



Parent Handbook

W F Joseph Lee Primary School

9 Tin Fai Road, Tin Shui Wai,
Yuen Long, Hong Kong

Tel: (+852) 3401 4995

Email: info@web.wfjpls.edu.hk

<https://www.wfjpls.edu.hk/en/>

Last updated: August 2026

Contents

01 Message from the Principal	4
1.1 Welcome	4
02 About the School	5
2.1 Vision, Mission and Values	5
2.2 Serving the Community	9
03 School Business & Operations	10
3.1 Communications: School Business & Operations	10
3.2 Play Time	12
3.3 Student Attendance and Absence	12
3.4 Arrival, Dismissal and Absence Procedures	13
3.5 Parents Dropping Off Items	15
3.6 Lost and Found Handling Guidelines	16
3.7 School Uniform	17
3.8 School Bus Service	18
3.9 Lunch Arrangement	19
3.10 Exercise Books	21
3.11 School Fee Remission / Scholarships	21
3.12 Payment on Campus	22
3.13 School Policy for Inclement Weather	22
3.14 Personal Data Policy	24
3.15 Student Identity Card	25
3.16 Replacement of Official Documents and Fees	25
04 Academic Affairs	26
4.1 Curriculum	26
4.2 P.1 Adaptation	29
4.3 Assessment	29
4.4 Homework	29
4.5 Language Policy	30
4.6 E-learning	30
4.7 Reading / Library	31
Library Guidelines & Responsibilities:	31
05 Student Well-being & Development	32
5.1 Character Building	32
5.2 Firefly Scheme	32
5.3 House League	32
5.4 Service Learning	33
5.5 Code of Conduct	34
5.6 Student Support Services	34
5.7 Medical Information	35
06 Talent Development	38
6.1 Multiple Intelligence (MI) Programme	38

6.2 Field Trips and Excursions	39
6.3 Extra-Curricular Activities	39
6.4 Student Leadership Opportunities	39
6.5 School Teams	39
6.6 Learning Outcome Exhibition	40
07 Parent Engagement	41
7.1 Expectations on Home-School Partnership	41
7.2 Parent Volunteers	41
7.3 Communication and Complaints	41



01 Message from the Principal

1.1 Welcome

Dear Parents,

Welcome to the Parent Handbook, thoughtfully prepared to help you easily find the key information you need about school life and home-school collaboration.

At W F Joseph Lee Primary School, students grow best when school and home walk side by side, sharing the same hopes, values and expectations for every child. We are deeply committed to nurturing each student's academic progress and emotional well being through a close partnership with you, built on care, respect and open communication.

As your child's first and closest educators, parents play an irreplaceable role. Our goal is to build a warm, family-like campus where you feel welcome, informed and involved. Through various parent engagement channels, including the Parent-Teacher Association, Parent Manager, we invite you to join us in reflecting on the school's development and your child's needs. Effective communication is at the heart of our collaboration. To stay connected with you and your child's learning, we make use of the Parent Communication App, Student Planner, email, phone calls, meetings, school publications, school website and social media that celebrate students' learning and achievements.

Our school-based curriculum, together with e-learning, reading programmes, assessments and homework, is designed to foster curiosity, self-directed learning and strong foundations in key learning areas. We encourage you to understand curriculum expectations, support healthy learning habits at home and keep in touch with teachers so that support and enrichment can be provided at the right time for your child.

We also place strong emphasis on social-emotional learning, character building and student support. Through programmes such as the Firefly Scheme, house activities, service learning and the work of our guidance team, social workers and educational psychologist, we work with you to help students develop resilience, empathy and a healthy lifestyle in a secure and caring environment.

Parents are partners, not just observers. By volunteering, joining workshops, supporting school events and sharing your professional expertise, you help us create a vibrant, supportive community that models service and lifelong learning for our children.

Our home-school partnership is grounded in mutual trust and respect, and in the shared belief that every child is unique, valuable and able to learn. By listening to your voices, responding to concerns with clear procedures and always placing students' best interests first, we hope to walk alongside your family so that every student may grow in wisdom, faith and love, and become a beacon of light for others.

Victoria K.S. Poon
Principal



02 About the School

2.1 Vision, Mission and Values

Our Philosophy

We believe every student is unique, valuable and able to learn. We want our students to undergo a comprehensive and cohesive system of primary education and develop into confident persons with Wisdom, Faith and Love.

We believe the overall aim of education is to enable every child to attain whole-person development. It is only through the integration of character and values, well-being and competencies that our future generations can be properly prepared to meet challenges of the new century.

“Harmony brings a family prosperity, cohesion makes a nation wealthy.” By being good and doing good for others and the community, we are responsible and capable of taking part in building a harmonious and prosperous society. Education is thus about nurturing both the mind and heart of a person who shoulders the responsibility for creating a better world.

Core Values

At WFJLPS, we educate students to embrace life with perseverance, integrity, commitment, and responsibility while fostering an attitude of care and respect. By learning to appreciate, accept, and care for others, students develop positive character and behaviour, shaping an open-minded and respectful society.

Core values	Living our Core values
Care	Show empathy and kindness towards family, people in need, minorities, and the natural environment. Understand others' situations and respond with benevolence, empathy, and filial piety.
Respect	Value yourself and others, embrace diversity, accept individual differences and choices, and show respect for others and national identity.
Integrity	Be honest, fair, and uphold strong moral principles. Act with consistency with integrity, speak truthfully, and align words with actions
Responsibility	Take responsibility for your actions and fulfill duties towards yourself, your family, and society. Demonstrate a strong sense of responsibility and law-abidingness by abiding by laws and regulations, and striving to do your best.
Commitment	Undertake personal, family, and social duties with dedication and a strong sense of commitment. Promote unity and mutual support through dependable and consistent actions.

Perseverance	Demonstrate perseverance and remain steadfast in the face of difficulties and challenges. Strive to achieve goals with determination, diligence, and resilience.
--------------	--

Our Vision

“To be an exemplary learning organisation wherein every member achieves one’s best.”

We envision

- our students as Beacons of Light;
- our teachers and staff as exemplary mentors and role models;
- our school as a learning community for all; and
- our society as a safe harbour where it is harmonious and prosperous for us to live and work in.

Our Mission

- To strive to provide a safe, comfortable and caring environment that supports students’ well-being and develops students into confident, competent and compassionate individuals.
- To provide students with ample learning opportunities to lay a sound foundation for developing their capabilities in multiple areas.
- To develop students to their fullest potential in the moral, intellectual, physical, social, aesthetic, affective and spiritual domains.
- To equip students with cognitive skills, social and emotional skills, as well as life skills necessary for independent learning, decision making and problem solving.
- To engage and empower our teachers, staff, parents, and other stakeholders to support a student-centric education approach for the moral, academic and talent development of our young.

Our School Motto

Wisdom

We acquire vast knowledge through extensive reading and learning. With a solid basis for reflective questioning, critical thinking and discernment between right and wrong, we deal with people and situations with maturity and become wise decision-makers.

Faith

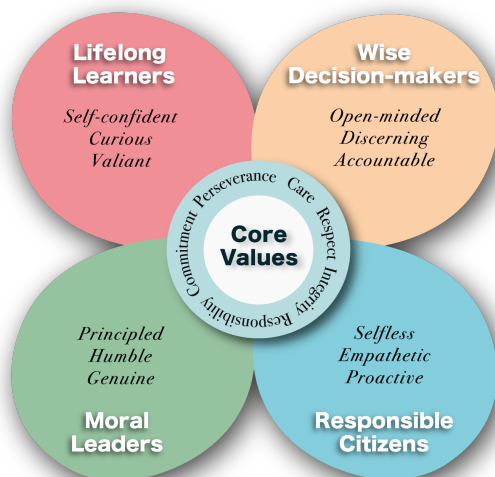
We not only believe in ourselves, but also strive to be trustworthy so that we build relationships based on mutual trust. We develop proper value judgments, keep our faith, and take a positive attitude to embrace the future with confidence.



