stephen's let us strive,
to fight, to win with steadfast pride.

Responsibility & Resilience

“Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.”

Galatians 6:9

St Stephen's College was founded in 1903 by a group of Chinese gentlemen who wished to train young Chinese men for positions of responsibility. The founders had an in-depth understanding of both Chinese and Western cultures. For many years, the College enjoyed a special and independent status among the schools of Hong Kong, similar to that of a public school in the United Kingdom, which enabled it to pursue its own educational policy. The aim of the College has been to encourage self-reliance and initiative, together with a sense of social responsibility, in a Christian setting. This is reflected in the College motto 'Faith is the Foundation of Courage'.

The College moved to Stanley in 1928. This offered the advantage of extensive grounds in which facilities for an all-round education could be developed. Co-education was introduced in 1968 and the College became a government subsidized secondary school in 1970. A boarding section admitting both boys and girls was also established. In 2008, the College was converted into a school under the Direct Subsidy Scheme (DSS). In 2014, St Stephen's College was authorized by the IB and became an IB World School. The College now offers the International Baccalaureate Diploma Programme (IBDP) in parallel to the Hong Kong Diploma of Secondary Education (DSE). Throughout these developments, the original aim of St Stephen's College remains the same today.

As we are all members of the St Stephen's College community, there are rules and regulations which help us to function and behave appropriately on a day-to-day basis. Students must adhere to the basic rules outlined in this handbook and to additional instructions which are issued when necessary by the College. A high standard of behaviour is expected from all students as the College believes this is the essence of a harmonious learning environment. Students must always use their common sense and be courteous and considerate. They must respect all members of the College, including themselves.

Students are encouraged to enjoy the use of all facilities provided by the College. Students are reminded to treat the facilities with care. They will be held responsible for any willful damage to the College facilities.

Parent Pledge

The Principal,
St Stephen's College.

I am the parent/guardian of _____ from class _____.
I formally acknowledge that I understand the rules of St Stephen's College and other related information as printed on the Student Diary. I agree that the interdependence and collaboration between family and school education are crucial to my child's personal development. I sign below to declare my support for all the school rules of St Stephen's College, and agree to discipline and provide guidance to my child to the best of my ability.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Date: _____

Student Pledge

I choose to be a **responsible** student who is ready to learn

I choose to be **respectful** to myself and others

I choose to be **healthy** and **cherish** life

Be responsible	Be respectful
Be punctual School supplies ready HW is ready Embrace honesty	Respect personal space and belongings Respect others Be considerate Be courteous and kind
Cherish life	
Be healthy Plan a healthy lifestyle Balance academics, activities, and rest Be inspired and set priorities right	

I am _____ Class _____ ()

Academic Integrity Pledge (Students)

As a student at St Stephen's College, I am committed to upholding the highest standards of academic integrity. I hereby pledge to act and speak with respect, integrity and responsibility. I will not cheat, lie, plagiarise and indulge in any form of academic malpractice. I fully understand that these values and attitudes should extend beyond the classroom setting, to inter-house and inter-school competitions, school trips and more. I am aware of the consequences and declare my support for all school rules and policies of St Stephen's College.

I understand that academic integrity is fundamental to the success of my education and the overall credibility of our school. By signing this pledge, I commit to the following:

Honesty:

- I will submit my own original work for all assignments, projects, and assessments.
- I will not engage in any form of cheating, including copying the work of others, using unauthorized materials, copying artificial intelligence created material or providing my work to be used by others.
- I will be truthful in all my academic endeavors and interactions with teachers and school staff.

Respect:

- I will respect the intellectual property of others by properly citing sources and giving credit where it is due. This includes the use of artificial intelligence.
- I will not engage in plagiarism, which is the act of presenting someone else's ideas, words, or work as my own.
- I will respect the academic environment and the efforts of my fellow students, and will not engage in any behaviors that could undermine their academic success.

Responsibility:

- I will take full responsibility for my own academic work and the choices I make.
- I will seek help and support when I am struggling, rather than resorting to unethical practices.
- I will report any suspected instances of academic misconduct to the IB coordinator, my teachers or the discipline committee.

Integrity:

- I will uphold the values of honesty, fairness, and ethical behavior in all my academic pursuits.
- I will be a role model for my peers and contribute to a culture of academic integrity within our school community.
- I understand that any violation of this pledge may result in disciplinary action, as outlined in the school's academic integrity policy.

By signing this pledge, I commit to upholding the principles of academic integrity and to being a responsible, ethical, and successful student at St Stephen's College.

Student Signature: _____ Date: _____

AI for Students: How to Use AI Ethically and Effectively

AI at School: Use it Smart. Use it Fair. Use it Safely.

AI tools (like chatbots and writing assistants) can help learning, but they can also **replace your thinking** and create **academic integrity problems** if used the wrong way.

The 5 Golden Rules

1. **Your work must be YOUR work.** AI must not do the thinking, writing, or solving for you.
2. **Follow the teacher's AI rules for each task.** Different subjects/tasks may allow different levels of AI use.
3. **If AI helped, you must declare & cite it.** Undeclared AI use is misrepresentation (academic misconduct).
4. **Always check accuracy.** AI can be wrong, biased, or make things up.
5. **Protect privacy.** Don't enter personal data (yours or others) into AI tools.

What AI use is usually OK (ONLY if your teacher allows it)

☒ Learning support

- Explaining concepts in simpler terms
- Generating practice questions (for revision)
- Brainstorming topic ideas and outlines
- Checking grammar for **non-assessed** tasks (teacher permission required)

☒ Study habits

- Planning a revision timetable
- Summarising your own notes (not generating new "answers")

Key idea: AI can support learning, but it must not replace learning.

☒ AI is a collaborative partner in your thinking process, not a replacement for independent thought. The final work you submit must always bear the mark of your own personal input, editing, and critical evaluation.

What AI use is NOT OK

- × **Generating your assignment** (full or partial) and submitting it as yours
- × **Paraphrasing/rewriting your work using AI** to hide AI use
- × **AI doing your research/analysis/argument** for coursework
- × **Using AI to solve problems** meant to test your skill (especially tests/exams)
- × **Translating whole essays** and submitting as your own language work

"Traffic Light" AI Rule (Easy Check)

● Green (Safe & Allowed)

AI helps you **learn** (explain, brainstorm, practise) and you still do the work.

● Amber (Ask Teacher First)

AI helps shape your plan or improve language **in a limited way**, with **full declaration & citation**.

● Red (Not Allowed / Misconduct)

AI creates the answer, the writing, the analysis, or the solution you submit. AI finds quotes on an essay topic and you then copy them without investigating further.

How to Declare & Cite AI (Required When Allowed)

If your teacher allows AI, you must include:

- **Tool name** (e.g. ChatGPT / Gemini / Claude)
- **Prompt used** (what you asked)
- **Date** you used it
- **What you changed/used** from the output

Example (in text-declaration)

AI tool used: ChatGPT. Prompt: "Give 5 arguments for renewable energy in HK." Date: 9 Feb 2026. I used it only to brainstorm, then wrote my own paragraphs.

Example (bibliography entry):

OpenAI. ChatGPT. Response to prompt "...". Generated on 9 Feb 2026.

Privacy & Safety Reminder

Never paste the following into AI tools:

- your HKID / student number / phone number
- classmates' names or personal details
- photos of students
- confidential school documents

✕Ethical Restrictions & Media Safety

- **No Style Cloning:** Do not prompt AI to create content mimicking specific living artists (e.g., “make this in the style of (specific living artist)”).
- **Copyright Check:** Never upload copyrighted images or materials into an AI tool to modify them without an approved license or explicit justification.
- **Deepfake & Likeness Prohibitions:** It is strictly forbidden to use AI to create, share, or amplify deepfakes, or misuse anyone’s likeness (voice, face, or video) without explicit, documented parental and school consent.
- **Media Biometrics Safety:** Do not upload self-shot videos, high-resolution facial photos, or long voice recordings to public, unsecured AI or social platforms, as they can be harvested maliciously.

