



## **BOARDERS' GUIDE**

### **A. Benefits of Boarding**

At St Stephen's College we are committed to turning out well-rounded graduates. For students who participate in our regular boarding programme, they receive the benefits of:

#### **Learning to be independent**

Boarders learn to take care of themselves independently through their daily disciplines, routines, and good personal hygiene. Boarding provides the experience of a 'home away from home'.

#### **Polishing communication skills**

Boarders are able to polish and enhance their social skills through peer interaction. There will be many opportunities for collaboration and building teamwork.

#### **Self-discipline**

Boarders learn to better manage themselves through a strict timetable with healthy routines.

#### **Life-long learning**

Boarders are encouraged to explore and learn proactively through self-initiated activities. Each dormitory creates a microcosm within which boarders learn how to cope with different styles and thinking, and work together for the good of the whole community. By living closely with peers, boarders are encouraged to explore and experiment with different ways of learning and interacting under the appropriate guidance and supervision of our staff.

### **B. Objectives of Boarding**

More specifically, boarding enables students to:

- develop self-confidence and intrinsic motivation;
- develop effective communication skills;
- develop collaboration skills with others;
- build life-long friendships;
- live independently;
- develop talents through exploration;
- learn to create boundaries and to respect others;
- develop healthy habits; and
- adopt a healthy and sustainable lifestyle.

### **C. Pastoral Care**

The Warden, the Deputy Warden, Dormitory Wardens, Assistant Wardens, Dormitory Officers, janitors and Boarder Prefects collaborate closely to ensure that each boarder receives the utmost supervision, guidance and care. Boarders live in close proximity with Dormitory Wardens. Each dormitory has a live-in Dormitory Warden who looks after boarders' safety and discipline at all times.



Junior boarders are divided into small groups, known as wards, and they are led by Assistant Wardens. The Assistant Wardens are mentors who meet with their wards on a weekly basis. They may also organise outings with boarders. The group meetings are an opportunity for the boarders to share their thoughts and struggles so that they can be positively counseled to become responsible and respectable youngsters. Activities like sports competitions, talent shows are organised from time to time to enrich their boarding life and expand their social circles.

#### **D. Boarding Activities**

Strict prep-times are imposed to ensure that every boarder will strive academically. Occasionally, there will be special events like Talent Show, Christmas Carol singing, barbecues, Sports Night, and outdoor activities for boarders to allow them to relax and enjoy themselves.

Boarders are also encouraged to participate in the College's extra-curricular activities regularly so that they can fully utilize campus facilities. The campus has a wide variety of sports facilities such as a football field, running track, swimming pool, gym room, basketball courts, badminton courts, volleyball court and ping pong tables. For boarders who are musically talented, the College has a strong music programme with a treble choir, mixed choir, strings orchestra, and individual lessons for a wide variety of instruments.

#### **E. Facilities**

All the dormitories are on-campus and equipped with up-to-date facilities. Wireless broadband is available and each room is air-conditioned. Boarders are also allowed to use all the facilities on campus until 6 P.M. every day. These facilities include:

Library	Basketball Courts	Running Track
Multi-media Computer Rooms	Volleyball Court	Gym Room
Music Rooms	Tennis Courts	Swimming Pool (Apr – Oct)
	Football Field	Blackbox Theatre

Boarders will eat in the Dining Hall. Their food is prepared daily by a professional catering company. The menus are well balanced with an ample amount of vegetables, meat, fish, rice, and fruits. Boarders are expected to eat well, study well and live well.



## F. Routines for Boarders

### **Mondays-Thursdays:**

7:00 A.M.	Rising bell
7:30 A.M.	Morning inspection
7:45 - 8:15 A.M.	Breakfast
8:20 A.M. - 3:40 P.M.	College routine
3:40 - 6:00 P.M.	Extra-curricular activities
6:15 - 7:45 P.M.	Supper and roll-call
7:15 - 8:10 P.M.	First prep
8:10 - 8:30 P.M.	Recess
8:30 - 9:30 P.M.	Second prep
9:30 - 10:00 P.M.	Recess
10:00 P.M.	Nighttime inspection & light out for S1-2 boarders
10:00 P.M. - 12:00 A.M.	Third prep [see Remarks (1) and (2)]

Junior boarders may have a different schedule from the above on Thursdays because they are required to attend life skills workshops or other activities.

### **Fridays (or the day before a mid-week holiday):**

7:00 A.M.	Rising bell
7:30 A.M.	Morning inspection
7:45 - 8:15 A.M.	Breakfast
8:20 A.M. - 3:40 P.M.	College routine
3:40 - 6:00 P.M.	Extra-curricular activities
Before 6:00 P.M.	Boarders return home

For boarders staying overnight on Friday [see Remark (3)]

6:30 - 7:15 P.M.	Supper and roll-call
7:15 - 9:30 P.M.	First & second preps / Special programmes / Ball Games
9:30 - 10:00 P.M.	Recess
10:00 P.M.	Nighttime inspection & light out for junior boarders
10:00 P.M. - 12:00 A.M.	Third prep [see Remarks (1) and (2)]

### **Saturdays** [see Remark (3)]:

8:00 - 9:00 A.M.	Breakfast (No room inspection)
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Dormitories are closed from 1:00 P.M and until 4:00 P.M. on Sunday.



