



庇道學校

Escola São João De Brito

Saint John De Brito School

2023/2024

Student Handbook

(English Section)

School History

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Student Assessment Regulations

惡劣天氣返學指引

School Contact





School History

Date of Establishment : November 1985

The representative of the school sponsoring body : Caritas Macau

Motto and Vision :

Motto: 「 Care and Service 」

Vision: No child left behind. We provide proper care and love to support students.

Our History :

November,1985 : Establishment of 庇道職業先修學校

Introduce the concept of inclusive education

(Address : Avenida do Almirante Lacerda)

1992 year : Relocated to Rua de Pedro Coutinho Campus

1994 year : Adjusted to formal Curriculum (5years)

1995 year : Renamed to 「 Escola São João de Brito 」 ; Joined Free Education

1997 year : Establishment of the Night School

1998 year : Primary Chinese Section moving to Av.

Amizade Campus

- Promote formal Education for Visual Impairment and Moving Functional Limitation Students

2003 year : Establishment of the English Section

(Address : Av. Amizade Campus)

2007 year : Adjusted to Six years Secondary Education

2011 year : Primary Chinese Section moved back to Rua de Pedro Coutinho Campus

2013 year : Due to “Obra de céu azul”,English Section moved back to Rua de Pedro Coutinho Campus



School Rules for all students to follow

1. Love and care for oneself and others. Students should not do anything that will harm others or themselves physically or psychologically.
2. Respect teachers and all members of the school inside and outside of school; show kindness and respect, avoid rude or violent actions and words towards others.
3. Maintain the environment clean and tidy, take care of the public property and respect personal belongings of others.
4. Stay away from smoking (including vape), alcoholic drinks, and drugs to maintain good health. Chewing gum is not allowed to be brought to school.
5. School does not allow any students to have tattoos.
 - 5.1. New students who have tattoos and hope to be accepted by the school should wash off all tattoos.
 - 5.2. Old students who have never had any tattoos are strongly advised not to have any.
6. To secure the safety in the campus, running and doing ball activities are not allowed outside the court area. Bringing flammable objects, and any other dangerous items are prohibited.
7. School property should be properly used and taken care of. Any damage should be reported to the office. Students who are responsible for the damage will be responsible of the repair costs.



8. To maintain class positive study environment, students should follow classroom rules; screaming or any other distractive behaviors are strictly prohibited, and students are encouraged to raise their hand before speaking. Mobile phones should be submitted to the homeroom teacher before the morning and afternoon classes. Mobile phones can only be taken back by the owner in the lunch break and after school.
9. School does not allow students to bring books/items that are non-related to their studies. It is not suggested to bring a large amount of money or valuable items to school; any money/profitable transactions between students are not allowed. Students should not borrow stationery from classmates. Any lost items will be submitted back to the office.
10. Students should not invite friends, old schoolmates, family members, or any people to school without the school's consent. If needed, the office should be notified and should be granted permission..
11. Any related school articles for publication should be submitted to the school authorities for approval. Students are not allowed to upload any videos/photos/documents regarding school, teachers and classmates online.
12. To ensure the students' safety, during class hours (including recess time), students are not allowed to leave the school without permission. If needed to leave early, the student should ask



permission from the school and notify the parent/guardian to get the consent before leaving.

13. Keeping personal distance between people is important inside and outside the school. Students are not allowed to display intimacy. While wearing school uniform, students are not allowed to do part-time jobs, enter game rooms, pool halls or places that would affect the academic performance.
14. Uniform and Student's appearance:
 - 14.1. Students should wear complete school uniform or required clothing when coming to school or attending school events inside and outside the school.
 - 14.2. During PE and extracurricular activity day, students should wear school's summer or winter PE uniform.
 - 14.3. To maintain a tidy and smart-look, students should follow the following requirements:
 - 14.3.1. Simple hairstyle; fringe/bangs not covering the eye area and without any dyed hair
 - 14.3.2. Boys are not allowed to wear any kind of earrings. Girls can only wear one pair of simple earrings. No piercing is allowed in any parts of the body.
 - 14.3.3. No make-up and nail polish is allowed to attend any school events.
 - 14.3.4. All students can only wear simple eye glasses or transparent contact lenses; no exaggerated accessories are allowed.