Love

We love ourselves, love others, and love the world. We take the initiative to develop self-awareness and treasure life. We care about people and things around us, and shoulder the responsibility of protecting the environment. With concrete actions, we show appreciation for our community, our country and the world.

Our Desired Outcomes



The concept of having a Student Profile is to provide a visualised image of what kind of person we expect our students to be, and to achieve the essential qualities our students should possess. It helps us define our mission of education and a set of learning outcomes, while putting students at the centre of everything we do. It provides a shared goal that helps engage everyone working in or collaborating with the school in a purpose-driven journey – a journey to grow and nurture talents with good character and capabilities.

Through proper whole-person development and the inculcation of core values (namely Care, Respect, Integrity, Responsibility, Commitment and Perseverance) in our students, we envision students to develop into well-rounded individuals possessing the desired qualities of Lifelong Learners, Wise Decision-makers, Responsible Citizens, and Moral Leaders.

Lifelong Learners

who are active, curious learners with the skills and confidence to learn in a self-motivated, self-directed, valiant and continuous manner.

Wise Decision-makers

who are open-minded and have the wisdom and discernment between right and wrong, and therefore know how to make informed, rational, constructive and accountable choices in their lives.

Responsible Citizens

who are selfless and empathetic to others, and take a proactive role in fulfilling their responsibilities as good citizens.

Moral Leaders

who guide themselves and others with values and ethics, step up when needed and do what is best for the greater good. They are principled individuals and always serve others with humility and a genuine heart.

Our Objectives

We are committed to cultivating in our students the following qualities and aspirations:

- a sound and solid foundation of knowledge;
- a unique disposition with positive values;
- biliterate and trilingual competencies;
- the ability to think logically;
- curiosity and innovation in learning;
- a healthy mind and body;
- commitment to the society;
- knowledge and appreciation of the Chinese and foreign cultures;
- digital literacy; and
- the competencies to embrace the future.

We promote teacher professional development and support teachers to be teacher leaders in facilitating school advancement and providing quality education through:

- identifying professional competencies and qualification requirements for our teachers;
- planning, implementing and evaluating professional development programmes; and
- collaborating and exchanging ideas with various stakeholders, local as well as international educational bodies and organisations.

We work with parents so that they

- can be more attentive to their children;
- maintain close family relationships;
- have happy parenting experiences; and
- support the missions and policies of the school.

We engage and make positive impact to the community by

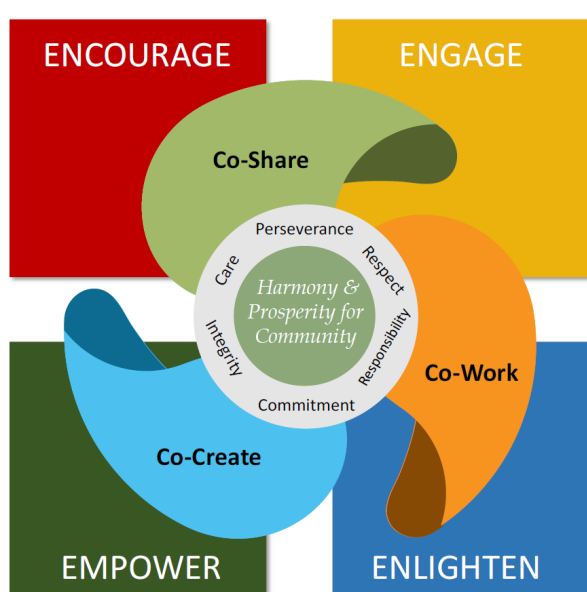
- co-sharing proactively the resources from the community to strengthen, deepen and widen the learning experiences of students; and
- co-operating with other organisations and leveraging our school resources to nurture talents and contribute to the community.



2.2 Serving the Community

Wofoo Community Hub (WCH) is co-established by Wofoo Social Enterprises and W F Joseph Lee Primary School. Connecting with different organisations in the education and business sectors, NGOs, volunteers, religious groups and government departments, WCH provides support to address the needs of the community and builds a strong collaborative network through resource sharing.

WCH serves the community with collaboration, sharing and creating synergy to drive meaningful impact. Our missions can be summarised into three “Co-s”: “Co-share”, “Co-work” and “Co-create” and four “Es”: “Engage”, “Enlighten”, “Empower” and “Encourage”.



WCH focuses on the following five areas:

- Parent Engagement
- Community Arts and Music
- Community Sports
- Early Childhood Development
- Minorities

03 School Business & Operations

3.1 Communications: School Business & Operations

Effective Home-School communications help develop the successful growth of a child. We would like parents to work hand-in-hand with the school for better communications based on the following values:

- Respect
- Prioritisation of students' best interests
- Openness

Ways of Communication

We welcome parents to communicate or share your thoughts with us through the following ways. The school will forward the message to the corresponding personnel, and we will get back to you within two working days.

Email

info@web.wfjlp.edu.hk

Calls

3401 4995

Circulars

- The School will send out e-circulars or printed copies when necessary.
- Parents are advised to reply to the circulars on time.

Student Planner

- Teachers use the Student Planner to communicate with parents about the homework assigned, reminders or special messages, etc.

Parent Communication App

- Parents can contact teachers through the Parent Communication App.
- During school hours, teachers are typically engaged in lessons. Parents are kindly requested to contact teachers regarding non urgent matters during school hours. Teachers will respond within two working days.

Phone Call

- Parents may call the School to talk to the teachers.
- During school hours, teachers are typically engaged in lessons. Parents may expect a reply from teachers within two working days.

Meeting with Teachers in-person

- The School arranges Learning Feedback Days throughout the year to maintain ongoing communication with parents regarding school development as well as your child's growth and progress.



- To enhance a quiet and safe learning environment for students, parents are advised to enter the School by appointment with teachers or school personnel, which can be made by phone or Parent Communication App.

Contacting the School Social Worker

- Parents may contact the class teachers if your child needs extra guidance and support. The Student Support Team will transfer cases to the school social workers if necessary.

Support

We understand that parents may sometimes need support or advice. Should this situation arise, parents may contact the class teacher. The Student Support Team will communicate with parents and see how we can work together to support the student. We may transfer the case to the school social worker if necessary.

School Information

Parents can learn more about our school, student achievements and event highlights through the following platforms:

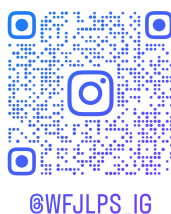
School Website

www.wfjlps.edu.hk

School Facebook



School IG



Publications

A School We Trust

This informational brochure gives details about our school, such as school motto, vision and mission, curriculum, school culture and facilities.

Beacons of Light

Beacons of Light acknowledges our students and alumni through their academic achievements, attitudes and outstanding performance in their careers and life.

Harmony

Harmony is a yearbook that features class photos, provides an overview of school teams and service units and highlights our students' achievements.

The Convergence

The Convergence is a collection of students' Chinese and English writings. This publication provides students with opportunities to learn, grow and explore their potential through their writing and the joy in sharing their work.

Artists in the Coming

This booklet provides an overview of the Visual Arts (VA) curriculum, from students' artwork to VA activities and VA competitions. Through this publication, students can appreciate and celebrate their schoolmates' talent.

3.2 Play Time

Activities

There are Play Time sessions in our school. In the first Play Time, students can go with their classmates to different corners in our school campus and enjoy various Play Time activities together. In the lunch Play Time, students can stay in the classroom or go to the Library for static activities.

Healthy Snack

We promote a green and healthy lifestyle in school. We encourage parents to prepare a suitable serving of healthy snacks for their child to enjoy during Play Time.

Pocket Money & Personal Items

Students can bring no more than HK\$30 in pocket money to school and should take care of it. Students should not bring to school any valuables/unauthorised items.

3.3 Student Attendance and Absence

The Octopus card is used for taking attendance of students. Parents should please take note of the following regarding the school's attendance taking arrangement:

- Students should bring their personal Octopus card (registered with the school) to school every day and tap the card on the card reader located at the school's lobby after arriving at school for attendance taking via the school's attendance management system. Class teachers check students' attendance via the Parent Communication App every day.
- Students who have their Octopus card replaced should inform the school and re-register the new card with the school.
- Parents can check their child's attendance record via the Parent Communication app.