If you’re unsure

Stop and ask your teacher before you submit. It’s always safer to clarify than to risk misconduct.

⚠Consequences of AI Misconduct

Misuse of AI is treated seriously and logged directly into the school system.

Regular Classwork / Class Marks: Can lead to 0–2 demerits. Students **can** apply for a correctional scheme to remedy the issue.

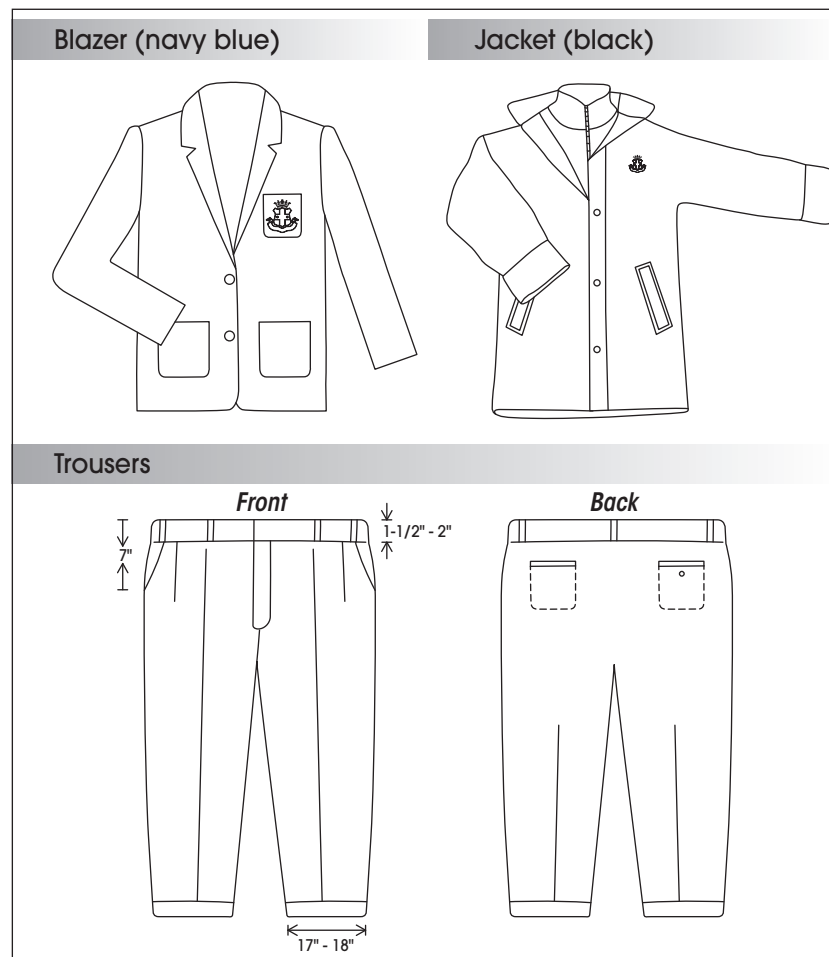
High-Stakes Coursework (e.g. SBAs, IAs, EEs, TOK): Can lead to 1–3 demerits, zero marks, or no grade in the subject. Students **cannot** apply for the correctional scheme for these tasks.

1. College Uniform and Appearance

Students of St Stephen’s College are expected to look smart and tidy as they are the public face of the College. They should always attend school in school uniform and maintain a high standard of cleanliness and tidiness. The College disapproves of inappropriate dress of any kind.

The standard student uniforms are as follows:

Boys’ Uniform



Summer

- Short-sleeved white shirts worn with the sewn-on crest
- Plain white trousers *
- Plain **white** quarter socks (without embroidered logos)
- Plain black leather shoes
- Plain black belt
- Plain navy-blue Sweater / Vest / Knitwear Cardigan (optional)
- White undershirt

Winter

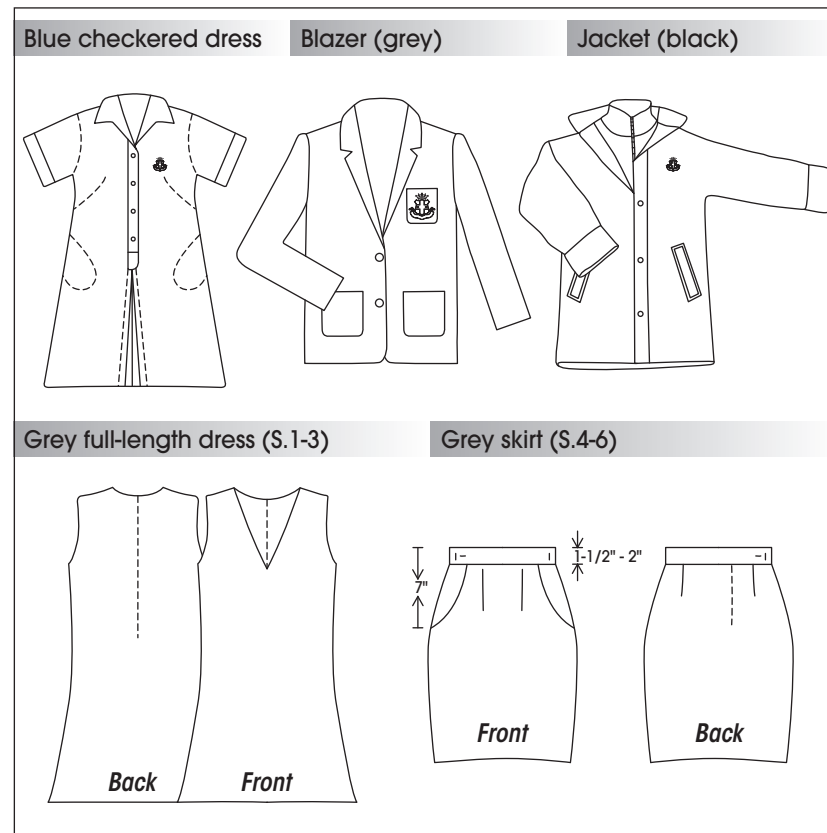
- Plain long-sleeved white shirts with the crest on the pocket
- Medium-grey flannel trousers *
- Navy blue blazer worn with the College crest or two-in-one black jacket with the College crest (other winter jackets are not acceptable) *
- College tie *
- Plain navy blue pullover / sweater / knitwear cardigan with the embroidered school logo *
- Plain black belt
- Plain **black** quarter socks (without embroidered logos)
- Plain black leather shoes
- Navy blue / black / grey / white scarf may be worn in winter
- White undershirt

Sports Attire

- House T-shirts *
- House sports vest *
- College navy blue shorts *
- College track suit *
- Plain sports socks
- Sports shoes with soles that do not leave marks

Asterisk (*) indicates a particular style or material of which samples are obtainable at the College to ensure uniformity.

Girls' Uniform



Summer

- Blue checkered dress *
- Plain **white** quarter socks (without embroidered logos)
- Plain **white** leather shoes
- Plain navy-blue Sweater / Vest / Knitwear Cardigan (optional)

Winter

- Plain long-sleeved light blue shirts *
- Grey full-length dress for Secondary 1-3 students, grey skirt for Secondary 4-6 students *
- Grey blazer worn with the College crest or two-in-one black jacket with the College crest (other winter jackets are not acceptable) *
- College tie *

- Plain navy blue pullover / sweater / knitwear cardigan with the embroidered school logo *
- Plain grey knee-high socks (without embroidered logos)
- Plain black leather shoes
- Plain navy blue / black / grey / white scarf may be worn in winter

The girls' dress or skirt should have 8 cm hems and length at most 5 cm above the knees.

