

Introduction

The aim of this information pack is to provide parents and students with the essential information they require to make a successful and smooth start to the new year.

We have included information that has been deemed important in the past - but if you have any further questions, please do not hesitate to contact the College.

We hope that you enjoy a relaxing vacation, and come back ready to start the new school year with energy and enthusiasm.

Secondary School Commencement Dates

Please note the following dates and times for the start of Secondary School classes in August 2010.

The College will be fully operational by Thursday 19 August, 2010. The staggered commencement schedule enables staff and students to better meet the organizational challenges of a new academic year.

	YEAR 7	YEAR 8 & YEAR 9	YEAR 10 & YEAR 11	YEAR 12	YEAR 13
New Students	Tue 17 August 0900 in PAC	Wed 18 August 0900 in PAC	Wed 18 August 1300 in PAC	Mon 16 August 0930 in PAC	Mon 16 August 0830 in PAC
Returning Students	Tue 17 August 0930 in PAC	Wed 18 August 0930 in PAC	Wed 18 August 1330 in PAC	Mon 16 August 1000 in PAC	

Monday 16 August, 2010

All Year 12 and Year 13 students begin

YEAR 13

- Students to meet in Performing Arts Centre (PAC) at 8:30 am
- Classes start at 9:30 am

YEAR 12

- New students meet in the PAC at 9:30 am
- Returning students arrive at 10:00 am
- Classes start at 11:10 am

Notes

- RCHK Cafeteria will be open for light refreshments only
- Classes finish at 3:10 pm

Tuesday 17 August, 2010

YEAR 7

- **New Year 7 students** should meet in PAC at 9:00 am
- **Returning Y7 students** should meet in PAC at 9:30 am
- The session for all students will finish at 11:30 am

Notes

- Students should wear RCHK uniform
- Parents are advised that this day is a **student only** day
- RCHK Cafeteria will be open for light refreshments only
- Next Year 7 student day is Thursday 19th August

Wednesday 18 August, 2010

YEAR 8 & 9

- **New Year 8 & Year 9 students** should meet in PAC at 9:00 am
- **Returning Year 8 & Year 9 students** should meet in PAC at 9:30 am
- The session for all students will finish at 11:30 am

YEAR 10 & 11

- **New Year 10 & Year 11 students** should meet in PAC at 1:00 pm
- **Returning Year 10 & Year 11 students** should meet in PAC at 1:30 pm
- The session for all students will finish at 3:30 pm

Notes

- Students should wear RCHK uniform
- Parents are advised that this day is a **student only** day
- RCHK Cafeteria will be open for light refreshments only
- Next Year 8-11 student day is Thursday 19th August

Thursday 19 August, 2010

- Whole school now in session.
- **All students should attend** - advisory begins at 8:30 am as usual
- RCHK Cafeteria open and providing full service
- Classes finish at 3:10 pm
- First day of school bus service for 2010-11 academic year. Buses depart at 3:25 pm.

Friday 20 August, 2010

- Normal Friday schedule for all students

Secondary Parent and Teacher Information Evenings

Early in the new term we will invite all parents, caregivers and helpers to the College to provide information about the aims of the College, our curricula and other aspects of the education we provide.

It is important that parents are able to take an active role in supporting their children's education, and these information sessions should allow parents to understand the work their children do and support them accordingly.

Dates and times will be published at the beginning of the school year through the usual channels.

Student Organizer

Each Secondary student is issued with a Student Organizer at the start of the school year.

Purpose of the Student Organizer

- It is an important tool for students, parents, subject teachers, advisors, and Heads of Department to communicate with each other.
- The Organizer includes details of instructions, rules, and guidelines for students, as well as an academic calendar and contact information.
- It is highly recommended that parents read the information pages of the Student Organizer to better understand Secondary School procedures, policies, and guidelines.

Using the Student Organizer for School Home Contact

- Students are required to take their Organizer to each class. Organizers are provided to students to record their homework and teacher messages when the teacher wishes to communicate specifically with parents.
- Parents or guardians are required to check and sign the Organizer each weekend. This enables parents or guardians to confirm notes, comments, and homework with their child. Parents can add their own comment if desired.
- Advisory teachers check the Organizer for messages and signatures on Monday morning.