- The number of days of absence, lateness and early leave will be shown on the student's report card.

3.4 Arrival, Dismissal and Absence Procedures

Arrival and Dismissal

The school gate to the parking lot remains open from 7:30 a.m. to 7:55 a.m. At other times, parents, students and other persons should use the Main Gate of the school (near Yan Chui House, Tin Yan Estate) to the school campus.

Period	Opening Hours	Gates Open
Arrival Period	7:30 a.m. - 7:55 a.m.	Main Gate and Car Gate
Delivery of Lunch	30 minutes before the scheduled lunch time	Main Gate Only
Dismissal Period	3:15 p.m. - 3:30 p.m. (Mon - Thu) 1:35 p.m. - 1:50 p.m. (Fri)	
School Events on Weekdays	Refer to the activity circular	Main Gate
School Events on Saturdays	Refer to the activity circular	Car Gate

Special Events and ECA Dismissal Arrangements

Days	Time of Dismissal	Dismissal Location
Mon - Thu	3:15 p.m. - 4:45 p.m.	Main Gate
	4:45 p.m. - 5:00 p.m.	Covered Playground (Please enter the campus from the Car Gate)
	5:00 p.m. - 6:00 p.m.	Car Gate
	After 6:00 p.m.	Car Gate
Fri	3:05 p.m. - 3:20 p.m.	Car Gate
Sat and School Holiday	8:00 a.m. - 5:00 p.m.	Car Gate

Lateness

- Students who arrive at school after 7:55 a.m. are considered late and must first report to the General Office.
- Students who are late habitually will be followed up by the guidance and discipline team.

- Absences, early leave and lateness will be counted and shown every term on the report card.
- Parents should make arrangements to ensure that students go to school according to the school calendar. Casual leave should be approved by the school in advance.

Early Leaves

If parents / guardians need to fetch a student home or to seek medical advice before dismissal, please sign them out at the General Office.

Absences

Sick Leave

- Please take your child's temperature every morning. Do not send your child to school if he / she has a fever.
- If a student is sick and cannot attend school, parents must submit leave requests via the Parent Communication App before 7:55 a.m. If a student is absent for two days or more, a doctor's certificate must be submitted to the class teacher for review on the day they return to school.
- If a student is suffering from an infectious disease such as Chicken Pox, Measles, Mumps, Hand, Foot and Mouth Disease or Human Swine Flu, etc., he/she should stay at home to rest and seek medical attention as soon as possible. He/She resumes school only after being diagnosed as fully recovered by a registered doctor.

Casual Leave

- In order not to affect the learning progress, students need to attend lessons according to the school calendar.
- Students requesting casual leave (regardless of duration or reason) must have their parents submit a written application to the Principal at least three working days in advance, accompanied by relevant supporting documents (where applicable). Additionally, a leave request must be submitted via the Parent Communication App. Absences without prior approval will be considered "unapproved absences" and will be recorded.
- **Restrictions on Traveling:** Please note that leave requests for leisure, personal travel, or family vacations during school days will **not** be approved.
- For urgent same-day casual leave requests due to unforeseen circumstances, parents must submit the leave application through the Parent Communication App before 7:55 a.m. on the day of absence. Supporting documents (where applicable) must be submitted subsequently.

Homework Arrangement

- Students can submit homework on the day of coming back to school. If a student takes sick leave for two days or more, he / she should submit homework to the subject teacher within one week after recovery.



- Depending on the student's health condition, parents may decide whether to collect the homework in person (or entrust others after school) or discuss the delayed learning progress and homework submission with the class teacher.
- To prevent loss of homework, school bus nannies will not collect or return homework for any student.

3.5 Parents Dropping Off Items

Students are responsible for bringing all their belongings to school for lessons and after-school activities. Students are required to bring and submit the requested documents on time, like photos, payment cheque, pre-loaded Octopus cards, and Child Health Record, etc.

The school will only accept items that directly affect students' health and safety. The school will exercise discretion when handling large or bulky items related to extracurricular activities.

Below tables listed out examples for your reference.

Accepted items	Items not accepted
For Health Concern (The General Office will arrange for a janitor to deliver items to the classroom.) • Medicine • Medical aids • Spectacles • Warm clothing (When cold weather warning is hoisted)	• All lesson materials • Water bottles, snack bag, cutlery • School uniform, clothings, watches
For Self Dismissal Safety Concern (The General Office will call the classroom to notify the class teacher to remind students to sign and collect the items at the General Office.) • Octopus card • Home key • Mobile phone	
Items for After-School Activities (ECA / School Team / Uniform Group) 1. Large and Bulky Items: e.g. musical instrument like cello, fencing equipment (The school office will arrange for janitor to deliver them to 4/F Hall)	

- Drop off at the General Office at designated time (Before 8 a.m. or between 11:30 a.m. and 12 p.m.) 2. Swimming Bags and Uniforms - Bringing swimming bags and uniforms is a basic responsibility for students. Therefore, students must claim them themselves. Parents must ensure that the correct class, student number, and name are clearly labelled or attached to the outside of the swimming bag to help students identify their personal items. - Items should be delivered during the designated time (from 3:00 p.m. to 3:15 p.m.) to the “Swimming Bag and Uniform Collection Point” near the school office. - Students are responsible for proactively informing the extracurricular activity instructor if they have forgotten to bring their supplies. They must ask for the instructor’s permission before going to the collection point to claim their items. 3. Special items to be delivered to the General Office upon teachers’ request - Teachers will inform the General Office at least one working day in advance to receive these items.	
--	--

3.6 Lost and Found Handling Guidelines

If you FIND an item	If your child LOSES an item
General Items (Uniforms, stationery, etc.): Please place it at a school Lost & Found area.	General Items: Please have your child check the Lost & Found area in the Main Building Ground Floor Covered Playground or the New Annex Ground Floor Lost & Found area.
Valuable Items (Money, gift vouchers, Octopus cards, jewellery): Immediately hand it in to the General Office and assist with completing the	Valuable Items: Please enquire and register the loss at the General Office.

required registration form.	
-----------------------------	--

Reclaiming Valuable Items

To claim a valuable item at the General Office, the claimant must provide full details for confirmation:

- Date, time, and location of the loss;
- Description of the item or the amount of money lost;
- Claimants must sign the registration form for confirmation.

Unclaimed Valuables

The School publishes a Notice of Unclaimed Items on the Parent Communication App and at the Covered Playground lost-and-found area in January and July. Items unclaimed six months after the notice is issued will be processed according to school procedures.

3.7 School Uniform Student Dress Code

	Boys		Girls	
	Summer	Winter	Summer	Winter
Regular	• Short-sleeved white shirt • Light brown shorts • Black belt • Short white socks • Black leather shoes	• Long-sleeved beige shirt with school tie • Grey pants • Black belt • Short white socks • Black leather shoes	• Beige knee-high dress • Short white socks • Black leather shoes	• Long-sleeved beige shirt with ribbon • Checked knee-high pinafore with waistband • Knee-high white socks • Black leather shoes
P. E.	• White short-sleeved PE T-shirt • Brown shorts • Short white socks	• White long-sleeved PE T-shirt • Green track pants • Short white socks • White	• White PE T-shirt • Brown shorts • Short white socks • White running	• White long sleeved PE T-shirt • Green track pants • Short white socks • White

	• White running shoes	running shoes	shoes	running shoes
Swimming Lesson	• Bottoms only		• One piece only; sleeveless	
	• Other items to bring: swim cap, goggles, big towel and sandals			
Optional Uniform Pieces	Optional Items • School overcoat (recommended) • Beige cardigan (recommended)			
	House Tee Guidelines • You can wear your House T-shirt for PE lessons, house activities (Mon), or on designated dates. • Wearing your House T-shirt in winter is optional. • If you choose to wear it in winter, you can wear it on its own if the weather allows, or over your winter PE uniform or black / white long-sleeved undergarments for added warmth. Cold Weather Warning Guidelines When Hong Kong Observatory issues a Cold Weather Warning, • students may wear a coat or down jacket in the school colour (i.e. a plain, solid dark green) over their school uniform for warmth. • girls are allowed to come to school in school sportswear or put on flesh-coloured tights underneath their knee high white socks			
Hairstyle, Accessories & Others	• Hairstyle should be neat and tidy. • Girls' long hair should be tied up with yellow / black elastic hair bands. • Accessories should not be worn.			

