

DELIA MEMORIAL SCHOOL (BROADWAY)

Extra-curricular Activity Team

2004 – 2005 Year Plan



Team Leader: Mr. Kot K C
Members: Mr. Cheung H H
Mr. Chow S Y
Mr. Wong C M
Ms Cheung W S
Ms Sze S Y

Our Group
Photo

Visions

ECA is a part of curriculum, it is widely applicable not limiting by time, subjects, places, and clubs, school functional teams, and formats..... ECA can let students to acquire new life skills, develop interests, enrich life, enable study, extend study, explore potentials, enhance esteem, enhance teachers-students relationship, improve human relationship. It can make school life more cheerful and fruitful, and students enjoy.

Targets

- (1) Active Clubs/ Teams' Membership : Over 60%

We will not force students to join activities, but we encourage them through the nature of activities, awards and certificate giving, and conduct accreditation etc..

- (2) Performance in Clubs / Teams : Over 70% get “Excellent” and / or “Good”

We hope that students join activities based on their own interests and they can learn or get something in the Clubs / Teams. It means that Clubs / Teams have certain demands on students. The performance of students in Clubs / Teams is a kind of learning history in school.

- (3) Delia Group of Schools Competitions : Over 20 % Awards

This is the minimum requirement because there are six Delia Schools. We have to strengthen the joint-schools projects competitions.

- (4) Participation in External Competitions:

More new events will be joined other than Speech / Music / Drama / Dancing Festivals, Sports Federation Events / Boys Basketball / RSP Foot Drill / Table-Tennis / Badminton / Cricket. New events will be Volleyball / Girls Basketball / Scouts / Art / Campus Radio etc.. Getting awards are not the most important, participation and having the sense of success are the most important.

- (5) Student Initiative Activities : At least two.

We will offer maximum \$1500 to student to organize their **innovative** activity. They need to provide a detail proposal and ask at least one teacher as supervisor.

- (6) Social Integration through activities

In response to survey results of APASO, our students need more assistance. We organize VIP (Vision Impossible Program) which consists of dances, singing, and drama elements to join community activities such as voluntary services and carnival. Lets students involve in

community so as to increase citizens' understanding & communication. Moreover, it helps students have sense of belonging and integration in society.

(7) Youth Leadership Training Program

The program consists of several sessions by workshops and camping. We hope students can learn the important characters, attitude, knowledge and skills of a good leader. This program can help not only the students themselves, but it also helps our school and their family, even the society.

(8) Campus Radio

This is the major event we have to develop in the coming years. It does not only let the students know the knowledge and skills to produce radio & video programs, it also lets students develop creativity. Furthermore, it can promote school news to all students, parents and the public. Therefore, Campus Radio is our focus and we hope it can make school more colourful and informative.

(9) Clubs / Teams Homepage maintenance

We will appoint computer club to help clubs' supervisors to update their clubs' news regularly. The Homepage design will be standardized so as to have a tidy, uniform, systemic Homepages to the public.

(10) Life Wide Learning Resource Centre

The activity resources will be organized such as official documents / safety guidelines / instructions / camp & picnic sites / museums / field trips sites / games stalls etc.. They will be put into school server so all teachers can assess and the information will be update regularly. We hope it is useful for teachers to plan and organize activities.

(11) Specific Student Activities

Our major South-Asia students like dancing, band, cricket, and hockey. We will put more resources to these categories. Not only employment of coaches, we also exploit funding and places for them such application of Jockey Club, construction of dancing & band room etc.. These activities can fit the interests of our students so as to let them feel being concern and increase their sense of belonging in school. Moreover, these let them exploit their potentials.

Important Note: For the safety of students, please read the **Activity Guidelines & Safety**

Measures during School Activities at the following web sites:

For Chinese: <http://www.emb.gov.hk/index.aspx?nodeid=242&langno=2>

For English: <http://www.emb.gov.hk/index.aspx?nodeID=242&langno=1>

Or you can go to **school\$** to find **Life Wide Learning folder** to read more activity information.