Goal Setting

- The student Organizer contains several pages that help students define their goals for the year. These pages can be used by students and subject teachers to review their progress and provide some focus over the year.
- The process begins with a self-review exercise to establish a student's strengths and weaknesses and stresses effective goal setting.
- The more that parents can be involved in the process, the more effective it is likely to be. Please take the time to review your child's progress against these goals and have a chat with them from time to time about their progress. These goals should be discussed at '3-Way Conferences' and 'Student-Led Conferences'.

General Textbook Purchase and Collection

The majority of students will have ordered their textbooks in June after receiving an order form in their advisory. New students may download and return the relevant order form from the website. Texts will be delivered at the start of term.

New students that have not yet ordered will be able to purchase texts at the College Book Shop during the first week of term.

Chinese Language Textbook Purchase and Distribution

Purchase and distribution of Chinese language textbooks will take place in the first few weeks of school term, following class placement assessments. Chinese teachers will issue students with a textbook order form in class. Chinese teachers will advise students via an information letter of the procedure, date, time, place of payment and distribution of texts.

RCHK Book Shop

Location

The RCHK Book Shop is located on campus at the top of the front stairs, near the Heng On MTR Station entrance

Opening Hours

Monday to Friday 8:00 to 8:45 am | 9:50 to 10:10 am | 10:40 to 11:00 am | 12:00 to 2:00 pm | 3:00 to 3:30 pm

Laptop Programme and Apple Centre

Laptop Programme

Please go to www.renaissance.edu.hk/content/laptops to view information about our Laptop Programme.

RCHK Apple Centre

RCHK Apple Centre is located on campus at Room AB301, 3rd Floor, Administration Building. The centre is open from 8:30 am to 4:00 pm daily during school term.

Email: ict@renaissance.edu.hk

Telephone: 3556 3582

Student Lockers

All students are allocated a locker at the start of the school year. It is a requirement that students use their allocated locker to store items they do not need to take to class.

Using the Student Locker

- Lockers can be secured with a padlock and key or a combination lock, which students must provide. These can be purchased from the bookshop.
- A labeled copy of one key or the combination lock code must be given to the student's Advisor.
- Lockers should be used to store valuables, money, and schoolbooks.
- Food and drink, especially perishable food, must not be kept in lockers overnight.
- Keeping lockers secure and well maintained at all times is the responsibility of the student.
- Students should avoid bringing large sums of money or extremely valuable items to school. If this is not avoidable, then the money or items must be secured in the locker for safe keeping during the day. The school is not responsible for the loss of any of these items.

Uniform and Dress Code

Year 7 to Year 11 Dress Code

All students in Years 7 to Years 11 are required to wear the school uniform. Uniforms can be purchased at the RCHK Uniform Shop.

RCHK Uniform Shop

RCHK Uniform Shop is located on campus at the top of the front stairs, near the Heng On MTR Station entrance.

Opening Hours

Monday to Friday 8:15 to 10:00 am | 10:45 to 11:15 am | 2:00 to 4:00 pm
Friday 1:00-1:45 pm

Order forms and information

- Please go to www.renaissance.edu.hk/content/uniform-shop to view information about RCHK uniforms and download an order form

How to wear the uniform

- Students should travel to and from the College in school uniform
- Please note that the uniform top must be worn with the stripes on the outside
- During cold weather, students are expected to wear the RCHK fleece and/or the RCHK anorak. Non-RCHK fleeces or anoraks are not permitted.
- Clothing should fit appropriately: not too tight, too short, or too baggy

General dress code

- Hair colour must be of a natural colour and style without excessive gels, highlights or extensions
- Make-up should be discreet

10-11 Secondary Commencement Information



- No jewelry is to be worn while participating in physical activity and should be of a subtle nature
- Shoes should be predominantly brown or black with black brown or white laces - students will be asked to change shoes of different colours

Physical Education uniform

- Students should bring the Physical Education uniform to College on days timetabled for this subject, or for any scheduled CAS sporting activity. Students will be able to change into their Physical Education uniform in the Sports Centre change rooms.
- Students who have PE during the first period of the day are permitted to travel to school in their PE uniform.
- Students should change completely back into RCHK school uniform - including shoes - after their PE lessons.
- Students have been advised of the allocated male and female change rooms for their class.
- Students who do not meet this expectation may be excluded from participating in the PE class and given other consequences according to the student behavioural management policies.