3.8 School Bus Service

- Our school bus service company is Daily Ride Transportation Limited. For information, parents can visit the company's website at www.dailyride.com.hk, call 2431 4010 or email to ntmail@dailyride.com.hk / mail@dailyride.com.hk.
- The school accepts applications for the next school year's school bus service from the registration day at every school year end onwards. Parents should submit the completed school bus application form together with cheque or cash to the school bus company for processing.
- The school bus company will distribute a designated envelope to students before the 25th of each month. Parents should place a cheque or cash in the

envelope and hand it to the school bus nannies before the 5th of the following month. The cheque should be made payable to “Daily Ride Transportation Limited”.

- School bus fare from September to June of the following year will be counted on a whole month basis while that of July will be counted on a half month basis. Parents should pay the school bus fare for June and July in one payment. The school bus fare for a single-way trip is 80 percent of that of a round trip.
- Students should arrive at the school bus waiting area five minutes prior to the scheduled boarding time. Parents should also arrive at the bus waiting area five minutes prior to the scheduled bus arrival time to pick up their children. If parents are not there when the school bus arrives, students will be dropped off at school after the bus completes its entire route.
- Under such circumstances, parents are required to pick up their children from the school in person.
- Parents should notify the school bus company as soon as possible before school arrival or dismissal period if no school bus service is required for their children on a particular day to avoid causing delay for other students using the school bus service.
- Students who need to apply for school bus service for extra-curricular activities should submit the application form to the school bus company five days prior to the bus taking day. Bus fares for school bus service for extra-curricular activities are charged per trip and will be collected in cash according to the number of requests. In the event that the school bus service is not required on a particular day, parents should notify the school bus company before 4:00 p.m.
- To ensure the safety of students, all students taking the school bus must comply with the “Guidelines for Ensuring Safety of Students on Student Service Vehicles”, follow all safety precautions and listen to the driver’s or nannies’ instructions. Students should have their seat belts fastened after getting on the school bus, refrain from running, playing, and making noise, and should not eat or drink on the school bus.

3.9 Lunch Arrangement

Students can order lunch from the school’s designated lunch caterer, bring their own lunch boxes or enjoy lunch delivered by parents.

Order Lunch from Caterer

Our school’s catering service company is .TIAN TIAN (KWAI CHUNG CENTRAL KITCHEN) CO LTD. For information, parents can visit the company’s website at www.ttgreen.com , call 5989 2638 or email to info@ttgreen.com.

- Please download the lunch caterer's app, where you can view the menu, order lunches, and cancel orders.



- Students can have rice refilled on the third-floor if they wish to have more.
- Salt Reduction Scheme for School Lunches:
The Department of Health has implemented the “Salt Reduction Scheme for School Lunches”, aiming to ensure that the average sodium content per primary school lunch box does not exceed 500 milligrams, thereby improving children’s health. The Department of Health also periodically reviews the recipes of reduced-sodium lunches provided by lunch suppliers to assess the sodium content of these meals. Additionally, lunch suppliers must cook lunches according to the “Nutritional Guidelines on Lunch for Students,” avoiding high-fat, high-salt, and high-sugar ingredients. Parents are encouraged to reduce sodium in home-prepared foods to further support their children’s health. For more information, parents can visit the following webpage:

Salt Reduction Scheme for School Lunches

(https://school.eatsmart.gov.hk/b5/content_salt.aspx?id=6201)

Nutritional Guidelines on Lunch for Students

(https://school.eatsmart.gov.hk/files/pdf/lunch_guidelines_bi.pdf)

Deliver Lunch for Children

1. If parents are delivering lunch to the school, please enter the campus through the **Main Gate** at least 30 minutes before the scheduled lunch time and place the lunch boxes or tableware in the plastic containers provided outside the General Office. The lunch boxes should be securely sealed and placed in leak-proof food bags with the students’ name and class written on the bag. **Please do not use rechargeable lunch boxes.**
2. For the dietary health of students, parents are advised not to prepare unhealthy foods like hamburgers, fries, sodas, etc., for their children. **Our school does not accept food deliveries ordered by parents through external delivery platforms to be sent directly to the school.**

Tuck Shop

- Tuck Shop Operating Period

Operating Period	Hours
Morning	7:30 - 7:45 a.m. (Students should tidy up and head to assembly immediately after breakfast.)
Play Time	9:40 - 10:00 a.m. (Mon to Thu) 9:25 - 9:40 a.m. (Fri)
Lunch Play Time	Closed
After School	15 minutes post-dismissal

- Students can spend no more than \$30 for snacks daily and pay in cash.
- We encourage parents to seize this opportunity to foster smart money management skills at home. By guiding our children to use their pocket money wisely, we can help them develop responsible consumer attitudes and healthy eating habits. Let's partner together for our children's holistic development.

3.10 Exercise Books

- Students are required to order exercise books, folders and plastic zipper bags for the new school year on the registration day at the end of each school year in early July.
- Parents can choose to purchase the whole set of exercise books and folders or only the quantity they need.
- Parents should take note that exercise books and folders cannot be ordered in the first school term. Therefore, it is recommended to purchase the whole set of exercise books and folders before the school year starts.
- Starting from the second school term, students can purchase exercise books using cash at the General Office during the first Play Time.

3.11 School Fee Remission / Scholarships

School Fee Remission Scheme

- To provide assistance to students in need, the school has devised a school fee remission scheme which is based on family income and number of dependents (also applicable to students receiving Comprehensive Social Security Assistance or financial assistance under the Student Financial Assistance Agency).
- Details of the school fee remission scheme for each school year can be obtained from the school website.
- Parents who wish to apply for school fee remission can get the application form from the General Office or download it from the school website. The completed form along with supporting documents should then be submitted to the General Office on or before the closing date. If family income changes adversely after the closing date, parents may submit their application at any time during the school year.
- The school will inform parents the application result within 30 days after the closing date. Applications will be officially approved after the announcement of school places.
- There is an appeal mechanism for school fee remission application. Applicants who fail to receive any fee remission and with reasonable grounds can appeal to the school. Any appeal should be made within one month after being notified of the application result. All appeal cases will be handled by the school appeal panel members appointed by the Principal.

Scholarships

- Every year, the school bestows scholarships to outstanding students who excel themselves and achieve excellence in various aspects, including academic performance, morality, sports, arts and music.
- The school offers scholarships to students according to the reserve of school fee remission / scholarship scheme. Parents can refer to the school website or attached information on the admission letter for details.

3.12 Payment on Campus

Our school accepts **Octopus Card, Credit Card, Alipay, and FPS for school payments.**

If your child pays using an Octopus card, please ensure it has a sufficient balance before any transaction. For easy identification, kindly label the card with your child's **name, class, and class number**, and store it in a protective smart card holder.

3.13 School Policy for Inclement Weather

In the event of tropical cyclones, typhoons or rainstorms, the school's policy is to follow instructions given by the relevant authorities. If extreme weather occurs, please refer to the following tables which explain our school procedures. Please check the announcements from the Education Bureau or Hong Kong Observatory for further information.

Tropical Cyclone Warnings

	Action to be taken	
	If students are NOT YET at school	If students are ALREADY at school
Hoisting No. 1 to No. 3 signals	School is to operate as usual.	School is to operate as usual.
Hoisting Pre No. 8 / No. 8 signal or above	School is to be suspended the entire day.	School Bus Arrangement: Students using the school bus service will be bussed home at an appropriate time under safe conditions. Parent Pick-up and Students who hold Self-Dismissal Cards: Parents should pick up their children at school.