14.3.5. During the school's special events, students can come in casual wear and show the school's student card to enter the campus.

14.3.6. Students are not allowed to wear too many accessories, show obvious tattoos and wear hats indoors during school hours.

15. Uniform requirements:

Summer Uniform

Regular Uniform

- Girls & Boys: White socks (ankle length or above) and black school leather shoes
- Girls: The length of the dress should reach the knee or below, with the school badge and gray belt. Under clothes should be all in white.
- Boys (P1-P3): Short sleeves white shirt with the school badge, under clothes should be all in white, and gray shorts with black belt. During special occasions (such as photo taking, graduation ceremony) wear a gray tie.
- Boys (P4-F6): Short sleeves white shirt with the school badge, under clothes should be all in white, and gray trousers with black belt. During special occasions (such as photo taking, graduation ceremony) wear a gray tie.
- Depending on the weather condition, the school will turn on the air conditioner. Students can wear gray/black/dark blue color plain jackets (without any designs).



PE Uniform

- Girls & Boys: White socks (ankle length or above) and white sport shoes. Depending on the situation, students are allowed to bring basketball shoes.
- Girls & Boys: Wear white short sleeve shirts with the school badge, with under clothes and blue sport pants.
 - P1-P3: short pants
 - P4-F6: long and short pants
- Students are allowed to bring an extra white shirt for backup.

Winter Uniform

Regular Uniform

- Girls (P1-F6): Wear long sleeve shirts, white under clothes, gray tie, gray dress (knee length or longer) with the school badge and a gray belt. White long socks and black student leather shoes.
- Boys (P1-F6): Wear long sleeve shirts with the school badge, gray tie, white under clothes and gray trousers with black belt. White short socks and black student leather shoes.
- Students can wear gray/black/dark blue color plain jackets without any designs if necessary.
- During cold weathers, students can wear the school's thick jacket and a scarf (gray or white color)



- When the temperature is lower than 10 degree Celsius, students can wear the school's complete PE uniform, and thick jacket (dark blue/black/gray).

PE Uniform




- Girls & Boys: White socks (ankle length or above) and white sport shoes. Depending on the situation, students are allowed to bring basketball shoes.
- Girls & Boys: Wear white long sleeve shirt with the school badge, white under clothes, and blue sport trousers.



Seasonal change period

The school does not have a fixed date for the changing of uniform. When the highest temperature is 20 degree Celsius or lower, students are expected to wear winter uniforms.

When the highest temperature is 28 degree Celsius or higher, students are expected to wear summer uniforms. The school will turn on the air conditioner during summer time, students may bring plain color jackets if needed. Students are not supposed to be wearing winter uniforms during hot weather or summer uniforms during cold weather.



Summer Uniform		
		
Boy (P4-F6)	Boy (P1-P3)	Girl (P1-F6)

Summer Uniform	
	
Boy & Girl PE Uniform (P1-P3)	Boy & Girl PE Uniform (P4-F6)

Winter Uniform	
	
Boy's Uniform	Girl's Uniform



庇道學校

Escola São João De Brito
Saint John De Brito School

School Rules for all students to follow



冬季校服



Boy & Girl PE Uniform



Boy & Girl Jacket



STUDENT ATTENDANCE

The total number school days for students in every school year is 195 days, the student shall not be promoted when unexcused and excused absences have exceeded 80% (40 days) of the total number of school days. Absences are divided into excused and unexcused. Excused absences need a parent's letter and supporting documents regarding the absence. Unexcused absences are those without any parent letter, documents regarding the absence or reasons that are not approved by the school. Any entertainment type of absences, which includes attending parties, travelling, visiting relatives overseas, will not be approved by the school. The absences regarding the above content will be listed as skipping class if parents insist the student to be absent.

A. Types of absences and arrangements

1. Sick leave

- 1.1. The student needs to call the school or the class teacher to notify about the sick leave within 24 hours, or use the eClass App to apply for sick leave. The student who is diagnosed with contagious diseases, such as COVID-19, chickenpox, flu, head lice, etc, should only come back to school when fully recovered. A medical certificate (recovery letter) stating that the student has already fully recovered from contagious diseases is able to resume classes is required, otherwise the absences during the period will be considered as skipping class.