Year Plan 2004-2005

Month	Day	Events
8	18	預科生迎新營 S6 Orientation Camp
		課外活動學會聯席會議 Joint Clubs Meeting
9	6-10	香港學校朗誦節篩選 Hong Kong Schools Speech Festival Selection
	6-10	課外活動及校隊推廣 Promotion of ECA and School Teams
	15	香港學校朗誦節報名 Application of Speech Festival
	13-17	課外活動及校隊報名 Application of ECA and School Teams
	20	學會課外活動開始 Clubs' Activities Begin
10	6	少年領袖訓練計劃工作坊 Youth leadership training workshop
	13	少年領袖訓練計劃工作坊 Youth leadership training workshop
	27	少年領袖訓練計劃工作坊 Youth leadership training workshop
	Middle	香港學校音樂節報名 Application of Music Festival
	29	*全校旅行 School Picnic
11	3	少年領袖訓練計劃工作坊 Youth leadership training workshop
		*公益金校內售金旗 Gold Flag Sale in School
	12	*領袖歷奇輔導營 Leadership Adventure-based Counseling Camp
		*公益金街上售旗 Community Chest Street Flag Sale
	18	畢業典禮表演 Speech Day Performance
		香港學校朗誦節比賽開始 Speech Festival Begins
12	17	捐血日 Blood Donation Day
	22	聖誕聯歡日暨歌唱比賽 Christmas Party & Singing Contest
2005		
2	2-4	*戶外教育營 Outdoor Educational Camp
3	Middle	舞蹈比賽 Dancing Contest
	Middle	香港學校音樂節比賽開始 Music Festival Begins
4	Middle	遞交暑期活動款項申請表予民政事務處 Application of Summer Activities to Sham Shui Po District Office
	Middle	話劇 Drama (whole school)
	Middle	民族服裝表演 National Fashion Show
5	13	聯校水運會 Swimming Gala
		暑期活動報名 Application of Summer Activities by Students
		聯校學藝頒獎日暨表演 Prize-giving day Performance
	31	學會活動暫停 Suspension of Clubs & Teams Activities
6		
7		試後活動 Post Exam Activities
		Graduation & Completion Ceremony
		暑期活動開始 Summer Activities Begins

*Not confirmed

地利亞修女紀念學校（百老匯）

DELIA MEMORIAL SCHOOL (BROADWAY)

課外活動須知

Notice of ECA

學會制度

- 1 各學會必須成立幹事會，幹事會的基本成員如下：主席一名、副主席一名及兩名幹事。
- 2 各學會的會員人數以六人爲下限（包括幹事會成員）。
- 3 各學會的活動、出席人數及會議必須記錄於《活動紀錄簿》內。
- 4 各學會的校內小組活動，平均每星期一次，每次約一小時。每學期終須將《活動紀錄簿》(藍簿)交回校務處。
- 5 各學會的財物須由老師收藏。
6. 學會導師須在每學期編修會員名單及表現。

Clubs' System

- 1 All clubs and teams should set a committee, the members can be one chairperson, one vice-chairperson, and two committee members.
- 2 The minimum number of members are 6.
- 3 All clubs' activities, number of members present, and meeting should be recorded into Activities Record Book.
- 4 Clubs' activities are usually held averagely once a week and the duration time is one hour. Please return the Activities Record Book to General Office at the end of each term.
- 5 The properties of clubs should be kept by teachers.
- 6 Supervisors are required to maintain the member list and performance of members in each term.