**Boarders Return (Sundays or the last date of school holiday):**

After 4:00 P.M.	Boarders return
6:30 - 7:15 P.M.	Supper and roll-call
7:15 - 8:10 P.M.	First prep
8:10 - 8:30 P.M.	Recess
8:30 - 9:30 P.M.	Second prep
9:30 - 10:00 P.M.	Recess
10:00 P.M.	Nighttime inspection & light out for junior boarders
10:00 P.M. - 12:00 A.M.	Third prep [see Remarks (1) and (2)]

**Mid-week Holidays:**

7:00 A.M.	Rising bell (No room inspection)
8:00 - 8:45 A.M.	Breakfast
1:15 - 2:00 P.M.	Lunch and roll-call
6:30 - 7:15 P.M.	Supper and roll-call
7:15 - 8:10 P.M.	First prep
8:10 - 8:30 P.M.	Recess
8:30 - 9:30 P.M.	Second prep
9:30 - 10:00 P.M.	Recess
10:00 P.M.	Nighttime inspection & light out for junior boarders
10:00 P.M. - 12:00 A.M.	Third prep [see Remarks (1) and (2)]

**School Suspension due to Adverse Weather Conditions:**

7:00 A.M.	Rising bell (No room inspection)
8:00 - 8:45 A.M.	Breakfast
9:30 - 11:00 A.M.	Morning prep
1:15 - 2:00 P.M.	Lunch and roll-call
2:00 - 4:00 P.M.	Prep Time
6:30 - 7:15 P.M.	Supper and roll-call
7:15 - 8:10 P.M.	First prep
8:10 - 8:30 P.M.	Recess
8:30 - 9:30 P.M.	Second prep
9:30 - 10:00 P.M.	Recess
10:00 P.M.	Nighttime inspection & light out for junior boarders
10:00 P.M. - 12:00 A.M.	Third prep [see Remarks (1) and (2)]

**Remarks:**

- (1) 10:00 P.M. Lights out for S1-2  
11:00 P.M. Lights out for S3  
12:00 A.M. Lights out for S4-6 (Boarder Prefects may decide their time of lights out)
- (2) S1-3 boarders can have an addition hour of prep time one week before the mid-term test or two weeks before examination.
- (3) Boarders participating in school activities on Saturday morning(s) may apply for staying overnight on Friday. However, prior approval must be obtained from Dormitory Warden or Dormitory Officer.
- (4) Boarders may apply for staying overnight on the day before a mid-week holiday. However, prior approval must be obtained from Dormitory Warden or Dormitory Officer.
- (5) All dormitories are closed between 8:20 A.M. and 3:40 P.M. on school days.



## G. Clothes and Other Accessories

### Checklist:

- Pajama (2 sets)
- Slippers (1 pair)
- Towels (2 pcs)
- Underwear (6 pcs/sets)
- Laundry bag (suggested size 80 cm x 50 cm; 2 pcs)
- Padlock (2 pcs)
- Pillow (1 pc)
- Pillow case (2 pcs)
- Bed sheet (size: 36" x 75"; 1 pc)
- Quilt / Blanket (1 pc)
- Wash basin (small; 1 pc)
- Thermos flask (1 pc)
- Cup / Water bottle (1 pc)
- Hairdryer (1 pc)
- Clothes hangers (slim; 6 pcs)
- Rapid antigen test kits
- Toiletries and toilet paper
- Tooth paste and tooth brush
- Shoe-cleaning kit
- Shampoo and body wash
- Handruband wet tissue wipes



## GENERAL RULES & REGULATIONS

All boarders are expected to use their common sense and to behave properly at all times. They should observe the following rules and regulations. In extreme cases, repeat offenders may be expelled from our boarding community.

1. All boarders have a duty to use school facilities properly and keep the dormitory clean and tidy.
  - (a) No graffiti on school properties.
  - (b) Do not post up any notice or poster without permission.
  - (c) Report defeats to the Dormitory Officer or any resident staff immediately.
  - (d) Boarders are liable to the damage of school properties if they are not used properly.
  - (e) Boarders' belongings should be moved out during the summer holiday.
  
2. The dormitory is a place to live and study. Boarders should keep it clean and pleasant at all times.
  - (a) No cooking or eating is not allowed in bedrooms.
  - (b) No ball games are allowed.
  - (c) No audio-visual and musical equipment may be used in boarders' bedrooms.
  - (d) No pets are allowed in the dormitory.
  