When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	School is to resume the next day.	School is to resume with the next session unless a previous announcement has been made to the effect that primary schools will be suspended for the entire day.
--	-----------------------------------	---

Rainstorm Warning

	Action to be taken	
When the Rainstorm Warning Notice is Posted	If students are NOT YET at school	If students are ALREADY at school
Amber	School is to operate as usual.	School is to operate as usual.
Red or Black	School is to be suspended the entire day.	School is to continue until the end of the normal school hours and conditions are safe for students to return home. Parents are permitted to pick up their children and take them home. School Bus Arrangement: Students using the school bus service will be bussed home at an appropriate time under safe conditions. Parent Pick-up and Students who hold Self-Dismissal Cards: Red Rainstorm Warning: Our school staff will contact parents to confirm the dismissal arrangements. Black Rainstorm Warning: Parents should pick up their children at school.

3.14 Personal Data Policy

Under the Personal Data (Privacy) Ordinance, our school has implemented the following measures to safeguard the personal data of students / parents or guardians. Parents and students are encouraged to review the following:

- When students apply for admission to our school or request other services from us, they are required to provide relevant personal information to our school.
- The collected personal data of students / parents / guardians will be used for the following purposes, including but not limited to:
 1. Administration and teaching
Such as student records, further education, student guidance and discipline services, counselling services, learning support, speech therapy, field trips or other learning activities.
 2. Students' welfare
Such as the orderings of exercise books, school uniforms, lunch services, school bus and photography services; participation in interest classes, academic counselling classes and school picnics. The school may provide the minimum necessary personal data of the student to service providers after assessing the actual needs. This may include information such as name, class, student number and gender, etc. The school will ensure that the service providers only use the provided data for purposes related to the designated services.
 3. Communication with parents
For communication and administration purposes of the PTA, etc.
 4. Showcasing student learning achievements
The school may use excerpts of student works, such as homework, artworks, snapshots of student life, personal portraits (including videos, photographs, etc.), for classroom learning and teaching purposes, publication in school publications, display in campus exhibitions and uploading on the school's website.
 5. School publications and promotional materials
Our school regularly announces the latest news through newsletters, leaflets and webpages. The content may include students' school life, videos, photos or information such as name, class, gender and awards.

The school promises to handle the above-mentioned information with caution and will assign / authorise relevant personnel within the school, such as class teachers, and relevant staff members, etc. to handle and follow up on the data as necessary. The school may also provide relevant information to the Education Bureau and related departments when required.



3.15 Student Identity Card

Every student is issued an official Student Identity Card every year. The Student Identity Card serves two primary purposes:

1. **Official Identification:** Serves as the official proof of student identity during school hours, external visits, competitions, and examinations.
2. **Lunch Catering Cabinet Access:** Used as the personal smart key to unlock and open the lunch catering cabinets for receiving ordered lunch boxes on campus.

Students should bring their Student Identity Card to school every day and keep it safe. Please note that a fee applies for purchasing or replacing the Student Identity Card (refer to the Fines, Charges and Fees page on the school website). In case of loss or damage, an application for a replacement card can be submitted to the General Office.

3.16 Replacement of Official Documents and Fees

If a student requires a replacement of official school documents or cards due to loss, damage, or personal requests, parents may submit an application to the General Office. A fee applies for document issuing and replacements.

Supported replacement items include:

- Student Identity Card
- Graduation Certificate / School Leaving Certificate
- Report Cards / Transcripts
- Other official certification documents

For full details regarding administrative fees, processing times, and payment methods for all document purchases and replacements, please refer to the Fines, Charges and Fees page on the school website.

04 Academic Affairs

4.1 Curriculum

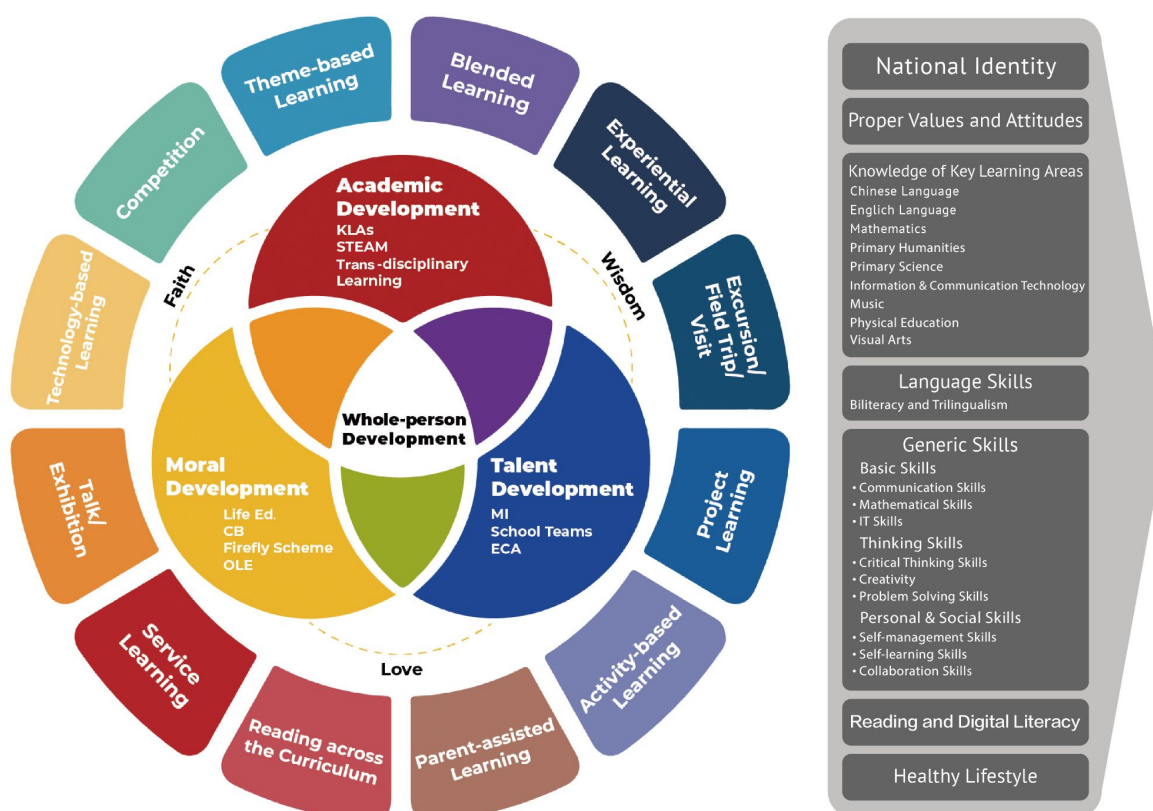
School-based Curriculum

We establish a school-based curriculum framework that sets the directions for learning and teaching, and puts every area of development, methodology and learning into perspectives. The framework focuses on student holistic development that aims at and builds on the growth of students.

There are three major components of the school-based curriculum framework:

1. 3 Areas of Student Development
2. 12 Approaches of Learning and Teaching
3. 7 Learning Goals

Curriculum Framework



3 Areas of Student Development

Area 1 – Academic Development

Area 2 – Talent Development

Area 3 – Moral Development

The 3 areas of student development cover every element in the formal, informal and hidden curriculum of the school. They provide a perspective and purpose of development and learning for curriculum, subjects, programmes and learning initiatives. They cover all essential lifelong learning experiences for whole-person

development in the domains of ethics, intellect, physical development, social skills and aesthetics, and they are echoed by the school motto – Wisdom, Faith, Love.

12 Approaches of Learning & Teaching

A learner-focused approach is used in WFJLPS. Diversified learning and teaching methodologies are used to suit the different personalities, needs and interests of students. The learning and teaching methods are built on the strengths and interests of students to make learning effective and efficient.