活動守則

Regulations for Activities

1. 所有校內非經常性活動(如班際球類比賽、中文周、歌唱比賽等)，都必須於一星期前通知校務處。(表格二)
 2. 各學會的校外活動及比賽須有教師隨隊，並須於兩個星期前向校長申請，應書面通知家長。
 3. 學生必須穿著指定之服裝及帶備應用之物品出席學會的集會。
 4. 導師應指示學生嚴格遵守政府有關部門規定之各科活動安全守則及郊野活動守則。一切活動均以安全第一為大前提，詳情可向課外活動組查詢。
 5. 學會舉行郊外或野外活動，須於三個星期前通知校長，並填活動通知書，報告活動詳情：包括參加人數及平均年齡、活動地點及時間、隨隊教師姓名，以便轉呈當地警署備案，以符手續，以策安全，詳情可向課外活動組查詢。另再發家長通知書。
 6. 學會可向會員收取費用，如學會會費、活動費用，應盡量以小額為原則。
 7. 學會舉辦活動所需用之器材，如電視、錄影機等，學會導師須預先一星期向校務處申請借用。
 8. 學會如希望借用額外場地，如禮堂、體育館，導師須預先一星期向校方申請借用，申請借用體育館表格可於校務處索取。(表格三)
- 1 All non-regular activities should be informed to General Office 1 week in advance. (Form 2)
 - 2 Teachers should accompany students for external activities and competitions, and inform Principal two weeks in advance.
 - 3 Students should wear proper uniform and bring along required materials for the activities.
 - 4 Teachers should follow the safety measures of Education and Manpower Bureau. Teachers can consult ECA Group.
 - 5 For outdoor activities, teachers should inform Principal 3 weeks in advance. Please fill in the School Outings Notification Form including number of participants, age range of participants, activities area and date, name of teachers and their mobile phone no. for the purpose of informing Police. Then issuing Parents' Notice is compulsory.
 - 6 Clubs can collect some money for the expense of the clubs
 - 7 Clubs should inform General Office 1 week in advance to borrow equipment likes TV, Video cassettes.
 - 8 If clubs want to use school hall or gymnasium, teachers should apply 1 week in advance and fill form 3.

DELIA MEMORIAL SCHOOL (BROADWAY)
Extra-curricular Activities (2004-2005)

Clubs		Supervisors	Clubs	Supervisors
服務性 Services			學術性 Academics	
1. 交通安全隊 Road Safety Patrol	Mr. Chan W M / Ms Chung	1. 中國文化學會 Chinese Culture	Mrs. Kwok	
2. 童軍 Scouts	Mr. Chow W M / Ms Kiang	2. 英文學會 English	Ms Nicola	
3. 公益少年團 Community Youth Club	Ms Wong P S	3. 數理學會 Science & Mathematics	Mr. Chow S Y	
4. 學長會 Prefect	Mr. Wong C W	4. 電腦學會 Computer	Mr. Pang	
5. 學生福利會 SWA	Mr. Chow S Y			
6. 少年警訊 Junior Police Call	Mr. Ma			
體育性 Sports		興趣性 Interests		
1. 跆拳道學會 Taekwondo	T.A.	1. Drama Club 戲劇學會	Ms Sze	
2. 體育學會 Sports Club	Mr. Cheung H H	2. 美術學會 Arts Club	Ms Szeto	
3. 田徑隊 Athletics Team	Mr. Cheung H H / Mr. Wong C M	3. 樂團 Orchestra	Ms Lorway	
4. 羽毛球隊 Badminton Team	Mr. Yu	4. 圖書館組 Library Club	Mr. Lau	
5. 籃球隊 Basketball Team (Boys)	Mr. Lee	5. 獅藝學會 Lion Dance Club	Mr. Wong S W	
6. 籃球隊 Basketball Team (Girls)	Ms Robinson	6. 搖滾樂隊 Rock Band Club	Ms Julie	
7. 游泳隊 Swimming Team	Mr. Wong C M / Mr. Crowe	7. 家政學會 Domestic Club	Ms Ng	
8. 乒乓球隊 Table Tennis Team	Mr. Ting	8. 校園電台 Campus Radio	Ms Fong / Ms Yung	
9. 足球隊 Soccer Team	Mr. Lo	9. 舞蹈學會 Dancing Club	Ms Cheung K M	
10. 板球 Cricket Team	T.A.	10. 魔術學會 Magic Club	Magic	
11. 曲棍球 Hockey	Mr. Matthew	11. 啦啦隊 Cheering Team	Ms Cheung W S / Ms Julie	
12. 排球 Volleyball	Mr. Ian			