3. The dormitory is a place for all boarders to live and learn together. Boarders must behave in a considerate manner. They are expected to protect one another, including their privacy and belongings.
  - (a) Our dormitories are out of bounds to unauthorised persons, including parents and guardians.
  - (b) Boarders can only access to their designated dormitory.
  - (c) Day students are not allowed to enter the dormitory or they will receive severe punishments.
  - (d) Students are not allowed to enter staff quarters without permission.
  - (e) Boarders who contract an infectious disease while in residence should go home immediately to seek medical treatment and to rest until they have fully recovered and are certified as being fit to return to school again by a medical doctor.
  - (f) Taking photos/videos in the dormitories without prior permission is strictly forbidden. Offenders will be suspended from boarding for two weeks. Repeat offenders will be permanently expelled from boarding.
  - (g) Boarders should not keep valuable things in their dormitories. Personal belongings such as wallets, watches, etc. should be kept safe and locked in the wardrobe or locker provided. The College will not be held responsible for loss of or damage to any articles left or stored in the dormitories.
  - (h) Serious misbehaviours, including but not limited to using or being in possession of cigarettes or vapes, alcoholic beverages, pornographic materials, gambling tools, drugs or committing or advocating for participating in a criminal offence, regardless of the place of the incident, will lead to immediate expulsion from the boarding community. In addition, the case may be reported to the police for investigation, whenever necessary.





- (i) Except hairdryers, chargers or registered mobile devices, boarders are not allowed to use other electrical appliances. All electrical appliances must be equipped with a BS1363 plug. For safety reason, electrical adapters are not allowed.
4. The dormitory is a place for boarders to grow up and learn together. Self-discipline and mutual respect and support should always prevail.
    - (a) Boarders are to follow and carry out instructions of the Boarder Prefects.
    - (b) Courtesy and respect should prevail at all times. Annoying behaviours should be avoided.
    - (c) Be honest to others, especially Boarder Prefects and boarding staff.
    - (d) No lying or concealing the truth.
    - (e) Foul languages or discrimination of any kind are strictly prohibited.
    - (f) Bullying of any kind or fighting is strictly prohibited.
    - (g) No stealing or taking belongings from others without permission.
    - (h) Audio visual equipment can only be brought into the dormitory after obtaining an approval from the Dormitory Officer. Unauthorised items may be confiscated and they have to be collected by parents/guardians in person.
  5. Boarders should learn how to adopt a low carbon and sustainable lifestyle in the dormitory.
    - (a) All electrical appliances should be switched off when they are not in use.
    - (b) Keep the bedrooms properly ventilated, especially when the weather permits.
    - (c) Live simply through minimising the use of resources. Recycle, whenever possible.
  6. Boarding life promotes healthy and self-disciplined life habits. Boarders are strongly encouraged to be fully immersed in activities organised by the College.
    - (a) Boarders are required to carry the Student ID Card at all times as it will be used for taking attendance, accessing to the dormitory, and leaving the campus (for those who have applied for leave only).
    - (b) Boarders may leave the College campus only after obtaining permission from the Dormitory Officer. They must dress properly when they leave and report to the Dormitory Officer when they return.
    - (c) Boarders are not allowed to go swimming on the beach. Only boarders who have been given permission by their parents / guardians are permitted to swim at the Wilson Wang Sports Centre. When boarders go, they must also obtain prior permission from the Dormitory Officer.
    - (d) Boarders should not leave the dormitory before 7:30 A.M. without permission.
    - (e) After morning inspection, boarders should leave the dormitory and proceed to the Boarders' Dining Hall for breakfast. No boarders are allowed to stay in or enter the dormitory between 8:20 A.M. and 3:40 P.M. on normal school days.
    - (f) Be punctual to take roll call and have meals in the canteen.
    - (g) Though boarders may put on casual wear after lessons, they must dress properly at all times. Slippers and vests are not allowed in the canteens. Boarders must wear proper school uniform in attending chapel service.
    - (h) During their study leave, S6 boarders may stay in the library or dormitory for studying. However, they must put on school uniforms during lesson hours.



## POINTS TO NOTE FOR BOARDERS

### Morning Inspection

1. Morning inspection is conducted by an Assistant Warden and/or Boarder Prefects at 7:30 A.M. every school day.
2. Boarders should wake up at 7:00 A.M. or before that. Morning bell rings at 7:00 A.M. every school day.
3. Before inspection, boarders should have stripped their beds, had a wash and brush-up, tidied up their belongings, and put on proper school uniforms.
4. When the inspection bell rings, boarders should stand outside their bedrooms. Align in single files and keep quiet during inspection.
5. Inspection and health check should be conducted by the Assistant Warden and/or Boarder Prefects.

### Nighttime Inspection

1. Nighttime inspection is conducted by the Dormitory Officer and/or Boarder Prefects at 10:00 P.M.
2. Before inspection, boarders should have cleaned themselves and tidied up their belongings.
3. Inspection and health check should be conducted by the Dormitory Officer and/or Boarder Prefects.