The approaches of learning and teaching are as follows:

- Blended learning
- Experiential learning
- Excursion / Field trip / Visit
- Project learning
- Activity-based learning
- Parent-assisted learning
- Reading across the curriculum
- Service learning
- Talks / Exhibitions
- Technology-based learning
- Competition
- Theme-based learning



7 Learning Goals

Building on kindergarten education, primary education continues to develop students' learning capabilities and interests, and also lays a solid foundation in students to deepen their knowledge, skills, values and attitudes when they proceed to secondary education. The learning goals of the three stages are coherent and inextricably related. The updated seven learning goals emphasise the importance of nurturing a sense of belonging to our country, the Chinese

culture, values education, active learning, STEM education, media and information literacy, a healthy lifestyle and balanced physical and psychological development. We expect students to achieve the updated learning goals upon completion of primary education.

The learning goals are as follows:

1. *National Identity*
Understand our country and the Chinese culture, and cultivate a sense of belonging and national identity towards our country through national education and national security education;
2. *Proper Values and Attitudes*
Know how to distinguish right from wrong, fulfil their duties as members of the family, society and our country, and demonstrate proper values and attitudes such as perseverance, respect for others, integrity and benevolence, as well as thoughtful and sensible judgements and behaviour;
3. *Knowledge of Key Learning Areas*
Be equipped with a solid knowledge base and perspectives across the eight Key Learning Areas (KLAs) to facilitate personal growth and development;
4. *Language Skills*
Be proactive in biliterate and trilingual communication;
5. *Generic Skills*
Develop generic skills and inquiry thinking holistically, and learn independently and actively;
6. *Reading and Digital Literacy*
Cultivate an interest in extensive reading and develop an active reading habit, and use information and digital technology in a rational and responsible manner;
7. *Healthy Lifestyle*
Lead a healthy lifestyle, develop personal hobbies and talents, take pleasure in engaging in different communities, and foster interests and essential skills to appreciate aesthetic and physical activities in order to achieve balanced physical and psychological development.

Provision of Remedial Support

Remedial lessons are provided to students who require additional support during the self-study periods. The sessions are designed to reinforce understanding, clarify misunderstanding, and provide targeted assistance to enhance their learning experience. This initiative aims to address the individual learning needs of students and help them achieve their full potential.

4.2 P.1 Adaptation

Enhancement measures are in place to help P.1 students adapt to school life.

- There are two P.1 class teachers in each class to cater for the diverse needs of students.
- Each P.1 student will be assigned a P.4 buddy in the same house to help them adapt to the new school environment. The P.4 big brothers and sisters act as role models and take care of their younger buddies.
- In terms of learning and teaching, P.1 Primary Humanities teachers use Cantonese to assist students' learning of the subject in the first term.
- We aim at cultivating students to establish good study habits. Therefore, there are no examinations for P.1 students, and formative assessment is used to keep track of students' learning progress.

4.3 Assessment

The purpose of assessments is to

- collect evidence of student learning (including the learning process and learning outcomes);
- assess students' performance for the purpose of providing feedback to students, teachers, the school and parents to improve learning and teaching; and
- review and analyse student assessment data to develop appropriate follow-up plans.

Our school uses multiple methods to assess the outcomes of learning and teaching and collect evidence of student learning.

Assessment methods include:

- Formative assessment (e.g. observing student's performance in class, module summary, project-based learning, student's presentation and homework)
- Summative assessment: Examinations are carried out twice a year for P.2 to P.5 students. There are three examinations for P.6 students. As no examinations are arranged for P.1 students, only formative assessment is used.
- 3 modes of assessment: Assessment for Learning; Assessment as Learning; Assessment of Learning

4.4 Homework

Purpose of Homework

Effective use of homework can extend and consolidate students' learning outside the classroom and help students deepen their understanding and construct knowledge. Homework from different subjects should achieve the following:

- It prepares students for new learning and facilitates self-learning.
- It helps students understand their own progress and problems and provides them with opportunities to learn to solve problems.



- It helps teachers identify students' learning difficulties and adjust the teaching plans and strategies to provide timely feedback to students and enhance their learning effectiveness.
- It provides information on the knowledge students have acquired and the skills, attitudes and values they have developed. It gives effective feedback on the planning and implementation of the curriculum.
- Parents can understand their children's progress and learning styles to provide timely support for their children.
- Parents can understand the requirements of the school curriculum so that parents and schools can work together to help students improve their learning.

Types of Homework

Different subjects offer a wide variety of homework, including worksheets, pre-lesson preparation, note-taking, oral practice, newspaper clippings, projects, drawing and handiwork.

4.5 Language Policy

The school values the language development of students. To cultivate a language-rich learning environment, we have chosen English, Putonghua and Cantonese as the medium of instruction (MOI). We aim to develop our students to be biliterate (i.e. to master both written Chinese and English) and trilingual (i.e. to speak fluent Cantonese, Putonghua and English). We hope our students will become talented people with a mastery of both languages.

MOI	Subjects
English	English Language, Read Write Inc. (RWI), Language Arts, Mathematics (P.4-6), Primary Science, Music, Physical Education, and Visual Arts
Putonghua	Chinese Language, Chinese Literature, Picture Book, and Primary Humanities
Cantonese	Mathematics (P.1-3), Information and Communication Technology, Character Building, Reading (P.1-3)

4.6 E-learning

We aim to develop our students into lifelong learners. We believe that it is important to equip students with the knowledge, skills and attitudes to choose what to learn, know ways of how to learn and use what they know in good ways.

To support students in learning more effectively and efficiently, we structure the following different learning experiences:

- Learn about IT skills in I.C.T. curriculum.
- Use the Internet responsibly through the education of cyber ethics.

- Develop self-directed learning habits through e-learning platforms.
- Extend learning through subject e-learning platforms.
- Enhance learning effectiveness and efficiency through the use of e-devices in lessons and at home.

4.7 Reading / Library

We believe reading expands the mind. Therefore, we are committed to enhancing students' interest in reading, supporting students to establish a reading habit and providing opportunities for students to share in the joy of reading.

In regards to reading, the school offers the following programmes:

- Uninterrupted Sustained Silent Reading (USSR): a session for everyone to read silently before the morning assembly every day
- Participation in the "Reading Programme for Child and Youth", organised by Hong Kong Public Libraries
- Reading Pal
- Student Librarians
- Buddy Reading
- Story Mums and Dads

Library Guidelines & Responsibilities:

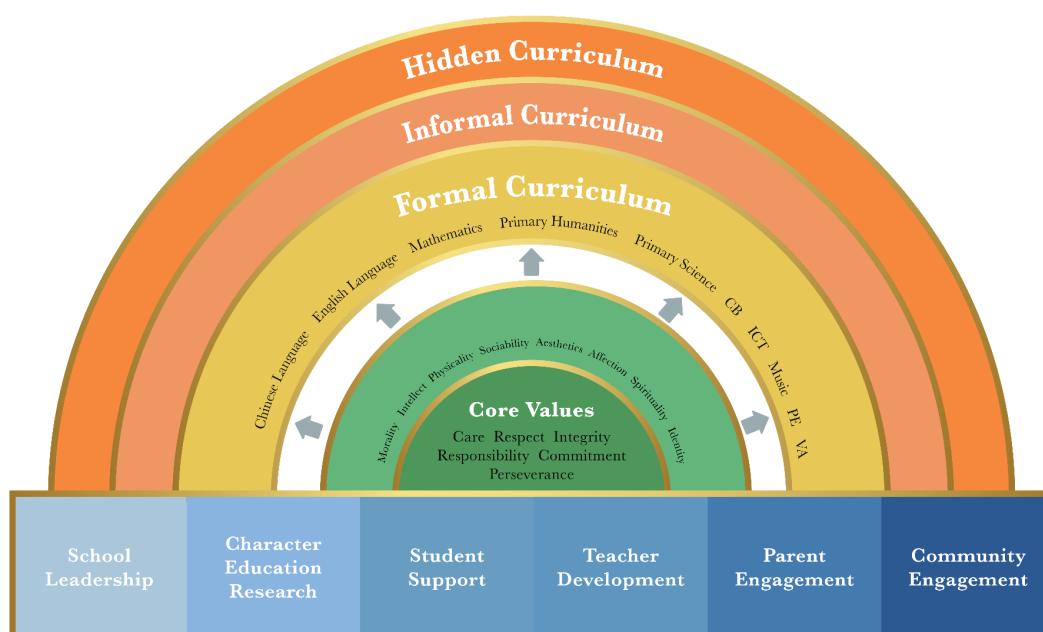
- **Visiting & Reading:** The library is open to students during designated Play Time sessions, lunch periods, and scheduled reading classes.
- **Care of Books:** Students must take good care of all library books and materials. Writing on, folding, or damaging library items is strictly prohibited.
- **Borrowing & Timely Returns:** Students must return borrowed books on or before the due date so that other schoolmates may enjoy them.
- **Overdue Fines & Replacement Fees:** In cases of overdue books, lost items, or damaged library property, please refer to the Fines, Charges and Fees page on the school website for relevant rules, charges, and procedures.