*Teacher-in-charge

Locations and Time of Activities

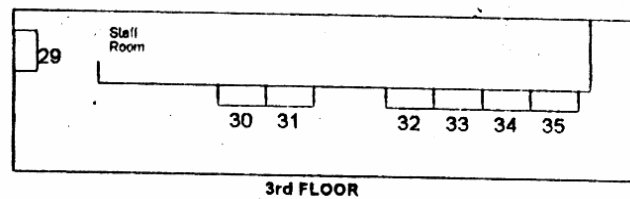
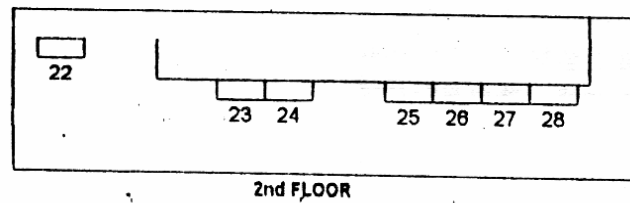
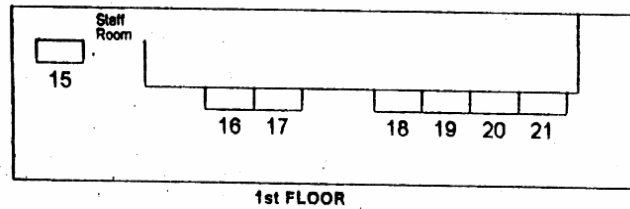
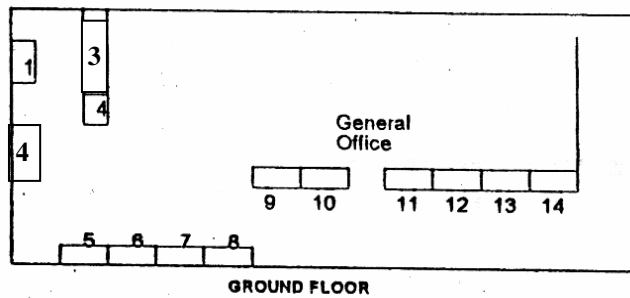
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Road Safety (P)	Road Safety (P)	Rock Band (B&G) 2:00 p.m. – 5:00 p.m.	Road Safety (P)	Road Safety (P)	Basketball (G) 9:00 a.m. – 11:00 a.m. Boys
Table-tennis (L) 3:30 p.m. – 5:00 p.m.	Basketball (G) 3:30 p.m. – 5:30 p.m. Boys	Hockey (LF) 3:00 p.m. – 4:30 p.m.	Basketball (G) 3:30 p.m. – 5:30 p.m. Girls	Volleyball (G) 3:30 p.m. – 5:30 p.m.	Athletics (G) 11:00 a.m. – 1:00 p.m.
Cheering (G) 3:30 p.m. – 5:00 p.m.	Chinese (IS lab) 3:30 p.m. – 4:30 p.m.	Cricket (L) 2:00 p.m. – 4:00 p.m.	Science - Maths (Bio Lab) 3:30 p.m. – 4:30 p.m.	Domestic (IS lab) (Physics Lab) 3:30 p.m. – 4:30 p.m.	Scout (202) 12:30 p.m. – 2:30 p.m.
CYC (Bio Lab) 3:30 p.m. – 4:30 p.m.	Magic (Bio. lab) 3:30 p.m. – 4:30 p.m.	Dancing (G) 2:00 p.m. – 3:30 p.m.	English (IS Lab) 3:30 p.m. – 4:30 p.m.	Library (Library) 3:30 p.m. – 4:30 p.m.	Taekwondo (H) 12:30 p.m. – 2:30 p.m.
Athletics (G) 3:30 p.m. – 5:30 p.m.	Arts (Art Room) 3:30 p.m. – 4:30 p.m.		Swimming (L) 3:30 p.m. – 5:00 p.m.	Badminton (L) 3:30 p.m. – 5:00 p.m.	
Badminton (L) 3:30 p.m. – 5:00 p.m.	Swimming (L) 3:30 p.m. – 5:00 p.m.		Soccer (L) 3:30 p.m. – 5:30 p.m.	Table-tennis (H) 3:30 p.m. – 5:30 p.m.	
Soccer (L) 3:30 p.m. – 5:30 p.m.			Lion Dance (G) 3:30 p.m. – 5:00 p.m.	Computer (C) 3:30 p.m. – 5:00 p.m.	

Activities Periods: 20th September, 2004 – 17th December, 2004
21st February, 2005 – 31st May, 2005

Locations: G - School Gymnasium H - School Hall L - Lai Chi Kok Court P - Car park
C - Computer Room LF – Lok Fu

B&G Clubs Association of Hong Kong (Mei Foo) BC – Boundary Street Football Court

壁報板分配 Allocation of Club's Board



- 內容必須中英對照。
- The contents should be bilingual.