### Prep Time

1. Refer to "Part F - Routines for Boarders" for the study time.
2. Boarders should either do his/her school work or read the school textbooks in the first prep. Discussion or project work should not be conducted in this session.
3. Listening to music is not allowed.
4. Boarders should keep quiet during the preps and they should not enter other bedrooms, unless they have obtained permission from Boarder Prefects.
5. Except for attending boarding activities or unless a permission has been obtained from the Assistant Warden or the Dormitory Officer, no boarders should leave the dormitory after 7:15 P.M.

### Meals

1. All boarders must attend meals in the dining halls, except the S5-6 boarders who have applied for having lunch outside campus. Punishment will be given to absentees.
2. Boarders must dress appropriately though they are not required to wear school uniform at mealtimes after school. On the days when boarders have to attend Chapel Services, they must wear proper school uniform. Sleeveless singlets, tights, short skirts/dresses, tightly fitting sports shorts/pants and slippers are not allowed.
3. Attendance will be taken by Assistant Wardens, Dormitory Officers or Boarder Prefects.
4. Boarders should minimise the risk of spreading communicable diseases to others during mealtime.
5. Boarders should follow the instructions given by staff in the canteens.





### **Laundry**

1. Though laundry opens from 7:40 A.M. to 5:15 P.M. on school days, boarders can only send or collect their laundry in person during the following time slots: (a) 7:45 - 8:15 A.M. or (b) 3:40 - 5:00 P.M.
2. Laundry service is provided to boarders according to the following timetable:  
CH-A, CH-B & WW: Every Mon, Wed & Fri  
EW, MH & NH: Every Tue, Thu & Fri
3. All items should be labelled with the Student ID using a permanent marker and be placed in a laundry bag. Drop it into the collection box during the abovementioned time slots. Items unmarked or belong to others will not be washed.
4. Each boarder should prepare two laundry bags which are white in colour and marked with the Student ID.
5. Our laundry does not accept items which require delicate washing, or may cause shrinking or ruin other clothes during washing. These include sweaters, blankets, corduroy fabric, pillows, cotton jackets, or private bedding.
6. Each boarder can send a laundry load maximum up to 4 kg each time.
7. Boarders are required to present their Student Card in collecting laundry. They should not take laundry for others.
8. Boarders should check carefully after collecting their laundries. If there is any item incorrect, please report to the laundry staff at once.
9. Laundry service is subject to the amount of dirty clothes received. If an overwhelming amount is received, the laundry service may therefore be delayed.
10. Boarders should send their dirty clothes to the laundry or take them home before weekends and holidays.
11. The College is not liable to any loss or damage caused by our laundry service.

### **Staying Overnight on Fridays**

1. Boarders attending school activities on Saturday morning may apply for staying overnight on Friday. Otherwise, they should return home before 6:30 P.M. on Friday.
2. Applicants must inform the Dormitory Officer about the meal arrangements on Friday night and Saturday morning.
3. Boarders are not allowed to stay overnight on Saturday.
4. Dormitories are closed from 1:00 P.M. on Saturdays until 4:00 P.M. on Sundays.

### **Sundays/Last Days of Long Holidays**

1. All boarders must return to the dormitories by 6:30 P.M. If for any special reason they cannot return by this time, they are required to apply to the Dormitory Officer by submitting a letter of excuse beforehand.

### **Personal Leave**

1. Should it be necessary for a boarder to take leave due to personal affairs, he/she must apply for leave, together with proof, from the Deputy Warden or the Dormitory Officer beforehand.
2. Boarders must not leave the campus without permission.



### **Sick Leave**

1. If a boarder feels unwell in the morning or before attending lessons, he/she should proceed to the General Office and must not stay in the dormitory.
2. If a boarder feels unwell after lessons, he/she should report to the Dormitory Officer at once.
3. If a boarder is infected with a communicable disease, he/she should seek medical consultation at once and take rest at home until he/she fully recovers.
4. When the boarder returns from sick leave, he/she should submit the parent letter and the medical certificate (if more than one school day) to the General Office before 8:20 A.M. The boarder should also inform the Dormitory Warden or the Dormitory Officer after school on that day.

### **Mobile Devices**

1. Each boarder may bring one registered mobile phone to school only. Registration normally opens in early September.
2. If a boarder wishes to bring a computer device (e.g. a laptop) for academic reason, he/she must obtain a prior approval from the Dormitory Officer.
3. Unauthorised items may be confiscated and they have to be collected by parents/guardians in person.
4. Junior boarders are required to surrender their mobile devices at 10:00 P.M. every school day. They will be kept until the completion of morning inspection on the next day.

### **Emergency**

The following serves as general guidelines for the safety and emergency procedures for boarding staff and boarders to take for reducing the risk of hazard happened on campus.

#### **Fire Precautionary Measures**

1. All boarders are responsible for minimising the risk of fire in the dormitory.
2. Boarders should not bring flammable items to school.
3. Boarders cannot use their own extension sockets. Overloading should be avoided.
4. Keep fire exits and evacuation routes free from barriers at all times.
5. Lighting a fire is strictly prohibited.