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- 1.2. Submit documents, including parent's letter (with parent's /guardian's signature) and medical certificate from certified clinics in Macau SAR. Failure to submit a medical certificate regarding the absence will be considered skipping class.
 2. Personal leave
 - 2.1. All kinds of personal matters should be prioritized during the non-class hours or non-school days. It is required to apply for personal leave at least 2 days in advance. For any emergency incident, the student/parent should call the school or the class teacher to notify about it, or apply leave through eClass App.
 - 2.2. Submission of documents, including parent's letter (with parent's /guardian's signature) and personal matters such as changing of Identification Documents (ID), body check, attending open exams, etc. should provide related documents (appointment letter, admission letter, etc.).
 - 2.3. If the personal leave continues for 3 or more days, the absences will be considered as unexcused absences. Depending on the actual situation, the school will manage it with considerations.
 3. Early leave
 - 3.1. **Sickness:** The student can take early leave when feeling sick. The early leave form will need a signature from the class teacher and the school's health department staff (doctor/nurse). The class teacher will then inform the parent to come and pick up the student.



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- 3.2. Personal matter: The student should inform the class teacher 2 days in advance with supporting documents. The class teacher decides if the reason for applying for early leave is acceptable, and then signs the early leave form for the student. Class teacher has to inform the parent about the early leave to come pick up the student, or has the parent's consent for the student to leave by herself/himself (only for P6-F6).
4. Retaking all kinds of quizzes or tests and submission of missed homework during the absence of all kinds of unexcused or excused should be done in 3 working days after resuming classes. The student is responsible to find the subject teachers to discuss the schedule of retaking the quizzes or tests. If failed to complete the quizzes or homework in 3 working days, the missed tasks will be given a mark of 0.



5. Supporting documents:

Absence reason	Document and parent letter with authorized stamp/signature
Health reason (1-5 days)	Official statement from certified clinic in Macau SAR
Health reason (6-40 days)	Official statement from certified clinic in Macau SAR
For having participated in regional or international activities on behalf of the Macau SAR or Independently	Official statement/ letter from the organization with stamp
Renewal of Identification document	Proof of renewal - appointment time
Body Check	Official statement from certified clinic in Macau SAR
Attend open exam	Proof of attending the exam
Attend a funeral	Proof of the funeral
Non-attributable grounds	Related documents
Other excused absence (1-3 days)- Non-direct family member's funeral	Related documents
Other unexcused absence (1-3 days)- Direct family member emergency incident	Related documents
Other unexcused absence reasons - attending parties, travel, visiting relatives overseas, any kind of entertainment activities	N/A - Considered skipping class



B. School hours:

- Primary - Morning : 8:15-11:50 , Afternoon : 13:30-15:40
(Monday - Thursday), Afternoon : 13:20-15:00 (Friday)
- Secondary- Morning : 8:15-12:20, Afternoon : 14:00-16:25

Each grade has different class arrangements; the accurate school hours will depend on their class timetables and the participation of extra-curricular activities after school.

1. Lunch Break:

- P1-P5: Not allowed to leave school, parent letter is required
- P6-F6: Allow to leave school, should return to school before 13:20 (P6) and 14:00 (Secondary)

2. Tardiness

To maintain an organized study environment, students are expected to arrive at school before or on time. Students who failed to arrive at school on time are considered late.

- Students who are late within 15 minutes of the scheduled time can enter the classroom.
- Students who are late more than 15 minutes of the scheduled time cannot enter the classroom, and need to wait until the next class to go to the classroom.
- Habitual late-comers will be given offenses, 3 late will count as one offense.
- Students who are late during assembly will need to wait behind until the prayer session is over.



- Students who are late for more than 15 minutes during the Examination time without valid reasons cannot take the exam and will automatically get a zero mark.