Sports Attire

- House T-shirts *
- College navy blue shorts *
- College track suit *
- Plain sports socks
- Sports shoes with soles that do not leave marks

Asterisk (*) indicates a particular style or material of which samples are obtainable at the College to ensure uniformity.

Cold Weather Warning

When the Cold Weather Warning is in force, plain black / navy blue / dark grey down jacket may be worn. For girls, skin-coloured panty hose (with grey knee-high socks) / grey coloured wool tights / grey or black trousers may be worn.

Improper Attire

If a student is found to be dressed in a manner that is inappropriate, he/she will be asked to change and report back to the teacher immediately. Warning/demerit will be given.

The following are **NOT** acceptable by the College:

<i>Hair</i>	too long (for boys – covering the neck, longer than ears or eye brows) (for girls – not tying up hair if its length exceeds the shoulders)
	colouring of hair
	fanciful hair-do
	use of hair gel/mousse/spray/mud/clay/wax into fanciful styles
	unnecessary and excessive hair grips / pins / bands (Girls are allowed to use plain black / navy blue hair grips / pins / bands.)
<i>Accessories</i>	not tidy
	accessories such as bracelet, necklace, ring, ear-rings, anklet and so on
<i>White shirt</i>	no smart watch is permitted
	not tucked in
	without the College crest on the pocket
	buttoned stand collar
	worn out / dirty / crumpled
<i>Sweater / Vest / Knitwear Cardigan</i>	not worn with plain white undershirt
	not plain navy-blue
	without embroidered school logo
<i>White trousers</i>	worn out / dirty
	tight / flared trouser-legs
	without pleats
	low-waist
	worn out / dirty / crumpled
<i>Grey trousers</i>	tight / flared trouser-legs
	without pleats
	low-waist
	not grey flannel (medium grey)
	worn out / dirty / crumpled
<i>Belt</i>	not plain black
	fanciful buckle

<i>Blue checkered dress</i>	length more than 5cm above the knees
	dirty / crumpled
	no petticoat
<i>Grey full-length dress / skirt</i>	length more than 5 cm above the knees
	dirty / crumpled
	no petticoat
<i>Blazer</i>	not worn with the College crest
<i>White socks (summer) Black socks (boys in winter only)</i>	not plain
	with logo
	ankle socks
<i>Grey socks (girls in winter only)</i>	not knee-high
	with lace
	with logo
<i>Black leather shoes (girls in winter only)/ White leather shoes (girls in summer only)</i>	not plain
	fanciful
	worn out / dirty
<i>Others</i>	wearing winter uniform without tie
	makeup / eyebrow or eyeliner embroidery
	too long / varnished nails
	wearing coloured contact lenses
	torn and dishevelled clothing
	wearing fanciful glasses
	Tattoo (permanent or temporary)
	wearing P.E. uniform of other Houses
	wearing underwear / tight / leggings which is / are longer than the school P.E. uniform without teacher's permission.

Note:

- The list above is by no means exhaustive.
- Parents / Guardians should make every effort to ensure that your children attend school in proper attire. In case of dispute appeals may be made to the Principal.

2. Standard of Behaviour

Students should behave themselves properly and have good manners at all times in public. Students who misbehave and whose behaviour damages the reputation of the College will be given punishment.

3. Attendance on Normal School Days

Regular attendance is essential for academic success and whole-person development. Students are expected to arrive at school punctually and be ready to participate in all scheduled activities.

(a) First Bells

The First Bell rings at 8:20 a.m. (morning) and 2:15 p.m. (afternoon). Students should proceed to their classrooms when the First Bell rings.

(b) Late Arrivals

Students arriving during 8:25 – 9:15 a.m. or 2:20 – 3:00 p.m. will be considered late-comers. They must report to the General Office before proceeding to their classrooms. Detention will be assigned on the same day.

Lateness is recorded and accumulated on a per-term basis. Students who are late 5 times in a term will receive one demerit point.

(c) Absentees

Students arriving after 9:15 a.m. or after 3:00 p.m. will be considered absentees. They must report to the General Office before proceeding to their classrooms. Detention will be assigned on the same day, unless a reasonable excuse is provided. Absentees must submit a letter from a parent or a guardian, along with supporting documents, if necessary.

(d) Attending a Scheduled Meeting with a Staff Member or Professional

If students are engaged in a scheduled meeting with a staff member, counsellor, social worker, or external professional during lesson time, they should inform the subject teacher(s) in advance, whenever possible. Upon returning to class, they must present proof of the meeting to the teacher.

(e) Late for Lessons

Students who are late for individual lessons without a valid reason may receive the following consequences from the subject teacher, depending on the seriousness of the case:

- Verbal warning
- Written warning
- On the third offence: 1 demerit point

(f) Free Lessons (Senior Form Students Only)

Students must report to the Librarian during their free lessons.

4. Leave

Leave refers to a planned and approved period of time away from school, typically requested in advance and supported by valid reasons or documentation.

All individual activities or family vacations must be scheduled during school holidays. Under normal circumstances, leave taken immediately before or after a long holiday will not be approved, and a remark to this effect will be printed on the student's report card.

If a student needs to take leave for personal matters or a medical appointment, parents must submit a leave application via the **eClass App**, along with relevant supporting documents, at least two school days in advance. Students who fail to comply with this procedure, or who take leave without prior approval, will receive a remark on their report card.

5. Absence

Absence refers to any instance of being away from school or a school-related activity during school hours, whether authorised (e.g. sick leave) or unauthorised. In general, all absences will be recorded on the student's report card, and this may affect their eligibility for receiving scholarships, prizes, and awards.

(a) Reporting Absence

Parents must submit leave applications via the **eClass App** before 8:00 a.m. on the day of the absence, providing a valid and detailed reason. Any supporting documents (such as medical certificates) should be uploaded directly with the application, or submitted to the General Office either:

- by email to sschk@ssc.edu.hk; or
- in person.

(b) Sick Leave Documentation

Students should not attend school if they have a fever and should consult a doctor promptly. Upon returning to school, the required documentation must be finalised via the eClass App or submitted to the General Office within three school days.

Half-day or one-day sick leave: A leave application must be submitted via the **eClass App** on the day of the absence, accompanied by a digital upload of a medical certificate if available. No physical parent letter is required if the digital application is completed.

Two or more consecutive school days: A medical certificate issued by a registered medical practitioner must be uploaded via the **eClass App** or submitted to the General Office.

Failure to submit the required documentation within three school days of returning to school will result in the comment "Absent without a proper explanation" being printed on the student's report card.

(c) Intermittent Absence Pattern

To support student well-being and consistent attendance, the school monitors for an "Intermittent Absence Pattern". This pattern is met when a student accumulates either:

- more than two days of absence in a calendar month; or
- more than five days of absence across the academic year,

without a medical certificate (e.g. those excused only by parent letters or vague physical complaints).

If a student's attendance meets this pattern, the school will issue a formal "Letter of Concern" to the parents. To help the student rebuild consistent habits, a medical certificate must be provided for all subsequent sick leave, regardless of its duration. Parent letters will no longer be accepted. Without a medical certificate, the following consequences will apply:

- the ratings for "Effort & Responsibility" and "Self-discipline" on the report card will be capped at a maximum of three stars;
- an official remark will be printed on the report card;
- the student will be disqualified from all academic awards in the current academic year and any academic scholarships in the next academic year; and
- the related attendance records will be kept in the student's personal file.