Upon spotting a fire, boarders should:

1. stay calm, don't run
2. alert others by shouting 'fire'
3. break the nearby fire alarm glass
4. leave the dormitory using the evacuation route
5. report to the Dormitory Warden, the Dormitory Officer or the Assistant Warden
6. proceed to the following assembly points:  
NH – North House Basketball Court  
EW & WW – Central Square  
MH – Martin Ball Court  
CH-A & CH-B – College House car park



## 宿生守則

### A. 寄宿生活的裨益

本校鼓勵通過寄宿生活來造就學生的全人發展。寄宿的好處有：

#### 學習自立

宿生能透過安排每日作息，打理自己生活起居事務，學習自我管理。

#### 增進人際交往

宿生在寄宿期間有更多機會與朋輩交流、合作，培養社交技巧。

#### 訓練自律

宿生恪守每日所安排的時間表，實踐健康的生活和學習善用時間。

#### 培養終生學習

本校鼓勵宿生自發積極地探求學問。

宿舍生活能促進宿生接納不同的觀點及努力關顧團體的利益。透過與朋輩、宿舍舍監、助理舍監和宿舍主任在校園中共同生活，宿生在正確的引導及師長的監督下，探索各種學習和交流的方式。

### B. 寄宿生活的目的

寄宿有助宿生：

- 建立自信和積極的態度
- 掌握與他人合作的技巧
- 學會獨立生活
- 學會設定底線和尊重他人
- 培養健康的嗜好
- 掌握有效的溝通技巧
- 建立深厚的友誼
- 發揮才華
- 建立健康及永續的生活模式

### C. 人生指導

舍監、副舍監、宿舍舍監、助理舍監、宿舍主任及工友與宿舍學長攜手努力，監督、指導和關顧每位宿生。每座宿舍都有一名與宿生同住的宿舍舍監，以確保宿生的安全及維持紀律。

宿生會分成小組，由不同的助理舍監帶領。助理舍監將擔任導師，與所屬小組的宿生每週會面或安排外出活動。會面時，宿生可以分享其想法和所遇到的困難，助理舍監將予以輔導，使宿生成為盡責可敬的青年。此外，小組間及宿舍間亦不時舉辦不同的聯誼活動或比賽，以增潤宿舍生活及擴闊宿生的社交圈子。



## D. 寄宿活動

宿生需按照校方安排的自修時間溫習，努力在學業上取得進步。此外，校方亦會舉行天才表演、報佳音、燒烤會、運動夜和戶外活動等，讓宿生樂在其中。

本校也鼓勵宿生多參加學校的課外活動及善用校園設施。校內有多元化的體育設施，如大球場、跑步徑、游泳池、健身房、籃球場、羽毛球場、排球場及乒乓桌等。具音樂天分的宿生也可參加本校的計劃，包括童聲合唱團、男女混聲合唱團、弦樂團以及各種樂器班。

## E. 設施

所有宿舍都配置了最新的設備，提供無綫網絡讓宿生作學習用途。每個房間都裝有中央空調系統，各宿舍內更有寬敞的公用活動空間。除此之外，宿生每日下午六時前可使用下列設施：

圖書館	音樂室	網球場	健身房
多媒體電腦室	籃球場	足球場	排球場
跑步徑	泳池（4月至10月）		

宿生會在飯堂享用早、午和晚餐。專業的膳食公司每天供應充足的蔬菜、肉類、魚類、白飯和水果，務求令宿生得到均衡的營養。

## F. 宿生日程

星期一至星期四：

7:00 A.M.	起床鐘
7:30 A.M.	巡房
7:45 - 8:15 A.M.	早餐
8:20 A.M. - 3:40 P.M.	與學校時間表相同
4:00 - 6:00 P.M.	課外活動
6:15 - 7:45 P.M.	晚餐和點名
7:15 - 8:10 P.M.	第一段自修時間
8:10 - 8:30 P.M.	小息
8:30 - 9:30 P.M.	第二段自修時間
9:30 - 10:00 P.M.	小息
10:00 P.M.	晚間巡房及初中宿生休息
10:00 P.M. - 12:00 A.M.	第三段自修時間 [參閱備註(1)及(2)]

如中一及中二宿生須於星期四晚上參與生活技能訓練或其他活動，當天晚上的日程或會因而更改。



**星期五（或週中假期前夕）：**

7:00 A.M.	起床鐘
7:30 A.M.	巡房
7:45 - 8:15 A.M.	早餐
8:20 A.M. - 3:40 P.M.	與學校時間表相同
4:00 - 6:00 P.M.	課外活動
6:00 P.M. 之前	回家
如申請週五留宿	<b>[參閱備註(3)]</b>
6:30 - 7:15 P.M.	晚餐和點名
7:15 - 9:30 P.M.	第一及第二段自修時間/特別活動/球類活動
9:30 - 10:00 P.M.	小息
10:00 P.M.	晚間巡房及初中宿生休息
10:00 P.M. - 12:00 A.M.	第三段自修時間 [參閱備註(1)及(2)]

**星期六[參閱備註(3)]：**

8:00 - 9:00 A.M.	早餐（不用巡房）
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宿舍由星期六下午一時至星期日下午四時關閉。