1. - 3. 活動通告 ECA Notice / Sports
4. 學生福利會/ 學長會
SWA / Prefect
5. - 8. 輔導組 Guidance
9. 跆拳道學會 Taekwondo
10. 醒獅 Lion Dance
11. 籃球 Basketball (Boys)
12. 籃球 Basketball (Girls)
13. 童軍 Scout
14. 交通安全隊 Road Safety
15. 足球 Soccer
16. 家政 Domestic
17. 排球 Volleyball
18. 板球學會 Cricket
19. 曲棍球 Hockey
20. 校園電台 Campus Radio
21. 乒乓球 Table Tennis
22. 戲劇學會 Drama
23. 公益少年團 CYC
24. 魔術學會 Magic
25. 數理學會 Science & Maths
26. 啦啦隊 Cheering
27. 舞蹈 Dancing
28. 圖書館組 Library
29. 英文學會 English
30. 電腦學會 Computer
31. 美術學會 Arts
32. 羽毛球隊 Badminton
33. 中國文化學會 Chinese Culture
34. 樂團 Orchestra
35. 搖滾樂 Rock Band

地利亞修女紀念學校(百老匯)
DELIA MEMORIAL SCHOOL (BROADWAY)

表格一: 校內活動申請表

Form 1: Application form of school internal activities

活動名稱Name of activity: _____

主辦單位Unit held : _____

日期Date : _____

活動時地Time & Venue : _____

備註Remarks : _____

負責老師Teacher in-charge : _____

日期Date: _____

簽署Signature: _____

地利亞修女紀念學校(百老匯)
DELIA MEMORIAL SCHOOL (BROADWAY)