(d) Absence during Assessments

Students absent from mid-term tests or examinations will receive a zero mark. To apply for exemption, students must submit a letter from a parent or guardian, along with supporting document(s), to the General Office within three school days of returning to school. Late applications will be considered unexcused.

(e) Absence on School Events

Inter-House Athletics, Cross-country, and Swimming Competitions, alongside Speech Day, are mandatory school events. These occasions are vital to building teamwork, school spirit, and a sense of community within the College. Any sick leave taken on these days must be supported by a certified true copy of a medical certificate. All absences from these school events will be recorded on the student's report card.

6. Reporting Sick during School Hours

Students who feel unwell during the school day should not rest in dormitories or classrooms. They should minimise physical contact with others and report to the General Office immediately. If a student is found to have a fever, the school will contact the parents or guardians and request that they arrange for their child to return home as soon as possible.

Students who are excused from intense physical activities for medical reasons must present a medical certificate or an official exemption slip to their P.E. Teachers.

7. Examinations and Holidays

During test and examination periods, students need to return to school to sit for examinations for subjects in which they are enrolled. They should dress properly in school uniform when they sit for tests and examinations. Students failing to do so may be disqualified from the tests or examinations concerned.

If a mid-term test or examination is postponed due to bad weather, the rest of the tests or examinations will be conducted according to the original schedule. Announcements will be made later concerning the postponed test or examination. If the postponed test or examination happens to be on the last day of the test or examination period, students should return on the following school day or the following Monday if normal school is resumed, to sit for the postponed test or examination. The VENUE will be the same as scheduled.

If classes are suspended for a long period of time during examinations due to a pandemic, students will be exempted from the examination papers they could not complete. Term averages for the respective subjects would then be based on the scores that students have obtained through class assessments and mid-term tests.

Absentees in mid-term tests and examinations will be given zero mark. However, absentees may apply for exemption from mid-term test or examination papers if they are able to produce valid medical certificates or other relevant documents to justify the necessity of their absence.

In this case, they should apply to the Deputy Principal by submitting a parent letter together with medical certificates or other relevant documents within three days of the child's return, or the absence will be classified as unexcused. In view of a large weighting for the exam mark, a student who is absent and exempted from an examination may not receive a term average for the subject concerned. This means that the subject from which the student is exempted will not be included in the calculation of the student's overall term average or year-end score, which may affect promotion. In addition, any student who is absent from any examination of a certain subject will not be eligible for the award of the subject prize.

The first term accounts for 40% of the Year-End Annual Score while the second term accounts for 60%. In the first term, the class mark carries a weighting of 25% of the overall term mark while the exam mark a weighting of 75%. In the second term, students write the Mid-Term Test in addition to the Examination. The weighting in the second term is as follows: 25% class mark, 25% mid-term test and 50% exam.

Students are not permitted to take leave from the College before completion of the school year according to the College Calendar. Absence regardless of reasons prior to and after examinations and long holidays will be recorded in students' personal files which might lead to undesirable references in the future.

8. Inclement Weather Conditions

In the event of tropical cyclones and prolonged heavy rain, the Education Bureau (EDB) will announce class suspension arrangements for the day based on the latest weather updates, as well as roads, slopes, and traffic conditions. These announcements will be disseminated through various channels, including mass media and the EDB website.

The College will also post relevant updates on its official website and eClass. Students and parents are therefore advised to check either platform regularly for the latest information.

Tropical Cyclones

When tropical cyclones affect Hong Kong, the following arrangements apply:

Weather conditions	Corresponding measures
When Tropical Cyclone Warning Signal No.1 or No. 3 is issued	School operates as usual unless advised otherwise.
When Tropical Cyclone Warning Signal Pre-No. 8 is issued	School is to be closed. Boarders should return home.
When Tropical Cyclone Warning Signal No. 8 is issued	Classes remain suspended and the campus remains closed.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	Unless a prior announcement has been made, school will resume if Signal 3 is issued before 5:30 a.m.

Heavy Persistent Rain

In the event of rainstorms, the campus will remain open as usual unless advised otherwise and the following arrangements apply:

Rainstorm Warning		Corresponding measures
Signal	Time	
AMBER	Any time	School operates as usual.
RED or BLACK	5:30 - 7:59 a.m.	- Classes will be suspended. - Students who have not yet left for school should stay home. Boarders should remain in the dormitories and follow instructions from dormitory staff. - Students who have already arrived at school should report to the General Office immediately.
	School Hours	- Students will have classes as usual, but should pay attention to school announcements. - Students should remain in classrooms, laboratories, or halls under teacher supervision unless advised otherwise. - Parents do not need to pick up their children immediately. - Appropriate arrangements will be posted on the school website if the signal remains in effect in the afternoon.

	11:15 a.m.- 1:04 p.m.	- All students must have lunch on campus, even if the warning is lowered before 1:05 p.m. - Lunch will be provided to all students at an appropriate time.
	1:05 p.m.	All extra-curricular activities will be suspended, even if the warning is lowered before 3:40 p.m.
	Mid-term Test / Exam Days	- If the warning is in effect before a session begins, all assessment sessions scheduled for that day will be postponed. - If the warning is issued after a session has begun, the assessment will continue. Students should remain in school until the assessment ends and it is safe to return home.

9. Bounds

- Students are not allowed to leave the College grounds during school hours unless a permission is granted.
- Students are not permitted to access the Staff Rooms.
- Students are not allowed to loiter around dormitories of the opposite sex at any time. Access to dormitories is limited to boarders only. Boarders are not permitted to enter dormitories other than their own.
- Students may not enter halls, special rooms, laboratories, workshops, or the sickroom without permission.
- The Chapel is designated for prayers, meditation, and religious gatherings. It should not be used for study or recreational purposes.
- All S1 students are not permitted to leave the College grounds for lunch. Day students should have their lunch at the Martin Dining Hall, Boarders Dining Room (D101), Tuck Shop or Covered Playground at the Centenary Building.
- Day students should leave the College grounds by 5:00 p.m. Students who are under the supervision of a coach / teacher, or who are engaged in formal school activities, must leave the campus by 6:00 p.m. Disciplinary action will be taken against those who fail to comply

10. Scholarships, Prizes and Awards

Scholarships, prizes or awards are given to students who demonstrated good conduct, a positive learning attitude, and strong attendance. Eligible students must have achieved outstanding performance in their academic studies or extra-curricular activities and must have attended **ALL EXAMINATIONS during the academic year.**

Eligibility criteria:

- The student must demonstrate good conduct and a positive learning attitude, and must attain at least 3 stars in each item under personal characteristics on the report card.
- The student must maintain an attendance rate of at least 90%. If this requirement is not met due to prolonged illness, a parent letter along with supporting documents must be submitted to the school in due course.
- The student must attend key school events, including **Inter-House Athletic, Cross-country and Swimming Competitions, and Speech Day**. If this requirement is not met due to illness, **a parent letter along with supporting documents must be submitted to the school in due course.**
- The student must not have committed any minor or major disciplinary breaches.
- The student must not have received any demerit points for academic dishonesty, cheating, or violating test or examination rules.
- No unsatisfactory attendance record indicated in the report card.

11. Merit System

Merits are awarded to students for their outstanding performance or significant improvement on academic studies or in extra-curricular activities. Certificates are given to students who gain merits.

Students who have accumulated at least five merits in their academic studies from five different teachers in one nomination period are placed on the Principal's Merit List (Academic), and these are recorded in their second term reports. Students who have accumulated at least five merits in various activities from five different teachers in one nomination period are placed on the Principal's Merit List (Activity), and these are recorded in their second term reports.

Students earning **at least five academic merits AND five activity merits from different teachers** within a single nomination period are placed on the Principal's Honour List (Scholarship), and this achievement is recorded on their second term reports.