**星期日：**

4:00 P.M. 之後	返回宿舍
6:30 - 7:15 P.M.	晚餐和點名
7:15 - 8:10 P.M.	第一段自修時間
8:10 - 8:30 P.M.	小息
8:30 - 9:30 P.M.	第二段自修時間
9:30 - 10:00 P.M.	小息
10:00 P.M.	晚間巡房及初中宿生休息
10:00 P.M. - 12:00 A.M.	第三段自修時間 [參閱備註(1)及(2)]

**週中假期 [參閱備註(4)]：**

7:00 A.M.	起床鐘（不用巡房）
8:00 - 8:45 A.M.	早餐
1:15 - 2:00 P.M.	午餐和點名
6:30 - 7:15 P.M.	晚餐和點名
7:15 - 8:10 P.M.	第一段自修時間
8:10 - 8:30 P.M.	小息
8:30 - 9:30 P.M.	第二段自修時間
9:30 - 10:00 P.M.	小息
10:00 P.M.	晚間巡房及初中宿生休息
10:00 P.M. - 12:00 A.M.	第三段自修時間 [參閱備註(1)及(2)]





### 颱風或暴雨的停課日：

7:00 A.M.	起床鐘（不用巡房）
8:00 - 8:45 A.M.	早餐
9:30 - 11:00 A.M.	早上自修時間
1:15 - 2:00 P.M.	午餐和點名
2:00 - 4:00 P.M.	自修時間
6:30 - 7:15 P.M.	晚餐和點名
7:15 - 8:10 P.M.	第一段自修時間
8:10 - 8:30 P.M.	小息
8:30 - 9:30 P.M.	第二段自修時間
9:30 - 10:00 P.M.	小息
10:00 P.M.	晚間巡房及初中宿生休息
10:00 P.M. - 12:00 A.M.	第三段自修時間 [參閱備註(1)及(2)]

#### 備註：

- (1) 下午十時 中一及中二宿生關燈  
下午十一時 中三宿生關燈  
午夜十二時 中四至中六宿生關燈學長可自定關燈時間。
- (2) 在期中測驗前一星期和期末大考前兩星期，中一至中三宿生可額外有一小時自修時間。
- (3) 宿生如因週六需參加學校的活動而欲於週五留宿，必須事先向宿舍舍監或宿舍主任申請並得到批准。
- (4) 宿生如欲於週中假期前夕留宿，必須事先向宿舍舍監或宿舍主任申請並得到批准。
- (5) 在上課日，宿舍於早上八時二十分至下午三時四十分關閉。

### G. 衣物及所需物品

<input type="checkbox"/> 睡衣	兩件	<input type="checkbox"/> 小洗面盆	一個
<input type="checkbox"/> 拖鞋	一對	<input type="checkbox"/> 風筒	一個
<input type="checkbox"/> 毛巾(大、小)	兩條	<input type="checkbox"/> 保溫水壺	一個
<input type="checkbox"/> 內衣褲	六套	<input type="checkbox"/> 水杯或水瓶	一個
<input type="checkbox"/> 洗衣袋	兩個	<input type="checkbox"/> 梳洗用品及廁紙	
<input type="checkbox"/> 掛鎖	兩個	<input type="checkbox"/> 快速抗原檢測試劑	
<input type="checkbox"/> 枕頭	一個	<input type="checkbox"/> 牙膏及牙刷	
<input type="checkbox"/> 枕頭套	兩個	<input type="checkbox"/> 衣架	
<input type="checkbox"/> 床單 (36"x75")	一張	<input type="checkbox"/> 擦鞋用具	<input type="checkbox"/> 洗髮水和沐 浴露
<input type="checkbox"/> 被、毯子	一張	<input type="checkbox"/> 消毒搓手液和濕紙巾	