Year 12 and Year 13 Dress Code

We recognize our Year 12 and Year 13 students as young adults. Accordingly, they need not wear uniform to school. However, it is expected that they dress appropriately for the school environment:

- Clothing must be clean and practical – reflecting the formal school environment
- Students should wear shoes that are practical and appropriate for climbing stairs. Flip-flops are not permitted at any time.
- Clothing should fit appropriately: not too tight, too short, or too baggy
- Hair colour must be natural and styled without excessive gels, highlights or extensions
- Make-up should be discreet
- No jewellery is to be worn while participating in physical activity and should be of a subtle nature

Email Contact

Every RCHK student is provided with a Renaissance email address. This email address is an essential avenue of communication - important announcements and information are sent to this address, including the daily student bulletin. Students are encouraged to check their email accounts daily to keep up with events in the College.

All parents are requested to provide correct and up to date email addresses in order to receive notices, letters, and publications sent by the college. Please send news of updated email contact addresses to info@renaissance.edu.hk

Contacting the Secondary School

How to make contact

- Write in the Student Organizer and ask your child to bring your note to the attention of the appropriate person (e.g. subject teacher or advisor)
- Telephone the Secondary Office on 3556 3438 for general enquiries or to leave a request for a return call from a specific teacher or other staff member
- Send an email using the email contact as stated on the school website. That is:

To contact staff by email send mail using the following address format:
(First letter of First Name) (Last Name)@renaissance.edu.hk
Example: If the staff member's name is John Smith the email ID will be
jsmith@renaissance.edu.hk

- Arrange an appointment through the Secondary Office to meet personally with a teacher, advisor, Head of Year, or a member of the college administration

Who to contact

- Subject teacher: for specific subject questions or concerns
- Advisor: for general academic or social questions or concerns regarding your child
- Head of Year: if concerns or questions remain after contact with either or both of the above
- Secondary Vice Principal or Head of Secondary if concerns or questions remain after contacting the Head of Year

School Office Opening Hours

School hours for the 2010 – 2011 academic year

Secondary School	8:00 am to 5:00 pm
Office hours	8:00 am to 5:00 pm (during term)
Office hours	9:00 am to 4:00 pm (holiday periods)

Email: secondary@renaissance.edu.hk

College Website

The RCHK website, www.renaissance.edu.hk is an ideal place to find out news about the college.

Please check the homepage regularly to read important announcements.

- Details of school closure due to rainstorms or typhoons will be posted on the website
- Our college calendar is located on the homepage. Please check the calendar regularly to keep yourself informed of key events and dates for the secondary school.

In the event of an emergency, the College will post communications on the website and inform parents of updates via SMS and email. Please refrain from calling the College unnecessarily at such times in order to avoid overloading the communications system.

Absences, Absenteeism, Late for School, Early Departure

If a child will be late or absent from school, parents are required to inform the school before or shortly after the school day begins. Please telephone Maria Lau, Attendance Officer, on 3556 3556 to speak to her directly, or email her at mlau@renaissance.edu.hk. In addition, a short explanation must be written in the Student Organizer on the corresponding day of the absence. It is the responsibility of the student to show the note (explanation) to their advisor when the student returns to school.

Absences

- We would expect that students only miss school for medical and dental appointments, or in case of family emergencies
- Parents or guardians should contact the College to notify of any of the above eventualities by one of the following methods:

Telephone RCHK Reception 3556 3556

Email Attendance Officer mlau@renaissance.edu.hk

Late for School or Early Departure

- If a child arrives late to school, they are required to sign in with the Attendance Officer at Reception as soon as they arrive on campus. An explanation will be recorded at that time. Advisors will monitor late arrivals to ensure that the reasons are valid, are supported by parent notes, and that the student is adhering to college expectations with respect to prompt arrival to school.
- If a child must leave the school before the end of the day they must inform their advisor by way of a note in the Student Organizer.

Absenteeism

The College has a procedure for requesting periods of absence from school. Please contact your child's Head of Year if your child will be absent for reasons other than those outlined above.

Arrival and Departure Expectations

- Secondary students are expected to arrive no earlier than 8:00 am and no later than 8.30 am. Students must be seated in their Advisory class by 8:30 am.
- All students are expected to leave the campus at the end of their classes at the end of the school day unless they are involved in authorised CAS activities, receiving extra help, or doing research in the LIRC.
- Each Friday afternoon classes in the Secondary School end at 1.10 pm. Students who are not engaged in authorised activities on the college campus are expected to leave the campus shortly thereafter. Please note that supervision will not be provided.
- Please note that formal staff supervision commences at 8:10 am in the morning and ceases at 4:30 pm in the afternoon (Mon-Thur). School closes at 1:30 pm on a Friday at which time all

students should have left the campus. Students who are required to wait on campus in order to accompany a sibling in primary school home should register this intention by emailing secondary@renaissance.edu.hk

- A bell is rung at 4:30 pm to signal the closing of the school campus. At this time all students who have been engaged in after-school activities should leave the campus.