Students who have exhibited excellent performance in the first or second term are awarded academic excellence.

Academic excellence: Overall term average 80 or over (for S1 – S3)
Overall term average 75 or over (for S4 – S6)

For individual subjects, students are ranked according to the term averages of both terms. Top students are awarded subject prizes. Students who have

unsatisfactory attendance record may lose consideration for subject prizes. In addition, any student who is absent from will not be eligible for the award of the subject prize.

12. Demerit System

We sincerely hope that punishment in any form will not be necessary at St Stephen's College. However, some form of punishment will be given to deliberate and repeat offenders. Offenders will be reprimanded and punished with detention, written warning or demerit points. Demerit system is shown as follows:

Accumulated demerit points	Minor / Major breach	Satisform ¹	Correctional Scheme	Teacher(s) concerned	Remark
3	1 minor breach	5 days	1. Complete the Satisform , which is issued and checked by Class Teacher(s) and Discipline Form Coordinator(s) . 2. Students are eligible for applying for the Correctional Scheme after completing the Satisform. 3. Complete the Service(s) arranged by Guidance Committee . 4. Discipline Form Coordinator(s) and Discipline Master decide and execute the deduction of demerit point(s).	Class Teacher Form Coordinator Guidance Committee	
6	2 minor breaches	5 days		Class Teacher Form Coordinator Guidance Committee	
9	1 major breach	5 days		Class Teacher Form Coordinator Discipline Master Guidance Committee	
12 / 15	1 minor breach + 1/2 minor breach(es)	5 days			Deal with by the Principal / Deputy Principal / Assistant Principal / Discipline Master In-school suspension for 3 days
18	2 major breaches	5 days		Discipline Master Principal / Deputy Principal / Assistant Principal	Deal with by the Principal / Deputy Principal / Assistant Principal In-school suspension for 5 days
21 or above	2 major breaches + 1 minor breach or above	5 days			Deal with by the Principal / Deputy Principal / Assistant Principal Out-school suspension for 3 days Notify EDB and withdrawal from school may be requested.
Related Document(s)		Satisform	Application Form for Correctional Scheme (Guidance Committee)		

Note:

1. Class teacher / Form coordinator of DC should issue the Satisform. Student is requested to report to the class teacher before 8:15 a.m. and 4:00 p.m. every school day.

13. Academic Integrity Policy

The College Motto

Fortitudinis Fundamentum Fides (Faith is the Foundation of Courage)

Our College Vision

St Stephen's College aims to provide quality education and training for the whole person, with a balanced emphasis on moral, intellectual, physical, social, aesthetic and spiritual development, in a caring and supportive Christian environment. We believe in equipping students with life-long learning skills, sound moral principles and broad global perspectives so that they become competent, committed and resourceful leaders of tomorrow.

Philosophy Regarding Academic Integrity

St Stephen's College regards academic honesty and integrity as essential qualities in our students. The College believes that every student should embrace honesty and embody integrity. Students of the College are expected to commit themselves to producing authentic work of integrity which includes appropriate collection of information and attribution of sources. Therefore, ethical academic behavior should be fostered, promoted and encouraged.

Students are expected to:

- Adhere to the College's Academic Integrity Policy and complete their work, such as assignments, projects and assessments, with integrity
- Communicate with teachers if they have questions or concerns regarding academic integrity
- Be truthful in interactions with teachers and seek understanding about the process of completing their work when it is assigned, especially when they would like to know more about acceptable practices
- Respect the intellectual property of others by properly citing sources and giving credit where it is due
- Uphold the values of honesty, fairness and ethical behavior in their work and studies

Teachers are expected to:

- Go through the College's Academic Integrity Policy with the students
- Provide instructions and guidelines for students working on assignments, projects and assessments, including limitations for artificial intelligence
- Identify work which is not authentic and be vigilant regarding obvious changes in a student's style of writing which might be too mature or more characteristic of a mature academic

- Check for academic integrity in students' work, such as assignments, projects and assessments
- Report to the Form Coordinator, Department Head, IB Coordinator and/or Deputy Principal and follow up on the consequences with support from the Discipline and Guidance Teams

Parents/Guardians are expected to:

- Read the College's Academic Integrity Policy and support children in walking out ethical academic behavior
- Support the decision on consequences if the Academic Integrity Policy is violated

Behaviour Constituting Academic Misconduct Includes:

- Copying and/or duplicating work of others
- Providing own work to be copied by others
- Cheating on assignments, quizzes, tests, exams, IAs and SBAs
- Using unauthorized materials, such as smart watches, mobile phones, and notes when it is not allowed
- Copying artificial intelligence created material
- Misrepresenting ideas of someone else as their own
- Falsifying and fabricating data
- Improper citation
- Plagiarism, such as using work produced from tutors, the internet and/or artificial intelligence to complete and write out the work

Consequences for Academic Misconduct

- Students will face consequences, such as mark penalty, demerits and disqualification from scholarships, and be subject to academic disciplinary actions by the school authority if they violate academic honesty and integrity.

14. Forbidden Articles

Students should not bring items not related to learning to school. All electronic equipment, such as smart watch, iPad, earphones, notebook computers and cameras brought to the campus should only be used for educational purpose with the prior permission from the College.

Students who bring banned items to school will be penalized and the items may be retained by the College until the end of the term. Parent letter should be submitted, if the student wants to get back the retained items earlier. For indecent materials, parents will be informed and asked to collect

them. During the retention period, the College and members of staff will not be responsible for any loss of, or damage to, the items.

* Students should refer to the "Notice of Forbidden Articles".

15. Mobile Phones

- Any student who wishes to bring a mobile phone to school should register the phone.
- The Class Teacher should be informed of any change.
- Students will take full responsibility for their mobile phones. The College is not liable for any loss or damage to mobile phones.
- Students must **switch off** their mobile phones when they are on College grounds unless prior approval has been given.

Students should keep their mobile phones inside the lockers provided. Punishment will be given to those who cannot keep their phones properly.

- Students who fail to comply with the rules above will be given warnings or penalized with demerit points. Mobile phone will be retained by the College until parent's letter is submitted. Students may even forfeit their right to bring mobile phones to school.
- Students can use their phones to communicate with their parents after school between 3:40pm to 4:00pm at the Lobby of CB, CR or BH. They should switch their phones off properly after using them.

Students should refer to the "Notice of Mobile Phones"

16. Inappropriate Behaviour

Smoking, vaping and the possession of tobacco in any form, drinking of alcoholic beverages, gambling, stealing, possession of drugs / drug taking / drug trafficking, participating in triad activities, clandestine photo-/video-taking and other misbehaviour committed either inside or outside the College that is considered damaging to self and the name of the College are strictly forbidden at all times. Offenders will be properly dealt with by the Principal and/or they may be reported to the Police.

The College values respect and harmony among students. Bullying, defined as ongoing and repetitive behaviour that infringes on another student's rights — whether physical, verbal, emotional, or through cyber means — will not be tolerated.

The College will make available a list of resources accessible to students, teachers and parents to help deal with bullying. In addition, students should be aware of what bullying is. They should seek help for themselves or others, and intervene if they witness bullying.

Parents should talk to students regularly about what is happening at school and inform the College at the most appropriate time.

An attempt to give or obtain assistance in any tests, quizzes or examinations without due acknowledgment is cheating. As cheating is a dishonest act, offenders will be stripped of their marks and penalized with demerits.

17. Authority of College Prefects

College Prefects are fully authorized by the Principal to carry out their duties in the maintenance of student programmes and good discipline. All students are to observe their instructions and carry out their instructions in dormitories, classrooms and elsewhere on Campus.

