

槟城韩江中学

PENANG HAN CHIANG HIGH SCHOOL

2016年度行政历/ANNUAL ACTIVITIES SCHEDULE (暂定)

第一学期上课日/ 1st term school days: 4/1/2016 – 11/3/2016 (10周)、21/3/2016 – 27/5/2016 (10周)

第二学期上课日/ 2nd term school days: 13/6/2016 – 9/9/2016(12周)、19/9/2016 – 25/11/2016(11周)

| 周次 Week | 日期 Date | 星期 Day | 活动摘要 Activity | 负责单位 Dept. Responsible |
|------------|------------|-----------|---|--|
| | | 五 Fri | 申请奖助学金 (20/11/2015至7/12/2015) Application of School Scholarship (20/11/2015 – 7/12/2015) | 班导师 Form Teachers |
| | | 六 Sat | 迎新日暨联课/体育成果展 (2/1/2016) Orientation Day for New Students & Co-Curriculum / Sports Results Conference (2/1/2016) | 校长/教务处/联课处 Principal/Studies Dept. / Co C Dept. |
| 1 | 4/1 – 9/1 | 一 Mon | 新学年开学—处理班务及新生拍照 (4/1 – 6/1) First Day of School— General Affairs & Photo Taking Session for New Students (4/1 – 6/1) | 班导师 Form Teachers |
| | | 一 Mon | 学生转换科系班级申请 (4/1-6/1) Application on Class and Stream Transfer (4/1-6/1) | 教务处 Studies Dept. |
| | | 一 Mon | 呈交三语演讲比赛细则及报名表格 (报名截止日期:15/1) Submission: R&R of Three Languages Elocution Contest (Remarks : Deadline of Registration is on 15/1) | 教务处 Studies Dept. 语文科主任 Heads of Language Subject |
| | | 一 Mon | 高初中统考报名 (4/1-31/1) Enrolment of UEC Candidates (Junior & Senior) (4/1-31/1) | 教务处 Studies Dept. 升学辅导处 Career Counseling Dept. 班导师 Form Teachers |
| | | 二 Tue | 呈交挥春比赛及书法比赛细则、题目及报名表格 (报名截止日期: 8/1) Submission: R&R of the Chinese Couplet Contest & Chinese Calligraphy Contest (Remarks : Deadline of Registration is on 8/1) | 教务处 Studies Dept. 华文科主任 Chinese Language Subject Head |
| | | 二 Tue | 联课活动开始 Commencement of Cocurriculum Activities | 联课处 Co-C. Dept. |
| | | 二 Tue | 新生联课活动讲座 Cocurriculum Seminar | 联课处 Co-C. Dept. |
| | | 三 Wed | 全校学生集会 (初中:上午7时半、高中:下午2时35分) Assembly (Junior Form : 7.30 a.m., Senior Form : 2.35 pm.) | 教务处 Studies Dept. 训导处 Discipline Dept. 联课处 Co-C. Dept. |
| | | 五 Fri | 奖助学金委员会会议 (下午2时40分至3时40分) Scholarship Committee Meeting (2.40 p.m. ~ 3.40 p.m.) | 校长 Principal |

| 周次 Week | 日期 Date | 星期 Day | 活动摘要 Activity | 负责单位 Dept. Responsible |
|------------|-------------|-----------|--|--|
| 2 | 11/1 - 16/1 | 一 Mon | 呈交英语演讲比赛细则及报名表格 (报名截止日期:16/1) Registration for English Elocution Contest (Deadline is on 16/1) | HCEC 英语中心 |
| | | 一 Mon | 新生图书馆周 (11/1至15/1) Library Week for New Students (11/1 - 15/1) | 图书馆 Library |
| | | 三 Wed | 高初中统考报名选科说明 UEC Registration Guidance | 教务处 Studies Dept. 升学辅导处 Career Counseling Dept. |
| | | 三 Wed | 班导师呈交学会调查表 (Form C) Submission : Society Statistic Form (Form C) to Co-C | 秘书处 Principal's Secretary |
| | | 五 Fri | 教师集体备课开始 (2.40 p.m. - 3.40 p.m.) Commencement of Subject Preparation Group Discussion (2.40 p.m.-3.40p.m.) | 科主任 Subject Head |
| | | 一 Mon | 语文科作文比赛 (18/1至22/1) Essay-Writing Competitions (18/1 till 22/1) | 科主任 Subject Head 教务主任 Dean of Studies |
| 3 | 18/1 - 23/1 | 一 Mon | 班导师输入及检查学籍资料(18/1 - 22/1) Form teachers key in students' particulars (18/1 - 22/1) | 班导师/教务处 Form Teachers/ Studies Dept. |
| | | 一 Mon | 开始布置新春布告栏 (18/1至20/1) Commencement of Chinese New Year Notice Board Decoration (18/1 - 20/1) | 联课处 Co-C. Dept. |
| | | 一 Mon | 呈交全年学会活动计划表 (Form A2) Submission: Annual Activities Schedule of Societies (Form A2) | 学会顾问/主席 Society Advisor/Chairman |
| | | 三 Wed | 呈交各团体执委及会员名单予联课处 (Form A & A1) Submission: Name list of Uniform Units' Members & Committees to Co-C (Form A & A1) | 学会顾问 Society Advisor |
| | | 日 Sun | 大宝森节 Thaipusam Day | |