Medical Information

Location of the Medical Room

- The school nurse is located in the Medical Room (Room AB004) on the ground floor of the Administration Building

Guidelines and procedures for medical care

- The nurse attends to students with sickness and general medical complaints, and with minor injuries. In an emergency situation, the nurse refers students to hospital or the ambulance service.
- Students should always go to the Medical Room when they feel unwell. We do not permit for students to contact parents / guardians directly to arrange their collection from the College. The correct procedure is to go to the Medical Room, where the nurse will make arrangements for student departure from the campus.

Attending the Medical Room

- If students need to see the nurse during lesson time they must bring a slip from their subject teacher (with date and time recorded)
- The nurse will assess students to decide if they should remain in the Medical Room, or go home and consult their doctor
- If a student feels unwell during break time or lunchtime, wherever possible (headache, fever) they should report to the next class to inform the teacher of their whereabouts. More immediate situations (allergy, asthma, injury) will require students to go straight to the medical room

Medicines

- The procedures for the administration of medicines are outlined in the Arrangements For Drug Administration which is available on the website. Please take time to consider this document and return the Authorization as applicable.

Medical emergencies

- In the event of a medical emergency, students will be taken to the Casualty Department of the Prince of Wales Hospital by ambulance
- Parents should contact the Business and Administration Manager as soon as is possible to settle any financial charges for treatment given at the hospital

Maintaining student details on the medical register

- It is the responsibility of parents to ensure the nurse is informed of:
 - a. any known medical condition of their child, and
 - b. any change of telephone contact numbers for parents

- These details are entered on the college medical database and may prove vital in the case of an emergency.
- Parents can keep the nurse informed by sending a letter with their child to school. The letter should be given directly to the nurse.

Bus Service

Kwoon Chung Motors Co. Ltd. Is our nominated school bus service provider. For any information, enquiries and business regarding the school bus service, parents should contact the bus company directly. Please contact Mr. Linus Kwok or Ms. Alice Yiao on the following:

Telephone 2578 1178
Fax 2562 3399
Email info@kcm.com.hk

Key information about safety expectations, bus routes, methods of payment, and the official application form are available from contacting Kwoon Chung Motors Co. Ltd.

College Security

Security at Renaissance College has, once again, been enhanced with the addition of extra security staff and security cameras.

RCHK Identity Cards for Parents / Guardians / Helpers or other family members who regularly visit the campus are required. The application form is available on the College website and photos are taken at the bookshop.

Personal Property

- Secondary School students are responsible for the care and security of their personal belongings at all times when they are on the college campus. Lockers are issued to each student and it is expected that personal items will be stored in the student's locker when not in use.
- Valuable items and large amounts of cash should not be brought to school. Such electronic items above are not permitted in classes, corridors, or in the library during school hours.
- Valuable items found unattended will be kept in a secure place on campus
- A lost and found repository is located in the Secondary Office, 4/F, Administration Building

Food Services

Lunch program provided by Chartwells

Location RCHK Cafeteria
Enquiries Please send an email to renaissance@compass-hk.com
Days of operation Monday to Friday during term
Hours of operation 8:00 am to 4:00 pm
Method of payment Students may use cash or Octopus cards

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Menus, and general information

Please go to www.renaissance.edu.hk/content/cafeteria to view information about Chartwells' lunch program at RCHK

Lunch from home

- Home lunches should be brought into the college with students in the morning.
- It is not permissible for students to leave RCHK premises to have lunch, nor is it permissible for students to have lunch delivered to the school from home or an outside food provider.
- Please help us to ensure campus security and assist us to avoid extra complications in efficiently delivering our lunch program to all students by supporting this policy

Café 1618

Location	RCHK Plaza
Days of operation	Monday to Friday during term
Hours of operation	8:00 am to 4:00 pm
Method of payment	Cash or Octopus are accepted

RCHK SmartCard

Purpose of the RCHK SmartCard

The SmartCard is issued to all students at the College and is an important identification and security tool. It can be used when borrowing library books, printing, photocopying, purchasing items from the RCHK Bookshop, and borrowing laptops (secondary only).