3. Skipping Class

- Students who enter the classroom later than 10 minutes after the class has started will be considered skipping class for that period of class.
- Unexcused absences with reasons that are not approved by the school, any entertainment type of absences such as attending parties, travelling, visiting relatives overseas, etc.,
- Unexcused absences with reasons that are not approved by the school, the absence will be considered as skipping class if the parent insists on taking the leave.
- Students who fail to attend classes after receiving the medical certificate (recovery letter) from experiencing a contagious sickness will be considered as skipping class.
- The student with 7 consecutive days of skipping class will be requested to leave the school.

4. All students are expected to tap the card when they arrive and leave the school. Those who failed to do so will be considered as absent.



Reward and Penalty

1. General rule

- 3 merits can cancel out 1 offense, the student needs to apply it to the school.
- The student who has unacceptable actions or behavior that has not been listed out, the school will rearrange a penalty for the student depending on the situation.
- All rewards and penalties are calculated cumulatively throughout the school year.
- All rewards and penalties will be shown in the report cards.



2. Rewards

- The rewarded items are as shown below:

In the same school year, 3 gold points accumulated to 1 merit; 9 merits accumulated to 1 major merit.

Items	Description	Reward
Academic	Receive a score of 85 or above for all subjects 4 times consecutively	1 Gold Point
Morality	Receive a conduct not lower than A- for 3 semesters consecutively	3 Gold Points
Punctuality	Attend all classes (includes all kinds of classes and activities) on time for 1 month consecutively	1 Gold Point
No absences	No absences (includes all kinds of classes and activities) for 3 months consecutively	1 Gold Point
Homework duties	Complete and submit homework for the whole year	1 Gold Point
Tap card	Bring and tap the card for the whole year	1 Gold Point
Service	Being helpful in school, with teacher's recommendation	1 Merit
Competition	Join and obtain a good result in outside school activities or competitions (Remarks : Medal or Certificate)	3 Merits



- Certifications

- Primary

- First Honors: Grade average is A or above and conduct grade is A- or above. (Total grade average is 90% or above)
- Second Honors: Grade average is A- or above and conduct grade is A- or above. (Total grade average is 85% or above)
- Third Honors: Grade average is B+ or above and conduct grade is B+ or above. (Total grade average is 80% or above)

- Secondary

- First Honors: Grade average is A- or above and conduct grade is A- or above. (Total grade average is 90% or above)
- Second Honors: Grade average is B+ or above and conduct grade is B+ or above. (Total grade average is 85% or above)
- Third Honors: Grade average is B+ or above and conduct grade is B+ or above. (Total grade average is 80% or above)

- In every class:

- First in class: Highest average mark
- Second in class: Second highest average mark
- Third in class: Third highest average mark

- Special Awards:

- Perfect Attendance: No late(s) or absences for the whole year



- Conduct Excellence: Conduct not lower than A- for the whole year
- Most-Improved: Consistently improving every term in academics and behavior;
- increasing average
- Service: Volunteers or offers help most of the time to the school staff, teachers, classmates and schoolmates
- Loyalty: Had been studying in the school from Primary 1 until Form 6
- Li Bai: Outstanding in Chinese subject (Primary 6, Form 3, Form 6)
- Lotus: The first and second in class (Primary 6, Form 3, Form 6)
- Macau Foundation: Award given to students with outstanding ability in different subjects

Remarks:

- Additional awards could be given by the School Administration.
- Students who will enter the school in the middle of the school year will not receive any awards. (Any student who starts after September 1st)



3. Penalty

- The penalized items are as shown below:

In the same year, 3 offenses accumulate to 1 demerit; 3 demerits accumulate to 1 major demerit; 3 major demerits accumulate to 1 suspension; For the student who had accumulated 3 suspensions, the school will discuss and decide an expulsion for the student.