## 宿舍規則綱領及通例

1. 宿生應愛惜及正確使用校園內所有設施，保持宿舍整潔。
  - (a) 不准在牆壁或傢俱書寫
  - (b) 未經許可，不准標貼
  - (c) 如發現任何傢俱破損，應立即向學長、宿舍主任或老師報告
  - (d) 如因不正當使用設施而造成不必要的損壞，宿生須為其行為負責
  - (e) 在暑假期間，宿生不得把個人物品存放在宿舍內
2. 房間內為宿生居住及溫習地方，必須保持清潔及寧靜。
  - (a) 不准在房間內飲食（飲水除外）、烹調或燒水；如有需要，宿生可在茶水間或指定地方進食
  - (b) 不准喧嘩、進行球類活動或任何騷擾其他宿生的遊戲
  - (c) 不准使用擴音器材
  - (d) 不准飼養寵物
3. 宿舍為全體宿生生活的共同地方，宿生應為他人著想及保護其他宿生的安全、私隱及個人物品。
  - (a) 未經許可，任可人士（包括家長及監護人）不得進入學生宿舍，只能在宿舍大堂等候
  - (b) 宿生只能在其分配的宿舍出入，不得進入其他宿舍
  - (c) 任何時候，走讀生不得進入宿舍範圍，違者及牽涉的宿生將會被嚴重處分
  - (d) 未經許可，學生不得進入教職員宿舍
  - (e) 如宿生感染傳染性疾病，應立即就醫和回家休息，直至完全康復，並經醫生證實適合上學，才可返回學校
  - (f) 宿舍內嚴禁拍攝及錄影，違者會被罰停宿兩星期，而重犯者將會被罰終止住宿
  - (g) 宿生不應存放貴重物品在宿舍內。個人物品如錢包、手錶等，可鎖在衣櫃或儲物櫃內。學校不會對宿生個人物品的遺失或損壞負責
  - (h) 無論在任何時間或地方，嚴禁宿生作出任何有損學校聲譽的行為，包括但不限於擁有或使用香煙、電子煙、含酒精飲料、色情或賭博物品、毒品、鼓吹或參與非法活動或其他不當行為。違者或會被轉交警方處理及被罰永久停宿
  - (i) 除風筒、電池充電器和筆記本電腦外，宿生不准在房間內使用其他電子器材。所有電器產品必須裝有符合 BS1363 的三腳插頭。不得使用轉插器，免生危險
4. 宿舍為同學共同成長及學習群體生活的地方，宿生應該律己以嚴，學習向上向善，彼此尊重包容，互助互愛互勉勵。
  - (a) 宿生須遵循學校員工及宿舍學長的指示
  - (b) 不可態度不檢點、不尊重學長或騷擾他人
  - (c) 不可欺騙師長或學長
  - (d) 不可說謊或隱瞞事實
  - (e) 不可說粗言穢語
  - (f) 不可作出任何欺凌、煽動他人欺凌別人或打架的行為
  - (g) 不可擅取或盜取他人物品
  - (h) 未經許可，宿生不得攜帶電子視聽器材回校，否則該等物品將被校方沒收，直至家長親身到校認領



5. 宿舍亦是提供學習綠色生活的地方，宿生應盡量學習節能減廢低碳生活模式。
  - (a) 離開房間前（例如上課、晚餐時間），必須關掉房間冷氣、房燈及枱燈
  - (b) 當天氣清涼或乾燥時，應關掉冷氣，打開窗戶，保持房間內空氣流通
  - (c) 簡約生活，減少浪費，善用校園內的回收箱
  
6. 宿舍生活培養學生良好、有規律、有紀律及健康的生活習慣，學校亦鼓勵宿生在課餘時參加校內的課外活動。
  - (a) 宿生須時刻隨身攜帶學生證，以用作飯堂點名、進出宿舍或離開校園
  - (b) 未經許可，不得擅自離開校園。宿生離校時，必須穿著得宜。返回學校後，須向宿舍主任報到。
  - (c) 宿生如欲到黃澤森水運中心游泳，必須事先獲得父母或監護人及宿舍主任的許可。宿生不准前往沙灘游泳，並須於完成後立即返回校園
  - (d) 未經許可，宿生在上午七時半前不得擅自離開宿舍
  - (e) 早上巡房後，宿生應立即離開宿舍及前往飯堂用膳。在上課期間，宿生不得進入宿舍範圍。
  - (f) 準時到飯堂點名及用膳
  - (g) 雖然宿生在下課後用膳不用穿著校服，但仍應穿著得當。宿生不得穿著拖鞋或背心進入飯堂。在參加晚禱崇拜時，宿生必須穿著整齊校服
  - (h) 中六宿生在試前溫習假期間，可以到學校圖書館或留在宿舍溫習。在學校的上課時間，他們必須穿著整齊校服



## 宿生注意事項

### 早上巡房

1. 巡房時間為星期一至五早上 7 時 30 分。
2. 宿生應在早上 7 時正或之前起床。
3. 巡房前，宿生應完成梳洗，整理床鋪、收拾個人物品及穿著整齊校服。
4. 當聽到巡房鐘聲後，應立即排列在房間外及保持安靜。
5. 巡房及測量體溫由當值的助理舍監和宿舍學長執行。

### 晚間巡房

1. 巡房時間為星期日至五晚上 10 時正。
2. 巡房前，宿生應完成梳洗，整理檯面及收拾個人物品。
3. 巡房及測量體溫由宿舍主任執行。

### 自修時間

1. 關於自修時間，請參閱宿生日程。
2. 在平時的第一段自修時間（即下午 7:15 至 8:10），宿生必須做功課或閱讀課本。
3. 自修時間，宿生不可聽音樂。
4. 宿生須保持安靜；沒有得到宿舍學長的批准，宿生不得過房。
5. 除非出席宿舍活動或已經獲取助理宿監或宿舍主任批准外，宿生在下午 7:15 後，不得離開宿舍。