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備註Remarks : _____

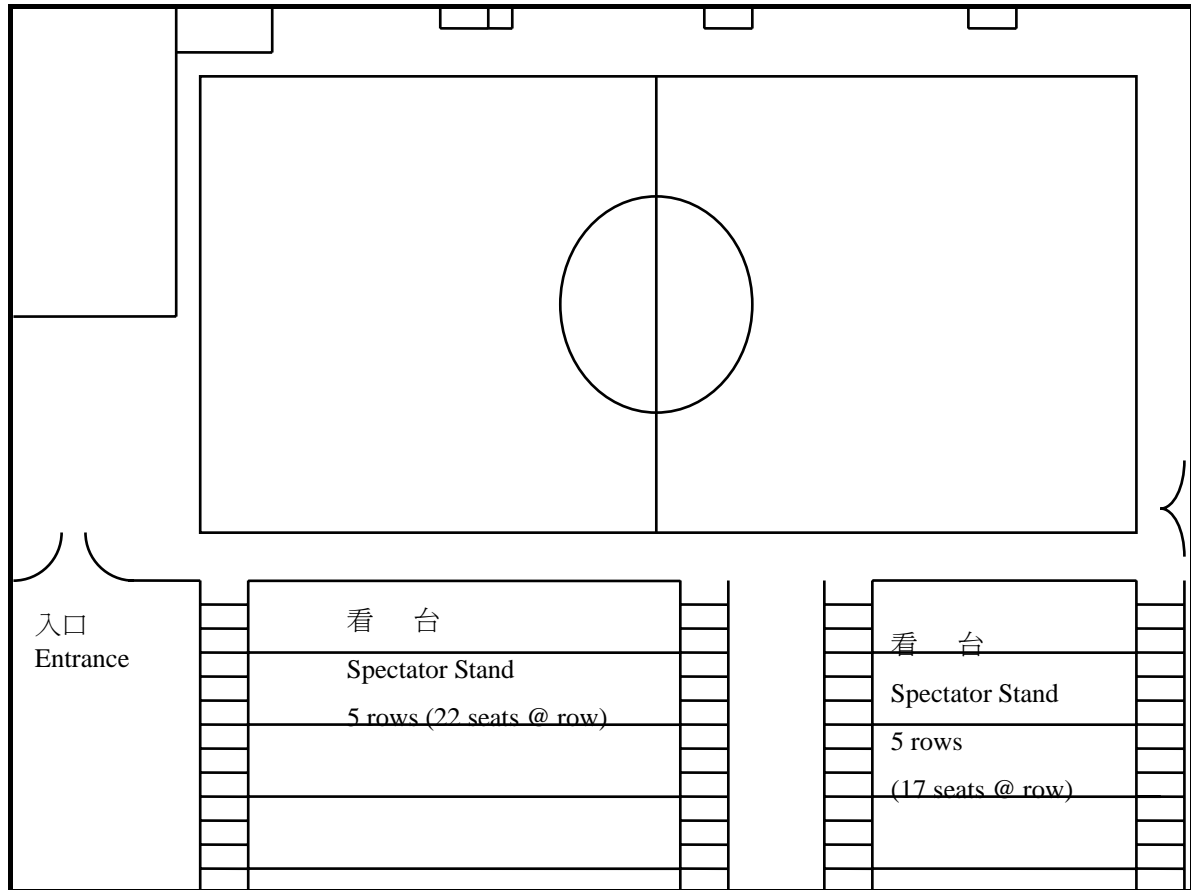
負責老師Teacher in-charge : _____

日期Date: _____

簽署Signature: _____

地利亞修女紀念學校(百老匯)
 DELIA MEMORIAL SCHOOL (BROADWAY)
 表格二: 體育館場地器材運用圖表
Form 2: Uses of Gymnasium & equipment

Name of activity: _____ Date: _____ Time of setting: _____
 活動名稱: _____ 日期: _____ 場地佈置時間: _____
 Time of activity: _____ Teacher in-charge: _____ Assisting teachers: _____
 活動時間: _____ 負責老師: _____ 協助老師: _____



所需器材 Equipment:

New Audio system 新音響組合: _____	Standing Board 企板 _____	Table Tennis Desk 乒乓球檯: _____
Gymnasium Audio 體育館音響: _____	Blackboard 黑板: _____	Standing Stand 朗誦梯級: _____
Projector White Board 投影白板: _____	School Badge Cover 檯布(校徽): _____	Performance Stage 表演台: _____
Projector 投影機: _____	Chair 學生椅: _____	Others 其他: _____
Laser Dish Player 鐳射唱盤 _____	Desk 學生檯: _____	
Wireless Microphone 無線咪組合: _____	Flowers' Decoration 花籃: _____	
Overhead Projector 高映機: _____	Computer 電腦: _____	

***Please return to General Office after completion)**
(填妥後請交回校務處)

地利亞修女紀念學校 (百老匯)

家長通知書

敬啟者： 貴子弟 (姓名：_____ 班別：_____) 將參加由

本校主辦之_____活動。

茲將有關是次活動的資料詳列如下：

一. 活動地點：_____

二. 日期：_____年_____月_____日 (星期_____)

三. 集合時地：_____ (_____ a.m./p.m.)

四. 解散時地：_____ (_____ a.m./p.m.)

五. 費用：_____元

六. 備注：_____

如 台端贊成 貴子弟參加，請於 _____ 月 _____ 日(星期_____)前著 貴子弟將填妥回條/及費用
交回班主任/校務處/_____老師，以便辦理手續。

此致

貴家長 台鑒

校長陳鉅培謹啟

_____年 _____月 _____日

..... ✂

回 條

敬啟者：本人批准/不批准敝子弟（姓名：_____ 班別：_____）

參加由 貴校_____主辦之_____活動。

此覆

地利亞修女紀念學校(百老匯)

簽署：_____

家長姓名：_____

年 月 日

*將不適合的刪除

DELIA MEMORIAL SCHOOL (BROADWAY)
NOTICE TO PARENTS / GUARDIANS

Date: _____

Dear Parents / Guardians,

Your child/ward _____ of S_____ class will take part in the activity _____. Details are as follows:

- (1) Date : _____ (_____)
- (2) Venue : _____
- (3) Gathering Place/Time : _____ (_____ a.m./p.m.)
- (4) Dismissal Place/Time : _____ (_____ a.m./p.m.)
- (5) Expense : _____
- (6) Remarks: _____

Please return the reply slip / and expense to the Class Teacher / General Office / _____ on or before _____. Please remind your child/ward to attend the activity punctually and beware of safety. Thank you for your kind attention.

Yours truly,

CHAN KUI PUI
Principal



Reply Slip

Date: _____

Dear Sir,

I agree / do not agree* my child/ward _____ of S_____ class to take part in the activity _____.

Signature: _____

Name of Parent / Guardian: _____

*Please delete where inappropriate