- 1 offense given to below items:

- 3 tardiness
- 4 periods of skipping class
- Not submitting homework on time or not submitting homework, copying homework from each other
- Not wearing proper uniform, dying hair, and grooming facial hair
- Sleeping in class, eat chewing gum
- Piercing on any parts of the body or on the face; wearing makeup; wearing colored contact lenses, cap or exaggerated accessories and too many earrings.
- Leaving the classroom without teacher's permission
- Failed to tap card for 10 times

- 1 demerit given to below items:

- Foul languages, bad behavior
- Bringing undesirable (pornographic) materials or games to school



- Leaving campus without permission
- Cheating in quizzes/ tests/ exams
- Disobeying previous warnings/offenses
- Using mobile phone during class
- Forgery: changing scores and answers on the quizzes/test/exam papers; signing notices/quizzes/test/exam papers.
- Fighting or showing intimacy inside and outside of school
- Entering game rooms, pool halls, internet cafe or places that affect the studies in uniform
- Showing/ not covering tattoo (permanent or temporary)
- 1 Major demerit given to below items:
 - Bullying or harassing others
 - Verbal bullying; extortion (e.g. money)
 - Physical bullying;
 - Emotional bullying;
 - Cyberbullying;
 - Sexual bullying;
 - Prejudicial bullying;
 - Serious insubordination, insulting behavior to teachers;
 - Vandalism of school's property, tampering school notices or smearing walls with graffiti
 - Spreading of counterfeit orders, falsifying or forging documents, signatures and seals



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- Uploading any information regarding the school, teachers, students on social media or any online platforms
 - Smoking inside or outside of school (includes vape/e-cigarettes)
 - Drinking inside or outside of school; coming to school under the influence of alcohol

 - Suspension given to below items:
 - Possession of deadly weapon
 - Possession of alcohol or taking drugs in school
 - Gambling inside school
 - Shoplifting or stealing inside or outside school (caught and sent to police station)
 - Destroying public properties

 - Expulsion
 - Participating or organizing illegal activities or organizations which are detrimental to the student or the school's reputation; commission of a moral or serious criminal offense that leaves a criminal record



校本學生評核規章

1. 本校學生評核機制

設立學生評核小組成員包括校長、各級班主任、科組及學生輔導人員。

校本的學生評核機制能發揮：

- ※制定及檢討校本的學生評核政策；
- ※監察校內實施學生評核工作的情况；
- ※處理有關學生評核的申訴；
- ※作出評估學生學習表現的最終決定。

2. 多元化評量:

- 2.1 評核內容應包括學生的認知、情意及技能；
- 2.2 評核方式應結合運用口語評量、實作評量、報告評量、演示評量、紙筆測試及數碼測試；
- 2.3 評核參與者除教學人員外，家長及學生亦應參與；
- 2.4 評核過程應結合運用形成性評核及總結性評核，並應以形成性評核為主；
- 2.5 評核結果應兼顧量化與質性，得以分數、等級或評語的方式呈現

3. 評核結果回饋

- 3.1 評核的結果能讓學生了解自身表現，調整學習方法及態度；讓教學人員根據評核的結果，了解學生的學習進度，以調整教學策略與評核方式，並向學生提供必需的教學輔助。
- 3.2 每年有 3 次評核結果讓家長和學生回饋學生的學習表現，並應將學生的評核結果記錄在學生個人檔案。



4. 升留級及畢業要求

4.1 成績計算

中小學	各段比例
第一段	33%
第二段	33%
第三段	34%

各段評核內容	百分率
大測	30%
小測/報告	20%
堂課	15%
功課	15%
課堂表現	20%

4.2 升留級標準

4.2.1 畢業：畢業班學生凡達到升班水平者均可畢業。

4.2.2 修業完滿：畢業班學生若未達到升班水平者均不獲派發畢業證書，只獲修業證明書 (例如操行評級有 F)。

4.2.3 該生成績及品行達升班水平。

4.2.4 升留級情況

- 合格分為 56 分
- 小學教育一年級至四年級，不要求學生留級，但按 4.3 規定獲教育暨青年局批准的情況不在此限。
- 升留級情況表(只適用於小學五年級至高中三年級學生)