18. Classroom Security

Key masters of each class should lock the door(s) of the home room during lunch time and after school or when there is nobody at the home room. They should return the key and card to the General Office during lunch time and after school.

Students must leave home room during lunch time (from 1:15 to 1:45 p.m.)

19. Classroom Discipline

One of the most important responsibilities a student has in the College is good behaviour. Good behaviour allows every student to have an enjoyable and fruitful learning life in St Stephen's. Although discipline is not an issue for most St Stephen's students, it is important for both parents and students to be aware of the following:

- (a) All students deserve a pleasant learning environment which is clean, tidy, free from verbal or physical abuse, and vandalism.
- (b) Food or drink may not be brought into classroom blocks, special rooms, laboratories, the library or halls unless otherwise stated. Students are not allowed to eat / drink (except water) in the classrooms / special rooms.
- (c) Students should move between classrooms in a calm and orderly manner. They are to keep to the left when walking along corridors and up and down the stairs. Silence should be maintained during the change of lessons.
- (d) In the case of split classes, students should go to the designated classrooms after completing the roll call.
- (e) Students should report to the Librarian, in free lessons.
- (f) Students should exercise control and refrain from using the lavatory during lesson time except for health reasons. They should not go to their lockers between and during lessons. If needed, they should ask for permission from their teacher.

- (g) At the end of the school day, students must leave their classrooms unless a teacher is present or permission has been given to do so. All personal belongings and books must be cleaned from the classrooms. Anything left in the classrooms will be taken to the Lost and Found at the General Office.

Unclaimed items remaining after the end of the school term will be treated as the property of the College. The College reserves the right to dispose of them as it sees fit.

20. Students' Lockers

Students will have their own lockers. A student should only use the locker allocated to him / her. They should prepare their own padlocks and ensure the lockers are locked properly. The College is not responsible for any loss of property on the premises.

During the rainy season it is recommended that students keep a clean set of school uniform in their lockers in case they need to change.

Students should clear out their lockers before the summer holiday begins or as instructed by the College, leaving them clean and tidy for the next user. Any unclaimed property found in lockers will be taken to Lost and Found and disposed of at the end of the school year.

The College reserves the right to check students' lockers to ensure the safety of their property.

Students should refer to the "Notice regarding rules and regulations for Student Locker Users"

21. Social Media

The College's name and logo should not be used by students or alumni on social media without prior approved from the College authority. Any activities on social media which may potentially damage or depreciate the name and reputation of the College are strictly prohibited.

ALL communications on social media must be made with good intent. They should be constructive in nature and convey care and respect for others.

For the safety and privacy of our students, photos / videos taken on campus should not be shared on any public profiles or media without the consent of the college.

22. Displaying Articles

- (a) All posters, banners and articles can only be displayed, distributed inside/outside classrooms and within/outside College campus WITH prior approval from the Deputy Principal / Assistant Principal. The promotion of ECA and Administrative Committee activities within school campus can only be carried out WITH prior approval from the

teacher-in-charge of the ECA / Committee / the Deputy Principal / Assistant Principal.

- (b) The promotion or display of posters, banners and stands that have messages with personal political views affecting national security are NOT allowed.
- (c) Posters, banners and other articles approved to be displayed and/or distributed should contain proper and appropriate messages, which the activity is designated for.
- (d) Posters, banners and display of articles can ONLY be posted at designated positions.
- (e) The banners and display of articles should be properly placed and securely positioned so as not to cause any inconvenience or potential danger to users or passersby of the area. All banners and display of articles have to be lowered or removed when Typhoon Signal No. 3 is hoisted.
- (f) Posters, banners and articles must NOT be posted, displayed, hung on any windows / glass panels which block the sight of the room.

23. Library

Library is one of the essential learning facilities at St Stephen's College. Students are strongly encouraged to develop a habit of visiting the Library and making use of the resources for learning, leisure and personal development.

The Library Team aims to provide a welcoming environment to promote reading and offer learning and research support for the students. To meet the learning needs of our students, resources and service are constantly reviewed. Apart from the print collection, our resource-based library also provides subscription to electronic resources in wide subject areas. Thematic book exhibitions and learning-related activities are held collaboratively with the teaching teams and interest groups. User education programmes and user-oriented information services are supported by the librarians.

School Rules, Library Regulations and User Conduct

In order to maintain a good reading and learning environment, cooperation of students is required. Students are expected to be considerate and act responsibly while they enjoy the Library service.

School rules and library regulations should be observed at all times.

- (a) Students are required to wear school uniform when staying in the Library
- (b) Food or drink is not allowed
- (c) Use of mobile phones is strictly prohibited
- (d) Keep quiet and speak in a soft voice
- (e) Keep all areas clean and tidy

- (f) Library materials must be returned to their proper places after use
- (g) Do not move tables and chairs without prior permission from the librarians
- (h) Use of computer and electronic devices should be limited to learning purposes. Do not:
 - Play electronic or online games
 - Download files (except for educational purposes)
 - Surf on indecent or gambling websites
 - Hack or destroy computer systems
- (i) Students should not enter the Circulation Counter, other restricted areas without permission from the librarians.

Borrowers' Services

- (a) Students may hold up to 6 items at a time; access to online resources is unlimited.
- (b) All library loans must be returned by the given due date.
- (c) Fines will be levied for overdue materials (50 cents per item per day) and replacement fines will be charged for damaged, lost or items not returned by the end of the school year.

Library Updates and Enquiry

Library announcements and updates are posted on eClass and announced via various means including classroom posters. Students may also receive direct emails from the Library Team. Please do not hesitate to contact the Library Team for support or enquiry.
Email enquiry: library@ssc.edu.hk

SSC Library Webpage
<https://www.ssc.edu.hk>→Useful Link →SSC Library

24. House System

Every student is assigned to a House on first entering the College to help foster a system of healthy competition and initiative within the College. The student will stay in that House until he / she leaves the College.

Most are named after past College principals and each has its own colour:

House	Colour
Barnett	Orange
College	Yellow
Hewitt	Red
Martin	Blue
Priestley	Green
Stewart	Purple

25. Extra-curricular and Sporting Activities

Extra-curricular activities are designed to provide students and teachers with an opportunity to work together in a fun, non-academic environment.

The College pursues the goal of all-round education and encourages students, especially junior form students, to participate in school activities in order to maintain a healthy personal development and school life.

S1 students are requested to take up at least one ECA which belongs to physical development. They are also encouraged to take up another which is related to aesthetic development. S2-3 students are encouraged to take up at least two ECAs, of which one belongs to aesthetic development and the other belongs to physical development. S4-6 students should take up at least one ECA. Students without any ECA in the whole year may receive an unfavourable comment on their Second Term report card.

Committee members are expected to take care of their ECA groups wholeheartedly. No student can be the chairperson of more than 1 ECA group. The College may request students with difficulties in time management, academic study or other personal development to withdraw from the committee posts.

A high level of commitment is expected from all students involved in teams, clubs, societies and activities organized by the College. A student must inform the teacher-in-charge of an activity beforehand and obtain his/her permission, if the student cannot be present due to some important reasons. Students with an attendance rate below 40% will receive an unfavourable comment on their report card. In addition, the College may request students with difficulties in time management, academic study or other personal development to withdraw from some of the ECAs.

All students (except boarders) should leave the school campus before 6:00 p.m. on school days.

Prior permission from the Principal is necessary for all school related activities organized in the name of the Club/Class/Form/House.

26. Sports Facilities

The College possesses a great number of sports facilities. All students are encouraged to use these facilities. Students should read the rules, regulations and instructions provided carefully before using the facilities. They must exercise care and be responsible for their own safety.

