

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

1. The **Arts & Technology Education Centre** is a government secondary school operated by the Education Bureau. It offers courses in Design & Technology, Technology and Living, Music, and Visual Arts, which are not available to students in their original schools.
2. No fee will be charged to students for the teaching services provided. However, students are expected to bring their own basic stationery and some of the required consumables (e.g., a food container). Students taking Visual Arts are required to pay \$40 (S1-S3) / \$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 enrolling a student in courses at the Centre or in any activities organized by the Centre outside its premises.
4. Students typically attend each ATEC course once a week, and each lesson lasts for one hour and twenty minutes. Parents will be informed of their children's ATEC course schedules by their respective schools.
5. The Centre will assess students' performance twice a year, and the results will be sent to their original schools.
6. When students withdraw from their original schools, they will no longer be eligible to continue their studies at the Centre.
7. Students must wear the proper school uniform of their original schools while attending lessons at the Centre. If they need to take leave, they must provide written notification in advance to both the Centre and their original school.
8. Students are required to bring their student identity cards when attending classes at the Centre for identification purposes, if necessary.
9. At the Centre, students are required to observe the Centre's regulations, follow safety rules, and comply with teachers' instructions.
10. Students at the Centre must maintain a calm and respectful demeanor while interacting cordially with students from other participating schools.
11. Students must arrive on time and should not leave before the scheduled end of class without valid reasons. Repeated violations will result in a warning.
12. Students must not forge their parents' signatures or submit falsified letters to the school.
13. If a student's emergency contact details change, they should inform the Centre within one week.
14. If a student takes part in activities organized by the Centre or uses its facilities outside normal school hours, they must seek permission from the teacher-in-charge.
15. Students should use the Centre's facilities, equipment, and property with care. If any damage is discovered, it must be reported immediately. Students who cause damage or loss through negligence

or intentional misconduct may be held liable.

16. For students who seriously violate Centre rules or persistently display poor conduct despite warnings, the Centre will impose penalty points based on the severity of the situation. In severe cases, the students' participation in the Centre's courses may be suspended.
17. Students should take good care of their personal belongings and ensure they are removed from the Centre at the end of the lesson. If any item is lost, they should inform the Centre immediately for necessary action. The Centre is not responsible for any loss of personal property.
18. The Centre, with the students' consent, reserves the right to retain and use photos and videos of students taken during lessons and activities, as well as student works, for exhibition, publication, and educational purposes.
19. The Centre will take all precautionary measures to ensure students' safety. In case of an emergency or accident, students will be kept at the Centre or, if necessary, transported to a hospital. The Centre will immediately notify the parent/guardian through the liaison teacher to come and pick up their child. If a student is admitted to a hospital, the parent/guardian should go to the hospital to fetch their child and resume responsibility for their care as soon as possible.
20. Parents should pay particular attention to the announcements made via radio, television or the mobile application "GovHK Notifications" when inclement weather is affecting Hong Kong.
  - i) When tropical cyclones affect Hong Kong, the following general arrangements will apply, and the EDB will make appropriate public announcements accordingly. If a Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued before the start of classes, classes of all schools will be suspended, and students need not come to the Centre for courses. During school hours, if the EDB announces the suspension of classes due to worsening weather, the Centre will suspend all classes and make necessary arrangements for students to leave the Centre safely.
  - ii) When a Red or Black Rainstorm Warning signal is issued by the HK Observatory, classes of AM and whole-day schools will be suspended all day. Parents are advised to instruct their sons/daughters not to attend courses at the Centre. For those students who have already arrived at the Centre, Centre staff will take care of them and keep them in a safe place until circumstances permit them to go home. In the event that a Red or Black Rainstorm Warning signal is issued during lessons, the Centre will continue the lesson until the end of normal school hours and will allow students to return home under safe conditions. When heavy rain occurs in localised area(s) but the rainfall does not reach the criteria to issue Red or Black Rainstorm Warning Signal, HKO will issue the "Localised Heavy Rain Advisory" (our centre is located in Lok Fu, Kowloon City). This allows citizens to prepare early. Parents could exercise their discretion in deciding whether or not to send their children to school having regard to inclement weather conditions.
21. For any inquiries, please contact us at 2336 0902.