升留班情況	操行	不合格科目 (科目包括所學各個科目)	總平均分	補救措施
1.升班	沒有 F	小:不多於 2 科(少於 56 分) 初中: 不多於 4 科(少於 56 分) 高中:不多於 5 科(少於 56 分)	不少於 40 分	----
2.不能升班(情況一)	沒有 F	小:多於 2 科(少於 56 分) 初中:多於 4 科(少於 56 分) 高中:多於 5 科(少於 56 分)	不少於 40 分	必須參與升班補考試，否則作同意留班論(若補考未達補考分數要求(40 分)，仍須留班)。下一年必需參加學業輔導班。
3.不能升班(情況二)	出現 F	小:多於 2 科(少於 56 分) 初中:多於 4 科(少於 56 分) 高中:多於 5 科(少於 56 分)	少於 40 分	必須參與升班補考試，否則作同意留班論(若補考未達補考分數要求(40 分)，仍須留班)。下一年必需參加學業輔導班。



5. 跳級標準

- 5.1 跳級的適用對象是獲評估為資優的學生。
- 5.2 須為合資格提出“跳級”申請的學生進行評估和甄別鑑定，證實學生具備升讀更高年級的條件，校長可批准其跳級就讀，並應將學生跳級的資料送交教青局備案。
- 5.3 倘學生就讀年齡未符合第 9/2006 號法律《非高等教育制度綱要法》第十八條 的要求，須經教青局審核及批准。
- 5.4 根據第 9/2006 號法律《非高等教育制度綱要法》法律第十九條規定，小學畢業者，方可報讀初中教育；初中畢業者，方可報讀高中教育。因此，有關跨教育階段的跳級安排，倘學生通過學校安排的評估和甄別鑑定，具資格跳級至更高教育階段就讀時，學校頒發原教育階段的學歷證書。

6. 申訴

總結性評核

學校會派發總結性評核成績(即測驗卷)給家長或學生查閱。若有疑問，在 5 天內家長或學生可直接與班主任提出申請。逾期沒有意見者作同意評核結果。

形成性評核

學校會派發形成性評核成績給家長或學生查閱。若有疑問，在 5 天內學生可以直接與科任教師聯絡。逾期沒有意見者作同意評核結果。



7. 其他

7.1 缺席評核的安排

7.1.1 以下缺勤理由評核方法

缺勤原因	提交具簽名及印章之文件和家長信	評核方法
健康理由(1 天至 5 天)	由澳門執業醫療機構證明	補作評核(不打折)
健康理由(6 天至 40 天)	由澳門執業醫療機構證明	豁免有關評核
代表澳門特別行政區或以個人名義參與區域或國際活動	該機構所發出之蓋章公函	豁免有關評核
換領證件	換證時間證明	補作評核(不打折)
身體檢查	醫療機構證明	補作評核(不打折)
參加公開試	應考證明	補作評核(不打折)
奔喪	喪葬證明	補作評核(不打折)
不可歸責(抗力)於學生的原因	相關機構文件	補作評核(不打折)
其他合理事假理由(1 天至 3 天)	相關文件	補作評核(不打折)
其他不合理事假理由(1 天至 3 天)	相關文件	補作評核(60%)
其他不合理事假理由(4 天或以上)	----	不補作評核(0 分處理)
其他不合理理由(曠課)	----	不補作評核(0 分處理)



7.1.2 申請缺勤理由評核方法

家長提交具簽名及印章之文件和家長信，向學校提出申請，由學校決定是否附合理缺勤理由，再作補作評核。

7.1.3 不合理缺勤

不合理缺勤超過 40 學日，學校可向教育暨青年局申請安排學生留級。不合理缺勤包括不合理事假理由及曠課。(註:經本校轉介至其他輔導或學習機構進行短期輔導及學習者，其於轉介期間的不合理缺勤亦計算在內。)

7.2 補救和輔助措施

7.2.1 為了照顧學生學習差異本校提供日常學業輔導班作為輔導措施。

7.2.2 為留級生提供支援及針對性學業輔導班。

7.3 申請安排學生留級

屬下列情況，學校可向教育暨青年局申請安排學生留級：

- (一) 家長與學校均認同安排學生留級符合其學習發展；
- (二) 學生的出席率未達校本學生評核規章的規定。



A. General Principles

1. Our Philosophy

Our Philosophy is NO CHILD LEFT BEHIND. We provide proper care and love to support students.