Major sports facilities include:

All-weather running tracks, Basketballs Courts, Cross-country Trail, Fitness Centre, Grass Football Pitch, Indoor Games Hall, Volleyball Courts, Tennis Courts, Student Activity Rooms and Swimming Pool.

27. Publication of Student Work, Photographs, Videos and Parent Consent

Often times, photographs and videos of students will be taken at school events and excursions. Photos, videos, students' works, and students' names will appear in our school displays, bulletin boards, newsletter, prospectus, school website, school Facebook pages, etc. From time to time, the media will invite representatives from the College for photographs and interviews which will appear as part of a film footage and/or article in local newspapers or televised programmes. After students are admitted to the College, parents/guardians will be issued a letter of consent for the works, names, photos, and videos to be released for publication in the school and elsewhere.

28. Use of IT Facilities

The College provides students access to computer equipment and network resources in the school campus for promoting computer literacy, learning through digital materials, online remote learning and digital culture at large.

Under no circumstances should any student tamper with the computer's hardware setup, such as detaching keyboard or mouse, without approval.

Access to the College computer systems and network resources, wired or wireless, requires a password protected user account. Students are expected to change their passwords frequently and must not disclose their account information to anyone.

Students must not download and/or install software or hardware devices to a College computer or network unless prior approval from the College is sought.

Students are advised to make good use of the intranet for communications and learning. They must not distribute any inappropriate information via the intranet, for example, a link that leads to indecent content.

The College will take reasonable measures to filter inappropriate material accessed via Internet, email and network. Students are advised not to access any objectionable content voluntarily. They should consult their teacher if in doubt.

The computers and networks in the College campus are under surveillance. Students must take this into consideration when they browse the internet, do online chatting, social-networking, or emailing using College facilities.

Students are expected to respect copyright of intellectual properties. They should acknowledge the sources and references of the excerpts they put into their projects and homework assignments.

Specific groups of students are allowed to bring mobile devices to the school for e-learning purposes. They must use their mobile devices strictly in accordance with the rules and regulations stipulated in the BYOD Acceptable Use Policy (AUP).

BYOD – BRING YOUR OWN DEVICE Acceptable Use Policy (AUP) for students

Introduction

As new and emerging technologies continue to change the world we live in, they provide an opportunity for many unique and positive educational benefits to the classroom. BYOD enhances teaching and learning and cultivates a student-centered learning environment where students can become digitally proficient citizens in the 21st century.

It is important that students and parents are familiar with the terms under which these devices can be used within the College.

Definitions used:

(1) **Devices** refer to College-approved iPads, notebook computers or any similar products.

- (2) The acronym **BYOD** stands for “Bring Your Own Device”. In this academic year, all F.1 to F.3 students and IB students are allowed to bring their own devices to be used in classrooms under the direct supervision of their teachers.
- (3) DSE F.4 to F.6 students are allowed to only bring their ipads to the College for academic purpose. All others devices like tablets, laptops and kindle would need an approval from the school for academic purpose.
- (4) **College** or **SSC** refers to St Stephen’s College.

Filtering and Monitoring:

The College filters contents on the Internet for student access. However, at times, inappropriate materials may bypass the filters and can be viewed by the student. Students should report such occurrences to their teachers or the e-Learning Committee. Students will be held accountable for any deliberate attempt to bypass district filters and security.

Access of the wireless network may be monitored and/or recorded for the purposes of network security and student safety.

All devices must be registered with the College IT Support Office. The College reserves the right to monitor, inspect, access and review all devices, which includes but not limited to personal emails and Internet access.

Security:

A label from IT support Office will be stuck to the front of the registered device (next to the screen). These labels are NOT to be removed or modified. If they become damaged or missing, students can contact the IT Support Office for replacement. All devices must be stored in locked lockers when not in use. The College strongly recommends the use of carrying cases to protect and identify the devices.

Charging:

Students are responsible for the maintenance and charging of the battery of their devices. To ensure productivity, students are expected to come to school every day with a fully charged battery.

Devices	Charging
iPads	Students should fully charge their iPads and external mobile batteries before school. Students are NOT allowed to use their own power adaptors on campus.
MacBooks/ Notebooks	Some teachers may be willing to allow students to charge their devices in their classrooms when they are not being used; however, this will be at the teacher’s discretion.

Guidelines:

Below are guidelines for students using their personal devices around campus:

1. Students can only use College approved and registered devices under teachers' supervision or with their approval.
2. Students should seek for approval from their subject teachers in advance before using the devices during lesson time.
3. Students can use their devices for educational purposes only. If students want to use their devices for research purposes, they should inform their subject teachers about the research areas or the web sites they would like to visit and seek for their approval in advance.
4. Students are prohibited to use their devices for entertainment purposes (e.g. listening music, watching videos unrelated to their studies etc.)
5. Playing games is strictly prohibited.
6. Students are NOT allowed to use/access any social-networking websites (e.g. Facebook, Instagram, Snapchat, etc.) on school campus.
7. Students are NOT allowed to use any instant messaging applications (e.g. WhatsApp, WeChat, Telegram, etc.) on school campus.
8. Students can only use College-approved applications or programs on their devices.
9. Students are NOT allowed to install any entertainment apps (e.g. games/ music or video players) on their devices.
10. Students can only use their devices to communicate with others on school campus with their teachers' permission. This includes communication with parents, other students or people outside College.
11. Students can only access the Internet via the College wireless network and not their private mobile networks (e.g. 4G LTE). Students are allowed to use devices which only support Wi-Fi.
12. Students cannot connect their devices to any local area network via an Ethernet cable.
13. Students can only listen to audio files with their teachers' permission on school campus using in-ear headphones. The volume should be kept at a level that doesn't disrupt others.
14. Students must comply with copyright laws.
15. Students are prohibited from photo-taking or video/voice recording without their teachers' permission. The violation of such policy will result in suspension of the devices.

16. Students cannot use their devices for inappropriate communications. These include but are not limited to the following: harassing, bullying, threatening, making personal attack; sharing obscene, vulgar language or images that may cause damage to an individual or the College.
17. During recess/ lunch time, students can only use their devices in their own classrooms.
18. Students should never share usernames and passwords with others.
19. Students are prohibited from modifying their devices illegally.
20. The College is not liable for any loss, damage, or thievery of devices brought to school.

The following guidelines (21-23) apply to F.1 and F.3 students only.

21. Students are prohibited from removing any MDM certificates installed in their devices.
22. All applications must be downloaded and installed through the SSC APP store.
23. Students who want to install applications which are not on the SSC APP store can apply for approval from the IT in Education Committee by completing the application form.

Consequences for Violations:

Bringing your own device is a privilege and not a right. Students who do not observe the guidelines will face College disciplinary action and lose the privilege to utilize their devices for a period of time.

If reasonable belief suggests that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated.

Any student violating the terms of this agreement would receive punishment(s) including warnings, demerit(s), and/ or forfeiture of the rights to bring their devices to school.

The College reserves the right to impose more severe sanctions at any time depending on the nature of the violation.

**This document will be reviewed and/or amended from time to time. Students will be informed of any future changes.*

29. Communications with Parents

There are a number of ways in which the College communicates with parents, including the Parent-Teacher day, the Parent-Teacher Association newsletters, report cards, the Student Diary, etc. Teachers may also directly email or call parents at other times. A variety of information is also provided through the College website, parent portal and Intranet (eClass).

Similarly, parents are encouraged to email or call the school to talk to teachers, Assistant Principals or Deputy Principals if they have questions or concerns. Parents, however, are advised to book appointments to meet teachers, Assistant Principals or the Deputy Principals.