Value can be added to your SmartCard to access the following services:

Printing | Copying | Stationery

Where	At RCHK Book Shop
Minimum value	HKD\$50
Maximum value	HKD\$200

Ensuring the durability and validity of the SmartCard

- Students are advised to store reasonable value in their SmartCard
- Keep the card in a safe carrying case and away from magnets to avoid magnetic damage
- Do not punch holes in the card or tamper with the card
- Keep the surface clean and free from marks or scratches
- Do not bend the card
- Avoid exposing the card to excessive heat
- Do not wash the card or use it for any purpose for which it was not designed

Homework Guidelines

Year 7-9

Each subject can set **1 hour** per week. This averages out at approximately 90 minutes of homework per evening.

If the task set exceeds 20 minutes then students will be given more than one night for completion. This prevents excessive load on any one evening.

Year 10-11

Each subject can set **80 minutes** of homework per week. This averages out to approximately 120 minutes of homework.

If the task set exceeds 25 minutes then students will be given more than one night for completion. This prevents excessive load on any one evening.

DP students

Given the variable demands of the Diploma Programme, homework load varies. Students should, by this stage in their education, have developed effective independent learning strategies which they should employ to manage their workload. Students are expected to work at weekends and during holidays in order to maximise time available and minimise periods of stress.

Secondary School Pastoral Arrangements

The pastoral wellbeing of secondary students at Renaissance College is a responsibility shared by all teachers throughout the Secondary School. However, the roles of Heads of Year and Advisors are especially important. Heads of Year are supported by Advisors and classroom teachers and coordinated by the Vice Principal of Secondary. This team works together to ensure that a formal system of pastoral support is enjoyed in the Secondary School.

Pastoral care is a part of the daily life of the secondary school. Procedures and events such as daily registration, Advisory periods, assemblies, and individual contact with students provide the structure for teachers to know more about our students. Students can be assured that our teachers, who take a genuine interest in how individual students are progressing at the college, know them. The College is committed to handling any difficulties that students may experience with professionalism and sensitivity.

Buddy system

We also acknowledge that students have an integral role to play in development of a supportive pastoral network at the college. Students new to the Secondary School have been paired with returning Secondary students. This arrangement will greatly assist new students to better transition into the social and academic life of the college and will be overseen by the relevant Head of Year.

Counselling

The Secondary students are able to seek professional counselling services from our team of counsellors. Ana Chan, the school social worker, is based in school Monday - Friday. We also have a full-time College-wide counsellor and counsellors from Phoenix Counselling on campus three days a week.

Students are able to self-refer should they feel the need to seek confidential guidance. Heads of Year may also recommend that a student seek help from the counsellors. Parents are also welcome to seek advice - please contact the counsellor to make an appointment. Any extra sessions that parents arrange through the counsellor are a private arrangement and parents will be required to meet the cost accordingly.

Please go to <http://www.renaissance.edu.hk/content/counselling> to view more information on our Counselling services.

Bullying

As a school we do not tolerate bullying. During the year we hold a Bullying Awareness Week in order to alert students to the signs, symptoms and causes of bullying as well as strategies to employ in different situations. If you have any concerns about bullying please contact your child's Head of Year.

We have a well publicised bullying policy that includes information for students, parents and teachers. It is available on our website:

www.renaissance.edu.hk/sites/renaissance/files/RCHK%20Bullying%20Policy.pdf

Code of Conduct and Behaviour Guidelines

Renaissance College promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to such an environment. With this right comes the responsibility to conduct oneself in a manner that contributes to this environment and to be accountable for any actions that jeopardizes this environment.

Students should familiarize themselves with the stated rights and responsibilities of RCHK students concerning learning and social behaviour. Detailed information can be viewed in the Student Organizer, and on the college website by going to:

Renaissance College supports students who do fulfil their responsibilities through positive means as awarding Learner Profile Stamps and the Awards system, noting good to excellent effort and commitment grades on report cards, writing congratulatory comments in the Student Organizer, and providing academic excellence awards. Fair and equitable consequences for students whose academic and social behaviour do not meet RCHK expectations are outlined in the second section of Code of Conduct: Consequences for Not Meeting Responsibilities.