2. Instructional Objectives

They will be capable to achieve their full potentials, Including all Changes, Knowledge, Confidence, Patience, Communication, Practical Abilities, Lifestyle and Inquiring Ability.

3. Student Assessment System

Create a student assessment system term including principal, class teachers, subject teachers and student counselors.

3.1 Student Assessment system term

- ©Set and review the system for students;
- ©Observation of student assessment;
- ©Resolving complaints about student assessment;
- ©Final decision of student assessment

3.2 Diversified assessment

- 3.2.1 The contents of assessment shall include students' cognition, affection and skills;
- 3.2.2 The forms of assessment shall include the use of oral assessment, performance assessment, report assessment, presentation assessment, written assessment and electronic assessment;
- 3.2.3 In addition to teaching staff, assessment shall also involve the participation of parents and students,
- 3.2.4 Student assessment shall combine formative assessment with summative assessment, with the former being the primary type of assessment,



3.2.5 Assessment results shall be presented both quantitatively and qualitatively, in the forms of scores, grades or comments.

3.3 Students' Assessment Results

3.3.1 Enable students to understand their own performance and adjust their learning methods and attitudes based on the assessment results; Enable teaching staff to understand students' learning progress based on the assessment results, in order to adjust their teaching strategies and the forms of assessment, as well as providing students with necessary pedagogical support.

3.3.2 Schools will record 3 times (per year) students' assessment results in their personal files and notify the parents and students of the results

B. Rules

Requirements to be Promoted and Graduate.

1: Score calculation

Primary / Secondary	Proportion for each term
First Term	33 %
Second Term	33 %
Third Term	34 %



Evaluation Content per term	Percentage
Test	30 %
Quiz/Report	20 %
Seatwork	15 %
Homework	15 %
In-class participation	20 %

2: Promotion/Retention

2.1 Graduate: Graduating Class student should achieve the level of promotion to graduate.

2.2 Completion of studies: If the graduating class student cannot achieve the level of promotion to graduate, the student will only receive a declaration of completion but not a graduation diploma. (e.g. conduct grade : F)

2.3 the student should achieve the level of promotion.

2.4 Situations for promotion and retention

2.4.1 Passing grade : 56

2.4.2 Primary 1-4 do not require student to repeat, but due to regulation 4.3 with the authorisation by DSEDJ, this does not limit .

2.4.3 Table for promotion/retention (only for Primary 5 to Form 6)



Situation	Conduct	Failed subjects	Average	Remedy
1. Promoted	Doesn't receive F	Primary: Less than 2 subjects (below 56) Form 1-3: Less than 4 subjects (below 56) Form 4-6: Less than 5 subjects (below 56)	Above 40	--
2. Cannot be promoted (case 1)	Doesn't receive F	Primary: More than 2 subjects (below 56) Form 1-3: More than 4 subjects (below 56) Form 4-6: More than 5 subjects (below 56)	Above 40	Student must take the remedial exam which requires the score 40 or above. Anyone who refuses to take the exam will be retained, as well as those who didn't pass the remedial exam. The student is required to attend remedial class in the



				following school year.
3. Cannot be promoted (case 2)	Received F	Primary: More than 2 subjects (below 56) Form 1-3: More than 4 subjects (below 56) Form 4-6: More than 5 subjects (below 56)	Below 40	Student must take the remedial exam which requires the score 40 or above. Anyone who refuses to take the exam will be retained, as well as those who didn't pass the remedial exam. The student is required to attend remedial class in the following school year.



3. Grade skipping

- 3.1 Having been assessed as gifted students by the competent government department or an agency designated by the department;
- 3.2 If after evaluation and identification processes, a student is confirmed to have fulfilled the conditions to advance to a higher grade, the school principal may permit the grade skip. Schools will submit the information in relation to grade skipping of students to the DSEJ for record purposes.
- 3.3 and 3.4 Following the 9/2006 laws

4. Appeal

Summative assessment

The school will distribute summative evaluation results (test papers) to parents or students to review. If there are any doubts, parent or student may inquire from the class teacher within 5 days. No appeal after deadline will be considered as approval to the evaluation results.

Formative assessment

The school will distribute formative evaluation results to parents or student to review. If there are any doubts, student may contact the subject teacher directly within 5 days. No appeal after deadline will be considered as approval to the evaluation results.



