

Arts & Technology Education Centre
Guidelines for Parents and Students

1. The **Arts & Technology Education Centre** is a Government Secondary School operated by the Education Bureau. It offers courses in Design & Technology, Technology and Living, Music, and Visual Arts which are not available to students in their original schools.
2. No fee will be charged to students for the teaching services provided. However, students are expected to bring their own basic stationery and some of the required consumables. Students taking Visual Arts are requested to pay \$40 (S1-S3) / \$80 (S4-S6) to their own schools for the purchase of Visual Arts consumables for the school year.
3. Written consent of the parent must be obtained before enrolling a student in courses at the Centre or any other activities outside the Centre.
4. Students typically attend each ATEC course once a week, and each lesson lasts for one hour and twenty minutes. Parents will be informed about the time and date of attending ATEC courses from their respective schools.
5. The Centre will assess the performance and standard of its students twice a year, and the results of the assessment will be sent to participating schools.
6. When students withdraw from their original schools, they will lose their rights to continue their studies at the Centre.
7. Students must wear the proper school uniform of their own schools while attending lessons at the Centre. If they need to take leave, they must provide written notification to both this Centre and their original school in advance.
8. Students are required to bring their student identity cards when attending classes at the Centre for the purpose of potential verification, if deemed necessary.
9. In the Centre, students are required to observe the school regulations, take note of the safety rules, and follow the instructions of the teachers.
10. Students within the Centre must maintain a quiet, peaceful, and patient demeanor while interacting amicably with students from other participating schools.
11. Students are not allowed to be absent, late, or leave before the scheduled time without acceptable reasons. Repeatedly committing such offenses will result in a warning being issued.
12. Students are not allowed to imitate their parents' letters to school or forge their signatures.
13. If a student's emergency contact details have changed, they should inform the Centre within a week.
14. If a student takes part in activities organized by the Centre or uses its facilities outside normal school hours, they must seek permission from the teacher-in-charge.
15. Students should use the facilities or equipment of the Centre with care. If any damage is found, they should report it immediately. If a student causes damage or loss due to negligence or ill-intention, they

may be held responsible for making amends for the damage or loss.

16. For students who seriously violate school rules or consistently exhibit poor conduct without improvement, the center will impose penalty points based on the severity of the situation. In severe cases, the student's participation in the center's courses will be suspended.
17. Students should take good care of their personal belongings and ensure they are removed from the Centre at the end of the lesson. If a loss is found, they should inform the Centre immediately for necessary action. The Centre is not responsible for any loss of personal properties.
18. The Centre, with the students' consent, reserves the right to retain and use photos and videos of students taken during lessons and activities, as well as student works, for exhibition, publication, and educational purposes.
19. The Centre will take all precautionary measures to ensure the safety of its students within the Centre. In case of an emergency or accident, students will be kept within the Centre or, if required, transported to a hospital. The Centre will immediately notify the parent/guardian through the liaison teacher, to come and pick up their children. If a student is admitted to a hospital, the parent/guardian should go to the hospital to fetch their child and resume responsibility for their care at the earliest opportunity.
20. Parents should pay particular attention to the announcements made via radio, television or the mobile application "GovHK Notifications" when inclement weather is affecting Hong Kong.
 - i) When tropical cyclones affect Hong Kong, the following general arrangements will apply, and the EDB will make appropriate public announcements accordingly. If a Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued before the start of classes, classes of all schools will be suspended, and students need not come to the Centre for courses. During school hours, if the EDB announces the suspension of classes due to worsening weather, the Centre will suspend all classes and make necessary arrangements for students to leave the Centre safely.
 - ii) When a Red or Black Rainstorm Warning signal is issued by the HK Observatory, classes of AM and whole-day schools will be suspended all day. Parents are advised to instruct their sons/daughters not to attend courses at the Centre. For those students who have already arrived at the Centre, the staff of the Centre will take care of them and keep them in a safe place until circumstances permit them to go home. In the event that a Red or Black Rainstorm Warning signal is issued during lessons, the Centre will continue the lesson until the end of normal school hours and will allow students to return home under safe conditions. When heavy rain occurs in localised area(s) but the rainfall does not reach the criteria to issue Red or Black Rainstorm Warning Signal, HKO will issue the "Localised Heavy Rain Advisory" (our centre is located in Lok Fu, Kowloon City). This allows citizens to prepare early. Parents could exercise their discretion in deciding whether or not to send their children to school having regard to inclement weather conditions.
21. Should you have any inquiries, please contact us at 2336 0902.