

CHAN SUI KI (LA SALLE) COLLEGE
Extra-curricular Activities Section
Regulations for Organizing Extra-curricular Activities

1. Guidelines on Activities Outside School Premises

For activities to be held outside school premises, teacher should observe the following procedures in order to ensure the safety of the students concerned:

- (i) Safety of students is the first and foremost concern in outdoor activities. Teachers should be aware of the potential hazards of outdoor activities and the surrounding environment, and take appropriate precautions to ensure safety.
- (ii) An application form about the details of the outing should be submitted to the principal for approval.
- (iii) A letter bearing the signature of the principal should be given to parents of the students concerned. The reply slips should be collected and kept by the teacher advisors until the end of the activity.
- (iv) ‘Guidelines on Outdoor Activities’ issued by the Education Bureau should be read and followed. Guidelines on organizing outdoor activities and responsibilities of the school heads and teachers/instructors are provided in Chapter One, *Notes for School Heads and Teachers/Instructors*. Principles regarding planning and organizing activities on land and water, issues of concern and general measures to deal with emergencies are listed in Chapter Two, *General Measures for Activities on Land*, and Chapter Nine, *General Measures for Activities on Water*. Eleven outdoor activities with detailed guidelines are included. They are as follows: excursions, expeditions, camping, orienteering, cycling, fieldwork, study tours outside the HKSAR, windsurfing, canoeing, rowing and sailing. Teachers should ensure sufficient manpower is available to take up the supervision and management duties (“Staff/Student Ratios for Various Outdoor Activities” at Appendix I).
- (v) When the Air Quality Health Index (AQHI) reaches “High” or “Very high” level (band 7 or 8-10), school children are advised to reduce or reduce to the minimum outdoor physical exertion, and the time of staying outdoors, especially in areas with heavy traffic. Schools may arrange PE lessons (practical skills), games days, athletics meets/swimming galas, ball games competitions or outdoor education camps, provided that the intensity and the duration are to be adjusted. (“Air Quality Health Index” at Appendix II)
- (vi) All outdoor activities should be cancelled if a tropical cyclone warning signal is hoisted. If Typhoon Signal No. 1 is hoisted while the activity is taking place, the group should find the

nearest shelter immediately. If circumstances permit, teachers should arrange participants to go home. If a higher signal is hoisted, the group should stay at the nearest shelter until the danger is over.

- (vii) When a red/black rainstorm warning is hoisted, teachers should stop all outdoor activities immediately and direct all participants to take shelter in a safe place until it is safe for them to return home.
- (viii) Teachers should bring along first aid kits (available in the school office) and personal communication devices (such as mobile phones) for emergency.
- (ix) For each outing in rural areas,
 - A fax with details of the outing should be sent to the Divisional Commander of the Police Division in which the outing will take place at least 10 days in advance. Notification form is available in the school office.
 - The appropriate Divisional Commander should be notified by fax if any changes to the above details have been made later.
- (x) Participants in the outing are advised to carry their identity cards and student cards.
- (xi) Teacher advisors should report to either the school office (during office hours) or ECA Mistress (after office hours) upon the completion of any out-of-school activities held during non school days. Police will be notified if teacher advisors fail to do so.
- (xii) Students should be accompanied by their teacher(s) throughout the activity.
- (xiii) In case of an accident, the school office and the parents must be informed.

2. Duties of Teacher Advisors of Clubs and Societies

- (i) Monitor the operation of clubs and societies, provide guidance and render assistance to the committee members in order to ensure that the activity goals are achieved and effective implementation of the activities is guaranteed.
- (ii) Help to establish a committee for each club; make its year plan and prepare financial budgets.
- (iii) Attend the committee meetings and actively participate in the activities of clubs and societies. All teacher advisors must attend the first committee meeting held in each term. Teacher advisors are responsible for monitoring the update of attendance record in all meetings and activities.