The College will post school notices onto the Intranet (eClass) on a regular basis. There is a "Parent App" to notify parents when circulars are released. In addition, S1-S3 parents are advised to check the "Parent Portal" regularly for a list of in-class assessments that their children will have to sit.

30. Payments

The College encourages parents and guardians to settle all fees through the autopay system. Autopay forms are available in the General Office. If cheques are used, these should be crossed and made payable to "St Stephen's College Management Committee". Official receipts will be issued for cheque payments.

Some extra curricular activities may incur an additional fee – these will be advised when the student enrolls.

If a student is to participate in an exchange or other overseas study programme, a separate notice will be issued concerning the payment arrangement.

31. Lost and Found

This is located in the General Office and students may inquire about lost items during recess, lunch and after school.

It is recommended that students clearly label all uniform and other personal items with their names.

Items which remain unclaimed after three months will be given to the needy.

32. Alumni Updates

Our alumni have formed an incredible network. The SSC family continues to blossom after the completion of S6.

We are committed to helping SSC students develop lifelong friendships and grasp golden opportunities to enrich their lives. Through reunions and networking events, we build a spirit of unity.

To ensure SSC graduates can continue to enjoy our facilities and keep abreast of SSC news.

Please fill in the form below:

<https://forms.gle/GJdeBDaGmFvpPrt1A>

Should you have further enquiries, please do not hesitate to send us an email (development@ssc.edu.hk).



Calendar For 2026

January						February						March						
Su	-	4	11	18	25	Su	-	1	8	15	22	Su	1	8	15	22	29	
M	-	5	12	19	26	M	-	2	9	16	23	M	2	9	16	23	30	
Tu	-	6	13	20	27	Tu	-	3	10	17	24	Tu	3	10	17	24	31	
W	-	7	14	21	28	W	-	4	11	18	25	W	4	11	18	25		
Th	1	8	15	22	29	Th	-	5	12	19	26	Th	5	12	19	26		
F	2	9	16	23	30	F	-	6	13	20	27	F	6	13	20	27		
S	3	10	17	24	31	S	-	7	14	21	28	S	7	14	21	28		
April						May						June						
Su	-	5	12	19	26	Su	-	3	10	17	24	31	Su	-	7	14	21	28
M	-	6	13	20	27	M	-	4	11	18	25		M	1	8	15	22	29
Tu	-	7	14	21	28	Tu	-	5	12	19	26		Tu	2	9	16	23	30
W	1	8	15	22	29	W	-	6	13	20	27		W	3	10	17	24	
Th	2	9	16	23	30	Th	-	7	14	21	28		Th	4	11	18	25	
F	3	10	17	24		F	1	8	15	22	29		F	5	12	19	26	
S	4	11	18	25		S	2	9	16	23	30		S	6	13	20	27	
July						August						September						
Su	-	5	12	19	26	Su	-	2	9	16	23	30	Su	-	6	13	20	27
M	-	6	13	20	27	M	-	3	10	17	24	31	M	-	7	14	21	28
Tu	-	7	14	21	28	Tu	-	4	11	18	25		Tu	1	8	15	22	29
W	1	8	15	22	29	W	-	5	12	19	26		W	2	9	16	23	30
Th	2	9	16	23	30	Th	-	6	13	20	27		Th	3	10	17	24	
F	3	10	17	24	31	F	-	7	14	21	28		F	4	11	18	25	
S	4	11	18	25		S	1	8	15	22	29		S	5	12	19	26	
October						November						December						
Su	-	4	11	18	25	Su	1	8	15	22	29	Su	-	6	13	20	27	
M	-	5	12	19	26	M	2	9	16	23	30	M	-	7	14	21	28	
Tu	-	6	13	20	27	Tu	3	10	17	24		Tu	1	8	15	22	29	
W	-	7	14	21	28	W	4	11	18	25		W	2	9	16	23	30	
Th	1	8	15	22	29	Th	5	12	19	26		Th	3	10	17	24	31	
F	2	9	16	23	30	F	6	13	20	27		F	4	11	18	25		
S	3	10	17	24	31	S	7	14	21	28		S	5	12	19	26		

Calendar For 2027

January							February							March						
Su	-	3	10	17	24	31	Su	-	7	14	21	28	Su	-	7	14	21	28		
M	-	4	11	18	25		M	1	8	15	22		M	1	8	15	22	29		
Tu	-	5	12	19	26		Tu	2	9	16	23		Tu	2	9	16	23	30		
W	-	6	13	20	27		W	3	10	17	24		W	3	10	17	24	31		
Th	-	7	14	21	28		Th	4	11	18	25		Th	4	11	18	25			
F	1	8	15	22	29		F	5	12	19	26		F	5	12	19	26			
S	2	9	16	23	30		S	6	13	20	27		S	6	13	20	27			
April							May							June						
Su	-	4	11	18	25		Su	-	2	9	16	23	30	Su	-	6	13	20	27	
M	-	5	12	19	26		M	-	3	10	17	24	31	M	-	7	14	21	28	
Tu	-	6	13	20	27		Tu	-	4	11	18	25		Tu	1	8	15	22	29	
W	-	7	14	21	28		W	-	5	12	19	26		W	2	9	16	23	30	
Th	1	8	15	22	29		Th	-	6	13	20	27		Th	3	10	17	24		
F	2	9	16	23	30		F	-	7	14	21	28		F	4	11	18	25		
S	3	10	17	24			S	1	8	15	22	29		S	5	12	19	2		
July							August							September						
Su	-	4	11	18	25		Su	1	8	15	22	29	Su	-	5	12	19	26		
M	-	5	12	19	26		M	2	9	16	23	30	M	-	6	13	20	27		
Tu	-	6	13	20	27		Tu	3	10	17	24	31	Tu	-	7	14	21	28		
W	-	7	14	21	28		W	4	11	18	25		W	1	8	15	22	29		
Th	1	8	15	22	29		Th	5	12	19	26		Th	2	9	16	23	30		
F	2	9	16	23	30		F	6	13	20	27		F	3	10	17	24			
S	3	10	17	24	31		S	7	14	21	28		S	4	11	18	25			
October							November							December						
Su	-	3	10	17	24	31	Su	-	7	14	21	28	Su	-	5	12	19	26		
M	-	4	11	18	25		M	1	8	15	22	29	M	-	6	13	20	27		
Tu	-	5	12	19	26		Tu	2	9	16	23	30	Tu	-	7	14	21	28		
W	-	6	13	20	27		W	3	10	17	24		W	1	8	15	22	29		
Th	-	7	14	21	28		Th	4	11	18	25		Th	2	9	16	23	30		
F	1	8	15	22	29		F	5	12	19	26		F	3	10	17	24	31		
S	2	9	16	23	30		S	6	13	20	27		S	4	11	18	25			

TIME - TABLE

Time \ Day	Day 1	Day 2
8:20a.m.		
Period 1 08:20a.m. - 08:35a.m.		
Period 2 08:35a.m. - 09:15a.m.		
Period 3 09:15a.m. - 09:55a.m.		
09:55a.m. - 10:10a.m.		
Period 4 10:10a.m. - 10:50a.m.		
Period 5 10:50a.m. - 11:30a.m.		
11:30a.m. - 11:45a.m.		
Period 6 11:45a.m. - 12:25p.m.		
Period 7 12:25p.m. - 1:05p.m.		
1:05p.m. - 2:15p.m.		
2:15p.m.		
2:15p.m. - 2:20p.m.		
Period 8 2:20p.m. - 3:00p.m.		
Period 9 3:00p.m. - 3:40p.m.		

上課時間表

Day 3	Day 4	Day 5	Day 6
MORNING BELL			
CLASS TIME			
RECESS			
RECESS			
LUNCH TIME			
AFTERNOON BELL			
REGISTRATION PERIOD			