5. Others

5.1 Absences arrangement

5.1.1 Following are the arrangements for different reasons for absences.

Reason	Signature and official stamp of the document and parent letter	Arrangement / adjustment
Health reason (1-5 days)	Official statement from certified clinic in Macau	Retake test/quizzes/exams (100%)
Health reason (6-40 days)	Official statement from certified clinic in Macau	Excused from related evaluations
For having participated in regional or international activities on behalf of the Macao SAR or independently	Official statement/ letter from the organization with stamp	Excused from related evaluations
Renewal of Identification Card	Proof of renewal(ID booking time)	Retake test/quizzes/exams (100%)
Body Check	Official statement from certified clinic in Macau	Retake test/quizzes/exams (100%)
Attend open exam	Proof of attending the exam	Retake test/quizzes/exams (100%)
Attend a funeral	Proof of the funeral	Retake test/quizzes/exams (100%)



Non-attributable grounds	Related documents	Retake test/quizzes/exams (100%)
Other excused absences (1-3 days)	Related documents	Retake test/quizzes/exams (100%)
Other unexcused absences (1-3 days)	Related documents	Retake test/quizzes/exams (60%)
Other unexcused absences (4 days or above)	--	Cannot retake any evaluations (0%)
Others unexcused (skipping class)	--	Cannot retake any evaluations (0%)

5.1.2 Excused absences

Parent/guardians should submit a letter with signature and stamp. The school will decide if the absence can be excused or cannot, then arrange retaking of exams/tests/quizzes.

5.1.3 Unexcused absences

Total school day counts are 195, 80% (40 days) or more unexcused absences can result to retention. Unexcused absences include skipping classes and absences without official supported certifications. (Remark: Absences during transferring of centres from school for consultation or learning purposes will not be counted)



5.2 Remedial classes

5.2.1 The school provides remedial classes to help weaker students to improve and catch up school works in daily bases.

5.2.2 Relevant remedial classes are provided to support students who are retained.

5.3 Arrangements for retention of the student

The school can request DSEDJ for an arrangement for student’ s retention in the following situations:

1- Parent and the school both agree that the student need the retention to benefit his/her future studies.

2- Student’ s attendance does not reach the requested percentage/days of attendance as listed in the rules.

Remark: The English version of the “Student Assessment is not an official translation. It is for reference only. In case of discrepancy, the Chinese version shall prevail.)



惡劣天氣返學指引

黃色暴雨：家長可自行決定子女返學或留在家中直至黃色暴雨訊號解除後一小時內返校。

紅色或黑色暴雨：

上午 6:30 後生效：上午停課

中午 11:30 後生效：下午停課

紅色或黑色暴雨訊號生效期間學校如常開放，若已返抵學校的同學無需急於返回，直至訊號解除且在安全的情況下再離開學校。

～ 暴雨訊號生效期間，若有需要留校午膳的同學可向班主任登記協助訂購午膳 ～

三號風球：照常上課

八號或以上風球：全日停課

早上 0:00-6:30 八號或以上風球且 6:30 仍然懸掛三號風球：全日停課

為及時掌握實時天氣情況，家長及學生可隨時瀏覽以下資訊平台：

2. 氣象局網站 (<http://www.smg.gov.mo/>)
3. 教育及青年發展局網站
(<https://portal.dsedj.gov.mo/webdsejspace/internet/>)
4. 教育及青年發展局之手機應用程式及微信帳號
5. 澳門電視台、蓮花衛視、澳亞衛視等
6. 關閩邊境大樓顯示屏
7. 其他相關的資訊平台



庇道學校
Escola São João De Brito
Saint John De Brito School

Contact



School Contact

地址：澳門高地烏街 118 號三、四樓

Address：RUA DE PEDRO COUTINHO, 118, 3~4 ANDAR, MACAU

電話/Tel：(853) 28581555 /28553073

電郵/Email：britoenglishsection@hotmail.com

傳真/FAX：(853) 28528725

辦公時間/Office hour：星期一至五 8:20-12:20; 14:00-16:30