- (iv) All cash should be kept by chief teacher advisors. Make sure that the committee members handle monetary matters carefully by keeping financial records and inventories of all assets and facilities. If there is insufficient fund for organizing activities, all necessary transactions ought to be prepaid by teacher advisors. Teacher advisors can claim the expenses after the activities with the original copies of receipts.
- (v) Teacher advisors can apply for Life-wide Learning Grant for subsidy if there is insufficient fund for organizing activities. Application and claim forms ought to be submitted to ECA Section by teacher advisors.
- (vi) In the course of an activity, make sure that the committee members attend to safety measures to protect the participants.
- (vii) All activities conducted outside the school premises should adhere to the teacher-student ratio requirements in the 'Guidelines on Outdoor Activities' issued by the Education Bureau.
- (viii) Before all outdoor activities held, teacher advisors should ensure a parent notice is issued. Participant's name and class ought to be filled in each notice before submitting to the principal for signature. All notices ought to be submitted to the principal at least 2 weeks before the activity is held. The reply slips should be collected and kept by the teacher advisors until the end of the activity.
- (ix) Offer guidance to the committee members who need to write a club report which includes (1) a year plan, (2) club and society data, (3) a financial report, (4) attendance records, (5) meeting minutes and activity records and (6) records of external competitions and their results.
- (x) Ensure that 3 proper photos are taken in each activity for record.
- (xi) Evaluate their clubs and societies by filling in a standard evaluation form. The form has to be attached to the Annual Club Report.
- (xii) Evaluate the performance of each **committee** member by inputting the following information on e-class:
- names of eligible committee members
 - committee members' service hours
- (xiii) Evaluate the performance of each **general** member by inputting the following information on e-class:
- names of eligible general members

- (xiv) Input on e-class the names of activities and competitions organised by the clubs and societies and taken part in by members of the clubs and societies
- (xv) For an activity that has been organised by an interest club, prepare a short summary of the activity and at least 6 photos taken during the activity within two weeks after activity is organised. The information will be published on the school website under “News”.

3. Duties of Teacher Advisors of Interest Groups

Quality assurance

- to conduct 3 observations throughout the whole school year
- to ensure that the service provider of an interest group submit a final report by the end of the school year
- to complete a year-end evaluation report by the end of the school year

Student participation

- to encourage students of an interest group to take part in competitions outside school

Publicity

- For an activity that has been organised by an interest club, prepare a short summary of the activity and at least 6 photos taken during the activity within two weeks after activity is organised. The information will be published on the school website under “News”.

Respective roles of chief teacher advisors and teacher advisors

Roles of chief teacher advisors

- Liaise with service providers
- Handle financial matters

Roles of teacher advisors

- Review the mid-year club report and annual club report prepared by the Chairman of an interest club

Roles shared by chief teacher advisors and teacher advisors

Examples:

- Sit in on student meetings
- Accompany students to outside school activities
- Coordinate student showcase events
- Arrange for students to take part in related external competitions
- Review the evaluation report submitted by service providers
- Prepare a summary of the activities held by the interest club at the end of the school year on the school website

- Others

4. Registration of Clubs and Societies

- (i) Every teacher is assigned to be the teacher advisor of no more than two clubs and societies. Teacher advisors should play an active role in the supervision of the activities of the clubs and societies.
- (ii) Teacher advisors should help to establish a committee for the clubs and societies and submit the list to the ECA Mistress by September.
- (iii) The chairman training course for all the new chairmen of clubs & societies will be held in the first week of the school year.
- (iv) The first committee meeting is suggested to be held by mid-Nov every year.
- (v) The Club Year Plan should be submitted before Recruitment Days and Member List ought to be submitted by mid-October.
- (vi) The membership fee for joining each club/ society is \$20, with the exception of (a) Aerospace Society, (b) Red Cross and (c) Scout. The membership fee for joining each interest group is \$300.
- (vii) The amount of money collected for each activity should not exceed the budget of all items of expenditure. After deduction of cost, the surplus beyond 15% of the total expenditure should be refunded to participants. If the surplus is within 15% of the total expenditure, the surplus can be kept by clubs and societies.

5. Guidelines on participating in ECA

Participation

Secondary 1

1. Students should choose
 - **at least one but no more than 2** items under A1) School Teams (teams 1-9), A2) Uniform Groups and A3) Instrumental Classes; and
 - **no more than one** item under B4) Interest Groups; and
 - **at least one but no more than 2** items under B2) Religious and Service Groups and B3) Art Groups; but

- **at most no more than three** items under A1) School Teams (teams 1-9), A2) Uniform Groups and A3) Instrumental Classes, B2) Religious and Service Groups, B3) Art Groups and B4) Interest Groups

Secondary 2 to Secondary 5

1. Students may participate in
 - A1) School Teams (members are selected by teachers)
 - A2) Uniform Groups and A3) Instrumental Classes
2. Students should choose
 - **at least one but no more than two** items under B2) Religious and Service Groups, B3) Art Groups and B4) Interest Groups,
 - **no more than one** item under B4) Interest Groups