05 Student Well-being & Development

5.1 Character Building

The building of good character is a process that requires the collaborative efforts of the individual, the society and the school. Our goal in Character Building is to let our students undergo a comprehensive and cohesive system of primary education and develop into good citizens who possess the six core values: Care, Respect, Integrity, Responsibility, Commitment and Perseverance. We foster students with knowledge (Values in Mind), trigger their affection (Values in Heart), and provide opportunities and platforms for them to apply what they developed in their daily lives (Values in Action). We work hand in hand with parents to develop our next generation into lifelong learners and moral leaders with good character.



5.2 Firefly Scheme

The Firefly Scheme is one of the major programmes that encourage students to do good deeds and say good words. It is also a programme for teachers and students to live out LOVE. Firefly is the name of an insect that can shine in the dark. The scheme is so named as we expect our students to shine like a firefly in the dark, not only for oneself but also for others.

All teaching staff, non-teaching staff, parents, family members and schoolmates can give You-shine Stamps or signatures on the Firefly Booklet to reinforce the students' good behaviours. Once students have accumulated a certain number of You shine Stamps or signatures, they will be rewarded with non-materialistic gifts.

5.3 House League

All teachers and students belong to one of the seven different houses. Promoting character and civic education through participation in house activities is one of

the features of our school. Seven rainbow colours represent our seven houses - Morality, Intellect, Physicality, Sociability, Aesthetics, Affection and Spirituality. These houses have different emphasis on beliefs which correspond to the competency and character our school focuses on. There are various house activities and competitions every year for strengthening the sense of belonging in our teachers and students.



5.4 Service Learning

Classroom Jobs for Everyone

To provide opportunities for each student to serve others and develop a sense of responsibility and belonging to the class, every student will be assigned a position in their class. This can help students develop a better understanding of themselves, build self-confidence and improve their communication and problem-solving skills significantly.

Community Service

Participating in community service is a key strategy in promoting positive values and attitudes among students in moral and civic education. It enables students to acquire life skills and knowledge through providing service to the needy. The school organises different activities for junior and senior students each year, such as cleaning up the community and visiting nursing homes. These activities serve as the tools with which students can be more engaged with society. By serving others, we hope our students realise that they can also contribute and make a difference.

5.5 Code of Conduct

We believe that everyone in WFJLPS is a member of a family bound by the shared values of care, respect, integrity, responsibility, commitment and perseverance. Therefore, the Code of Conduct sets out responsibilities, expectations and consequences that can guide students to become lifelong learners, wise decision-makers, responsible citizens and moral leaders.

Students are expected to always:

- act safely and consider the safety of others;
- be understanding of others' situations;
- understand and appreciate their own and other's values, and to accept people's uniqueness and different choices;
- be upright, fair and honest towards everyone;
- remain steadfast in duties and do the best they can;
- be responsible for their words and actions;
- shoulder personal, family and social responsibilities and duties; and
- be perseverant when facing difficulties and obstacles.

5.6 Student Support Services

We recognise that different students have their own learning styles, abilities, interests and needs. Students have diverse needs at different growth stages. Therefore, we provide diversified learning support to students at different key stages so that they can receive appropriate, timely and individual advice.

Early Identification and Intervention Programme for P.1 Students with Learning Difficulties

We identify those P.1 students who are at risk of learning difficulties so that we can provide early support and prompt intervention.

Student Guidance Services

We follow up on identified students with Special Educational Needs (SEN) and provide support whenever necessary.

- We arrange regular meetings with teachers and parents regarding students' needs.
- We refer cases to our school's social worker and education psychologist whenever necessary.
- We provide the identified students with SEN with learning support, assessment accommodation and / or intervention.
- We keep track of the growth of students with SEN and evaluate the effectiveness of the support from school.
- We develop individual educational plans for students with extreme learning needs.
- We launch learning groups for students with SEN to equip them with the skillset they need for an effective school life.



Speech Therapy

We identify the speech problems of individual students and provide individual or group training for them. We set up meetings for teachers and parents with the speech therapist to ensure consistent strategies are applied to help students cope with their speech difficulties.

Social Worker

Our social workers come from Caritas. The duties include providing consultation and counselling services to students in need, delivering educational programmes for all students, and carrying out social intervention groups and parent workshops.

Learning Support

We identify students with learning difficulties and discuss with parents in providing special arrangements on homework and examinations. Students in need are provided with diversified learning opportunities. Our school also offers tailored teaching and learning activities for Non-Chinese Speaking students.

Parent Meetings and Parent Support Group

Our school's social worker and other professionals conduct Individual Parent Meetings or Case Conferences on a regular basis to support individual parents. Parent Support Group, run by our school's social workers, helps parents develop effective parenting skills that address their children's specific learning needs through sharing.

Life Planning Programmes

A series of life planning programmes fosters students' self-understanding. These programmes give students the chance to understand more about themselves and realise their personal traits. We hope that students will be equipped with the knowledge, skills and attitudes to make wise choices in accordance with their interests and abilities.

5.7 Medical Information

Student's Medical Record

- At the beginning of each academic year, the school solicits parents' cooperation in reporting the medical history of their children, especially when such history may affect their participation in P.E. lessons or other physical activities. Such information will be kept for school use only and will not be disclosed to any other parties without prior consent of the parents concerned.
- Any prescribed medication brought to school by students or parents will only be administered to students under the assistance of appointed school staff.



Prevention and Control Measures of Communicable Diseases

- Our school adopts the prevention and control measures recommended by the Centre for Health Protection. To prevent outbreaks of communicable diseases such as influenza and other respiratory tract infections, students who develop fever (oral temperature higher than 37.5°C or ear temperature higher than 38°C), regardless of whether they show symptoms of respiratory tract infection, should avoid going to school. Students should seek medical advice and stay at home for rest until symptoms have improved and fever has subsided for at least two days.
- The school is committed to taking all necessary anti-epidemic measures and efforts according to the guidelines issued by the Centre for Health Protection and the Education Bureau.

Measures to be taken by parents:

- Parents should measure their child's body temperature every day before sending him / her to school.
- Parents should take note of the school circulars regarding the prevention measures on influenza adopted by the school and cooperate with the school to safeguard the health of the students.
- Parents should remind their child to observe good personal and environmental hygiene.
- Parents are reminded to inform the school immediately if their child is sick by telling the General Office staff about his / her condition. The school will report the case to the Department of Health where necessary. It is at the parents' discretion as to whether or not to come to the school and pick up their child's homework. Students can submit outstanding homework within one week after returning to school.

Measures to be taken on the campus:

- If more than three students taking sick leave in a class have shown similar symptoms, the General Office will report the "Daily Record of Sick Children" to the Department of Health.
- The school will measure the body temperature of all students when they enter the campus every school day.
- Used masks should be disposed of properly into a lidded rubbish bin.
- Air conditioners will be turned on to ensure good ventilation.
- Alcohol-based hand sanitisers can be found outside Room 01 on each floor, in the library and computer room.
- Hospital grade air purifiers are used in all classrooms.
- Cleaning arrangements have been stepped up on the school premises. All floors and classrooms are cleaned thoroughly by janitors. Classrooms are cleaned and disinfected by using 1:49 diluted household bleach every time after use.
- Students should avoid sharing food or personal items with classmates.



