

Arts & Technology Education Centre **Guidelines for Parents and Students**

1. The **Arts & Technology Education Centre** (hereinafter referred to as the “Centre”) is a government secondary school operated by the Education Bureau. It offers courses in Design and Technology, Technology and Living, Music, and Visual Arts for students whose original schools do not offer these subjects.
2. No tuition fee will be charged for courses offered by the Centre. However, students are required to bring their own basic stationery and certain consumable items required for lessons (e.g. food containers). Students taking Visual Arts are required to pay \$40 (S1-S3) or \$80 (S4-S6) to their original schools for the purchase of Visual Arts consumables for the school year.
3. Written parental consent must be obtained before a student is enrolled in courses at the Centre or participates in any activities organized by the Centre outside the Centre’s premises.
4. Students normally attend their ATEC course once a week, and each lesson lasts one hour and twenty minutes. Parents will be informed of their children’s ATEC course schedules by their original schools.
5. The Centre will assess students’ learning progress twice a year. Assessment results will be sent to students’ original schools.
6. Students who cease to be enrolled in their original schools will no longer be eligible to continue their studies at the Centre.
7. Students must wear the proper school uniform of their original schools when attending lessons at the Centre. If students need to be absent from an ATEC lesson, they must provide written notification in advance to both the Centre and their original schools.
8. Students are required to bring their student identity cards when attending classes at the Centre for identification purposes.
9. Students must comply with the Centre’s regulations, follow safety guidelines, and obey teachers’ instructions during classes and while participating in Centre activities.
10. Students must maintain respectful behaviour and interact courteously with students from other participating schools.
11. Students must arrive punctually and must not leave before the end of lessons without valid reasons. Repeated violations may result in disciplinary action.
12. Students must not forge parents’ signatures or submit falsified documents or letters to the Centre or their original schools.
13. If a student’s emergency contact information changes, the student or parent/guardian should inform the Centre within one week.
14. Students who participate in activities organized by the Centre or use Centre facilities outside scheduled lesson hours must obtain prior approval from the teacher-in-charge.
15. Students must use the Centre’s facilities, equipment, and property with care. Any damage or loss must be reported immediately. Students who cause damage or loss through negligence or intentional misconduct may be held responsible.
16. Students who seriously violate Centre regulations or repeatedly demonstrate poor conduct despite warnings may be subject to disciplinary measures. The Centre may issue penalty points according to

the severity of the misconduct. In serious cases, students' participation in Centre courses may be suspended.

17. Students should take good care of their personal belongings and ensure that all personal items are taken away at the end of each lesson. If any item is lost, students should inform the Centre immediately for necessary follow-up action. The Centre is not responsible for any loss of personal property.
18. With the students' consent, the Centre may retain and use photographs taken, videos recorded, and student works created during lessons and activities. Such materials may be used for exhibition, promotional, publication, and educational purposes.
19. The Centre will take all reasonable precautionary measures to ensure students' safety. In the event of an emergency or accident, students will remain at the Centre or be taken to hospital if necessary. The Centre will immediately notify parents/guardians through the liaison teacher of the original school or directly, and request that they arrange to collect their child. If a student is taken to hospital, the parent/guardian should proceed to the hospital as soon as possible and resume responsibility for their child's care.
20. Parents should pay close attention to announcements made through radio, television, or the mobile application "GovHK Notifications" regarding inclement weather conditions in Hong Kong.

i) Tropical Cyclone Warning Signals

When tropical cyclones affect Hong Kong, the following general arrangements will apply, and the Education Bureau (EDB) will make appropriate public announcements.

If Tropical Cyclone Warning Signal No. 8 or above (including Pre-No. 8) is issued before classes commence, all school classes will be suspended, and students do not need to attend courses at the Centre.

If the EDB announces the suspension of classes during school hours due to deteriorating weather conditions, the Centre will suspend all classes and make appropriate arrangements for students to leave safely.

ii) Rainstorm Warning Signals

When a Red or Black Rainstorm Warning Signal is issued by the Hong Kong Observatory before 8:00 am, all classes at our Centre will be suspended for the entire day. Parents are advised to instruct their children not to attend courses at the Centre.

Students who have already arrived at the Centre will be supervised by Centre staff and kept in a safe place until circumstances permit them to go home.

If a Red or Black Rainstorm Warning Signal is issued during lessons, the Centre will continue the lesson until the end of the scheduled school hours and will allow students to return home under safe conditions.

When heavy rain affects localized areas but does not meet the criteria for issuing a Red or Black Rainstorm Warning Signal, the Hong Kong Observatory may issue a "Localised Heavy Rain Advisory" to alert the public and help them prepare for possible adverse weather conditions. As the Centre is located in Lok Fu, Kowloon City, parents may exercise their discretion in deciding whether their children should attend courses at the Centre, taking into consideration the prevailing weather conditions.

21. For any inquiries, please contact us at 2336 0902.