Secondary 6

1. Students may participate in
 - A1) School Teams (members are selected by teachers)
 - A2) Uniform Groups and A3) Instrumental Classes
2. Students should
 - **choose no more than one** item under B2) Religious and Service Groups and B3) Art Groups
 - **not choose any** item under B4) Interest Groups

Requirements for membership to be shown in report card for S1-S5 students

To be decided by individual teachers-in-charge

A1) School Teams

A2) Uniform Groups

A3) Instrumental Classes

Take part in at least two activities

B2) Religious & Services Groups

B3) Art Groups

Attend at least 60% of sessions

B4) Interest Groups

Remark: No membership of any of B2) , B3) , B4) will be shown in the report cards of S6 students.

6. Procedures for Clubs and Societies Using School's Special Rooms/ Hall/ Playground

- (i) Book special room or playground one day in advance in the office. Book the school hall one week in advance in the office.

Students who wish to book a room/hall/playground must present the application form with the signature of the club's advisor and the venue responsible teacher.

The teachers named below are responsible for the following rooms/playground:

School playground	V Vong	P.E. Office
Art room	SH Leung	2/F Staff Room
Music room	YM Chan	2/F Staff Room
Geography room	TH Lin	3/F Staff Room
Lecture room	YY Lam	3/F Staff Room
Student Activity Centre	YY Lam	3/F Staff Room

- (ii) Borrow the key from the office before the start of a meeting and an activity. The key must be returned to the office immediately after use.
- (iii) All meetings and activities should end by 6:00 p.m. A teacher advisor or a committee member must be responsible for the meetings and activities. For activities held in Student Activity Centre, students must be accompanied by a teacher advisor.
- (iv) Keep the room clean and tidy.
- (v) Turn off the fans, lights, air-conditioners and all electric appliances before leaving the room.
- (vi) Get the key from the office or janitor staff and lock the door after the meeting and activity.

6. Organisation of Extracurricular Activities

- (i) All external correspondences must be submitted to the Principal two weeks in advance for approval.
- (ii) Each club is assigned a notice board on the covered playground of the school. Year plan and Committee Member List must be posted up. Clubs & societies are encouraged to use the club notice boards for notifying members of their forthcoming activities.
- (iii) Internal posters or promotion materials must be submitted to the teacher advisors and ECA mistress for approval before any of these may be posted up or distributed. Possible means of publicity include:
- 7 posters are suggested to be prepared to be posted from G/F to 6/F. The signed posters should then be submitted to the school office for posting.

- Notice boards of individual classes
- TEAMS (Form Coordination Activities)
- Communication with general members using social media platforms

(iv) Each club will be allocated a locker on 6/F. Keep the locker clean and tidy.

(v) Responsibilities of Clubs & Societies:

Requirements for clubs and societies, committee members and general members

Clubs & Societies	B1) Academic Groups	B2) Religious & Services Groups B3) Art Groups	B4) Interest Groups
Number of meetings	- at least 4 committee meetings	- at least 4 committee meetings - at least 2 general meetings	- at least 4 committee meetings - at least 2 general meetings
Number of activities	- at least 3 face-to-face activities throughout the whole school year, with at least 1 activity in the first term - at least 1 post-exam activity other than the three activities above	- at least 3 face-to-face activities throughout the whole school year, with at least 1 activity in the first term - at least 1 post-exam activity other than the three activities above	- subject to the arrangements of individual interest groups - at least 1 post-exam activity
Publicity	Within 2 weeks after an activity/ competition is organised, prepare the following to be published on the school website: (a) a short description of the activity/ competition (b) at least 6 photos taken in the activity/ competition		

Requirements for		
	Committee Members	General Members
B1) Academic Groups	<ul style="list-style-type: none"> - Attend more than half of the committee meetings (e.g. 3 out of 4 meetings) - Submit a mid-year club report and annual club report by the respective deadlines 	N/A
B2) Religious & Services Groups B3) Art Groups	<ul style="list-style-type: none"> - Attend more than half of the committee meetings (e.g. 3 out of 4 meetings) - Attend at least 1 general meeting - Submit a mid-year club report and annual club report by the respective deadlines 	<ul style="list-style-type: none"> - Attend at least 1 general meeting - Take part in at least two activities
B4) Interest Groups	<ul style="list-style-type: none"> - Sit in on at least 50% of all sessions - Attend at least 2 committee meetings 	<ul style="list-style-type: none"> - Attend at least 1 general meeting - Take part in at least 60% of all sessions