### 飯堂用膳

1. 除已申請全年不在宿生飯堂用午膳的高年級宿生外，所有宿生必須在校內指定飯堂用膳，無故缺席宿生將會被處分。
2. 宿生不得穿著背心或拖鞋進入飯堂。
3. 凡於中午及晚上在飯堂用膳的宿生，必須向當值的助理舍監、宿舍主任或宿舍學長點名。
4. 宿生有責任在用膳時將任何可傳染疾病的傳播風險減至最低。
5. 用餐後，請依照宿舍或飯堂員工指示，清理檯面及整理座位。

### 洗衣

1. 雖然洗衣房開放時間為星期一至五上午 7:40 至下午 5:15，但宿生只可於早上 7:45 - 8:15 或下午 3:40 - 5:00 親自到洗衣房領取衣物。
2. 洗衣房清洗衣服時間為：  
CH-A、CH-B 及 西翼 逢星期一、三、五  
東翼、馬田 及 北屋 逢星期二、四、五
3. 在遞交衣物清洗時，宿生必須以油性黑筆在衣物標籤上清楚標示學生編號，放在有相同學生編號標示的洗衣袋內，並於洗衣房開放時間內放入適當的收集籃。凡沒有清楚標示學生編號的衣物，或包含了其他宿生衣物的洗衣袋，恕不受理。
4. 每名宿生應預備兩個白色洗衣袋，並以不脫色的墨水標示學生編號。
5. 請勿遞交會脫色或縮水（如毛衣、毛毯、燈芯絨、枕頭、棉質外套或私人床上用品等物料）衣物。
6. 每次清洗衣物重量不得超過 4 公斤。
7. 為免遺失衣物，宿生領取衣物時須出示學生證，不得替他人遞交或領取衣物。
8. 宿生於領取衣物後，應儘早檢查是否有缺漏或他人衣物。如遇到上述情況，應立即帶同有關的洗衣表及衣物前往洗衣房與員工聯絡。
9. 如清洗衣物數量過多，部分宿生的領取衣物時間會順延至下一個工作天。
10. 宿生應在週末或放假前，把骯髒的衣物遞交到洗衣房或帶回家清洗，不應存放在宿舍內。
11. 宿生使用洗衣服務，如有任何損毀，學校恕不負責。



### 週五留宿申請

1. 宿生如因週六參加學校活動而需要在週五留宿，必須事先向舍監或宿舍主任申請並獲得批准，否則必須在週五下午 6:00 前離開宿舍回家。
2. 另外，申請週五留宿的宿生亦必須向宿舍主任表示週五晚上及週六早上的用膳安排。
3. 宿生不准在週六晚上留宿。
4. 宿舍由週六下午 1:00 至週日下午 4:00 關閉。

### 星期日/學校假期的最後一天

1. 宿生必須在下午 6:30 前返回宿舍報到。如有任何特殊原因以致不能準時回到宿舍，必須於兩天前向宿舍主任提交家長或監護人簽署的請假信，並獲得批准。

### 事假

1. 宿生如要申請事假，必須事前向副舍監或宿舍主任提出申請並遞交有關文件或證明。
2. 未經批准，宿生不得離開校園。

### 病假

1. 如宿生在上課前或上課時身體不適，應前往校務處尋求協助，不得擅自留在宿舍內。
2. 如宿生在下課後身體不適或需申請病假，應通知舍監或宿舍主任。
3. 如宿生感染傳染性疾病，應立即就醫及回家休息，直至完全康復，並經醫生證實適合上學，才可返回學校。
4. 在返回學校當日，宿生必須在早上 8:20 前，到校務處呈交父母或監護人簽寫的請假信及有關文件或證明，並在下課後向舍監或宿舍主任報告。

### 手提電話或電腦

1. 每位宿生只可攜帶一部手提電話回校，該電話亦必須於開學時向訓導組登記。
2. 如宿生需要攜帶其他電子器材回校（包括手提電腦等），必須向宿舍主任申請及獲得其批准。
3. 如宿生攜帶未獲授權的電子器材回校，該等物品將被校方沒收，直至家長親身到校認領。
4. 初中宿生須於每晚 10:00 將手提電話及手提電腦存放在指定的儲物櫃，直至翌日早上巡房後，方能取回使用。

### 緊急情況

以下為宿生之安全及緊急應變措施指引，藉此減低風險，並於校園內發生事故時，應當採取之適當措施。

#### 火警預防措施

1. 所有宿生均有責任採取任何有必要之預防措施以防止火警發生。
2. 切勿攜帶易燃物件。
3. 使用萬能插蘇時，切勿插上過多電器裝置以免超逾電力負荷。
4. 必須經常關閉所有逃生門及確保逃生路線（包括走廊及樓梯）暢通。
5. 切勿生火。

如遇火警，宿生應立即：

1. 保持鎮定，切勿奔跑
2. 高聲呼喊“火警”知會附近所有人
3. 啟動最近的警鐘
4. 依照火警逃生路線儘快離開宿舍
5. 通知舍監、宿舍主任或當值的助理舍監
6. 前往至以下集合地點：

北屋：北屋籃球場  
東翼及西翼：中央廣場  
馬田宿舍：馬田籃球場  
College House：College House 停車場