- Class teachers will make sure that the student lunch helper is physically well, and has washed hands before distributing lunch boxes.
- All persons should wash hands frequently when staying on the school premises to ensure good personal hygiene.

Handling Student Emergencies by the School

Parents should note that if their child suddenly becomes ill or is involved in an accident, the school will take the following actions:

- The parent will be contacted immediately, and at the same time, first aid will be administered (if feasible) by qualified teachers or staff (e.g. stop bleeding, apply bandage to injured parts).
- For critical cases or if the school is not able to contact the parent or guardian, the student will be escorted immediately to the Accident & Emergency Department (A&E Dept.) of nearby public hospital by school staff.
- If the parent can be contacted, the parent shall decide whether the student should be escorted immediately to the A&E Dept. of nearby public hospital by school staff or remain in the school for observation until the parent arrives to follow up on the case.

First Aid Measures

General Measures

- A first aid box with all essential first aid items can be found in all classrooms and special rooms.
- The school encourages teaching and office staff to attend first aid training courses regularly to ensure the proper care of students in distress before the arrival of ambulance services. Some teachers, secretaries and office staff in our school have attended first aid training.

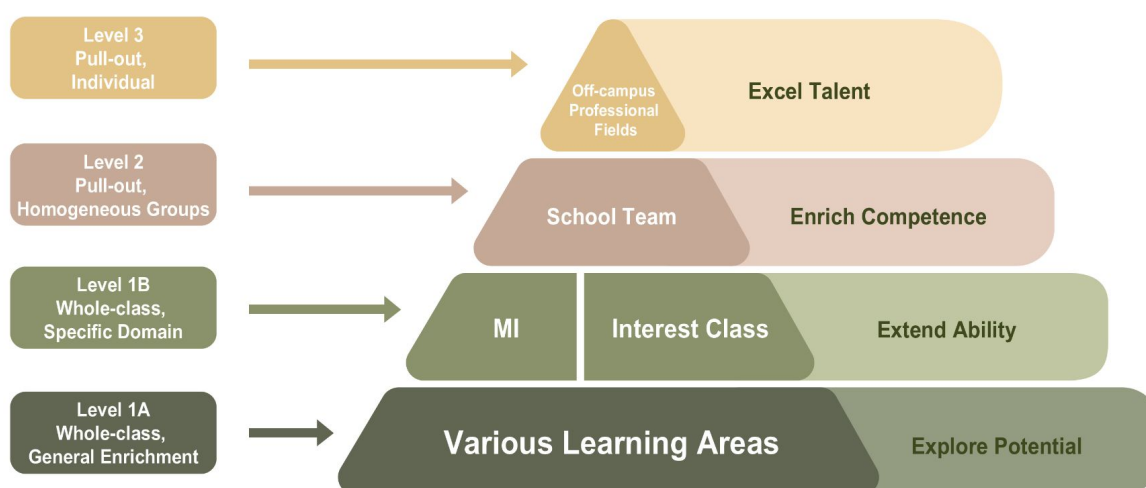
Other Measures

- All school equipment and installations are properly installed and maintained by qualified personnel. All reasonable precautions are taken to minimise risks and to guard against accidents. All hazardous chemicals / poisons are clearly labelled, kept in a locked cupboard and checked regularly by qualified personnel.
- To guard against accidents to students during school hours, teachers will be on duty during Play Time, lunch time and at school dismissal.



06 Talent Development

We adopt a four-tier approach to cultivate students' talents. By incorporating high-order thinking skills, creativity and personal-social competence in the curriculum for all students, teaching will then be differentiated according to appropriate grouping so that students can extend their learning in specific domains. With such an exploration of talents, gifted students can be identified for pull-out programmes of systematic training. Individualised education will even be arranged for exceptional talents through which they can get off-site challenging learning opportunities.



6.1 Multiple Intelligence (MI) Programme

To facilitate students' all-round development, we incorporate the theory of Multiple Intelligences (MI) advocated by Harvard Professor Howard Gardner into our regular timetable. This provides ample opportunities for students to try out different activities so that they can learn about their strengths and challenge themselves to realise their full potential.



The school arranges students to participate in a total of 30 MI activities throughout their six-year primary school life. Every year, students attend five different MI activities under the five categories Musical, Intrapersonal / Interpersonal and Linguistics, Bodily-kinesthetic, Logic-mathematical Naturalist, Spatial, and there will be approximately five to six lessons for each activity.

6.2 Field Trips and Excursions

Our school realises the significance of developing students into global citizens. We intentionally organise progressive training excursions to all senior primary students. They will be exposed to new experiences through communicating with people from around the world. By broadening students' horizons and extending their knowledge beyond books, we strongly believe that the training programmes can build up their independence, teamwork, responsibility, care, respect and commitment, which are all important values of a good citizen.

- The P.5 "Stepping into Modern China" trip provides opportunities for students to visit the historic sites in person and enriches students' understanding of the culture and history of China.
- During the P.6 Science Excursion, students will delve into the learning of science, technology and environmental protection.

6.3 Extra-Curricular Activities

Extra-Curricular Activities (ECA) is one of the effective ways for students to use different facets of intelligence and develop their potential.

Our school offers various ECA throughout the school year. Students can choose their favourite ECA from a variety of offerings, Sports, Visual Arts, Performing Arts and Logical Mathematics.

6.4 Student Leadership Opportunities

Leadership training for students is another key curriculum component of our school. We intend to train students to be genuine, passionate and appreciative moral leaders of the future. Examples include training for prefects, subject ambassadors, as well as uniform groups.

6.5 School Teams

The purpose of establishing school teams is to cultivate morality and good attitudes, train skills and inspire creativity. By participating in activities, students can learn to communicate and cooperate with others, and their life experience will be enriched at the same time. Through training and competitions, we help them develop different interests, expand their learning and lay a good foundation for lifelong learning.



6.6 Learning Outcome Exhibition

To celebrate students' achievements, the school has different platforms for students to showcase and recognise students' learning outcomes. Parents are encouraged to participate to understand more about our school's curriculum and the students' achievement through appreciating their works and projects, including writings in different genres, models from STEAM projects / different subjects, artworks and photo slideshows of learning activities.



07 Parent Engagement

7.1 Expectations on Home-School Partnership

- Parent-Teacher Association

W F Joseph Lee Primary School Parent-Teacher Association (WFJLPS PTA) emphasises on home-school collaboration to strengthen the partnership between parents and teachers of the school and for the better development of our students. The PTA enthusiastically supports school decoration, event organisation and parent workshops, which are considered effective ways in building a strong partnership and communication between the school and parents, and for improving the education we provide to our students. Home-school partnership is of paramount importance, and we welcome suggestions and advice from parents to guide the future development of the school.

- Parent Manager

The School Management Committee invites a parent representative to serve as the Parent Manager of the School Management Committee. The role of the Parent Manager is crucial as they will collaborate closely with the Principal, teachers and WFJLPS PTA in support of the school policies and operation.

- Assistant Parent Engagement Manager

The Assistant Parent Engagement Manager plays a vital role in fostering strong relationships between parents and the School, enhancing communication, and promoting active participation in school events and programmes.

7.2 Parent Volunteers

Every year, the “Parent Volunteer Team” actively takes part in our administrative and recreational activities. Parents generously give their time to serve as lunch helpers, library helpers, and Story Mums and Dads. Parents are also encouraged to share their skills, knowledge and expertise with us and work together to build a family-like and harmonious campus.

7.3 Communication and Complaints

We value parents’ opinions and take all complaints seriously. To handle complaints promptly and effectively, and to respond to the reasonable demands from complainants, we have established our own school-based mechanism and procedures. Please refer to the Guidelines for Handling School Complaints, which can be found on the Parent Communication App, for the relevant principles, policies and procedures.

END