7. Guidelines on Activities in Case of Inclement Weather

- (i) If the following signals are hoisted by the Observatory of HKSAR after 5:30 a.m., **all outdoor activities** will be cancelled. Students need not report to teachers at the meeting place or go to school.
 - a. Any tropical cyclone warning signal
 - b. Black or red rainstorm signal
- (ii) **All indoor activities** will be cancelled under the following situations.
 - a. Tropical cyclone warning signal number 8 or above
 - b. Black or red rainstorm signal
- (iii) In case of inclement weather or amber rainstorm signal, students should report to teachers at the meeting place and teachers should take attendance as scheduled. The decision as to whether outdoor activities should be cancelled is left to the teacher-in-charge, who should exercise his discretion with reference to the weather report.

If the final decision is to cancel the outdoor activities, the teacher-in-charge should immediately report to the school office by phone and all students should go home at once.

8. Guidelines for Organizing Barbecues and Hot Pot Activities Inside School Premises

- (i) Teacher should consider and satisfy the following criteria when planning for barbecue or hot pot activities (with electric cooker only) in school:
- The activity should be held **after normal school hours**.
 - All Fire safety measures listed on the '**Fire Safety Recommendations for Barbecue and Hot Pot Activities**' provided by the Fire Services Department below should be satisfied and observed.
- (ii) When organizing barbecue and hot pot activities, teacher should conduct risk assessment to determine the upper limit of participants for any particular locations.
- Barbecue activities:
From fire safety point of view, the upper limit in the number of participants will depend on whether there are sufficient school staff supervising the safe conduct of the barbecue and whether the location of the school premises for barbecue is suitable and safe.
 - Hot pot activities:
Teacher should assess whether the location for hot pot activity is adequately spacious and with sufficient emergency exits to safely accommodate the number of participants where such activity is being conducted. When deciding on the upper limit in the number of participants of hot pot activity for a particular location, teacher should consider the following:
 - whether the number of exits at the location is sufficient should an emergency occur which necessitate an immediate evacuation;
 - the number of supervising school staff;
 - the age of students taking part;
 - the tripping hazards of electric cable, extension board, etc. lying on the floor;
 - the stability of the table on which the hot pot and electric cooker are placed;
 - the stability of the cooker and the pot; etc.
 - the adequacy of means of escape of a classroom with reference to the design population / capacity and the number and width of exits in accordance with the "Code of Practice for the Provision of Means of Escape in case of Fire 1996".For other rooms, the upper limit of accommodation should not exceed the figure allowed on the latest plan (i.e. usually shown on the means of escape table) approved by the Buildings Department.
- (iii) Wet or humid weather will affect the safe conduct of hot pot activity in the open ground. The use of electrical appliances and equipment in wet or humid weather may cause short circuits and electric shocks. **Hot pot activity in schools in the open ground is NOT recommended.**
- (iv) Fire Safety Recommendations for Barbecue and Hot Pot Activities

1. **Barbecue Activities (BBQ)**

- They should be conducted **out of school hours**;
- The BBQ site should be **on open ground** and not cause obstruction to emergency vehicular access;
- A safety distance of at least 9 m should be maintained between the BBQ site and any dangerous goods stores / temporary structures / collection of combustible materials;
- The number of BBQ fires and the stock of charcoal should be kept to the minimum;
- No flammable liquid or dangerous substance is allowed to be used to light BBQ fires or as fuel;
- **Two 9-litre water or 4.5 kg carbon dioxide type fire extinguishers** should be placed at the BBQ site;
- During BBQ, sufficient staff should be available to ensure fire safety; and
- No other school activities should be conducted at the BBQ site concurrently with the BBQ.

2. **Hot Pot Activities**

- They should be conducted **out of school hours**;
- **ONLY electricity should be used**, other fuels or open flame are NOT allowed;
- Avoid electric overload, and use appropriate types of cooker and cooking utensils to prevent hazards arising from boiling over and overturning;
- **Ensure good ventilation** whilst conducting hot pot activities indoors;
- In the place where hot pot activities are being conducted, the capacity of the place should not exceed that stated in the “Certificate of Accommodation” issued by the EDB;
- **Two 4.5 kg carbon dioxide type fire extinguishers** should be made readily available at the location of the hot pot activities; and
- During hot pot activities, sufficient staff should be available to ensure fire safety.