| 周次 Week | 日期 Date | 星期 Day | 活动摘要 Activity | 负责单位 Dept. Responsible |
|------------|-------------|-----------|---|--|
| 4 | 25/1 - 30/1 | 一 Mon | 大宝森节补假 Replacement Holiday for Thaipusam Day | |
| | | 二 Tue | 全校阅读比赛开始 Commencement of Reading Contest | 图书馆 Library |
| | | 二 Tue | 新春布告栏比赛评分 Chinese New Year Notice Board Decorating Competition | 联课处 Co-C Dept. |
| | | 四 Thu | 华文书法比赛 Chinese Calligraphy Contest | 华文科主任 Chinese Language Subject Head |
| | | 五 Fri | 公布奖助学金受惠学生名单 Announcement: Names of Recipients of Scholarship | 校长 Principal |
| | | 五 Fri | 顾问老师与各团体执委联课培训 (下午2.40至3.40) Cu-Curriculum Training Course for Society Advisors & Committee Members (2.40 p.m. ~ 3.40 p.m.) | 联课处 Co-C Dept. |
| 5 | 1/2 - 6/2 | 一 Mon | 呈交(i) 华语辩论初赛细则、题目及报名表格 (ii) 高中国语论坛比赛细则及报名表格 备注:报名截止日期为26/2 Submission: R&R of (i) Chinese Debating Contest (ii) D226 Remarks : Deadline of Registration is on 26/2 | 各语文学会 科主任 Language Societies Subject Heads |
| | | 一 Mon | 呈交书法比赛作品 Submission : Chinese Calligraphy Contest's Works | 教务处 Studies Dept. 华文科主任 Chinese Language Subject Head |
| | | 一 Mon | 与宽柔中学姐妹校交流计划开始报名 (1/2- 6/2) Registration of Students Exchange Programme (Foon Yew High School) (1/2-6/2) | 秘书处 Secretariat |
| | | 一 Mon | 科任老师呈交考试卷给科主任 Submission: Exam Papers to Subject Head | 科任老师 Subject Teacher 科主任 Subject Head |
| | | 二 Tue | 呈交三语作文比赛成绩及作品 Submission: Three Languages Essay Competition Results & Works | 科主任 Subject Heads |

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|------------|-------------|-----------|--|--|
| 5 | 1/2 - 6/2 | 三 Wed | 科主任呈交考卷至教务处 Subject heads hand in exam papers to Studies Dept. | 教务处 Studies Dept. 科主任 Subject Head |
| | | 五 Fri | 挥春比赛 (上午8时至9时) Chinese Couplet Contest (8.00 a.m. ~ 9.00 a.m.) | 华文学会 Chinese Language Society |
| | | 五 Fri | 新春联欢会 (上午9时至上午11时) Chinese New Year celebration (9.00 a.m. ~ 11.00 a.m.) | 联课处 Co-C Dept. |
| | | 一 Mon | 农历新年假期 (8/2 及 9/2) Chinese New Year Holidays (8/2 & 9/2) | |
| 6 | 8/2 - 13/2 | 三 Wed | 农历新年 (特假) Chinese New Year (Special Holiday) | |
| | | 四 Thu | 农历新年补假 (11/2及12/2) Replacement Holiday for Chinese New Year (11/2 & 12/2) | |
| | | 一 Mon | 新春特假 Chinese New Year Special Holiday | |
| 7 | 15/2 - 20/2 | 二 Tue | 新春特假 (天公诞特假) Chinese New Year Special Holiday | |
| | | 三 Wed | 检查学生作业(17/2至20/2) Inspection of students' exercise books (17/2-20/2) | 教务处 Studies Dept. 科主任 Subject Head |
| | | 三 Wed | 自我成长营 Student's Base Camp Opening Ceremony | 辅导与心理处 Counselling & Psychology Dept. |
| | | 日 Sun | 槟城春晚 Chinese Temple Fair | 联课处 Co-C Dept. |
| | | 五 Fri | 体育老师呈交运动会选手名单 Submission : Athlete Name List to Co-C Dept. | 联课处 / 体育老师 Co-C / PE Teachers |
| 8 | 22/2 - 27/2 | 六 Sat | 奖助学金颁发仪式 (上午9时至10时) Scholarship Presentation Ceremony (9 a.m. - 10 a.m.) | 校长/教务处 Principal/Studies Dept. |
| | | 六 Sat | 家教协会常年大会 (上午11时至中午12时) PTA Annual General Meeting (11 a.m. ~ 12 p.m.) | 校长/家协 Principal/PTA |
| | | 六 Sat | 环保展 The Green Expo | 联课处 Co-C Dept. |
| | | 六 Sat | 环保展 The Green Expo | 联课处 Co-C Dept. |

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|------------|-------------|-----------|---|--|
| 9 | 29/2 – 5/3 | 一 Mon | 第一学期期中考 (29/2 – 5/3) (礼堂和体育馆) 1st Semester Mid Term Examination (29/2 – 5/3) (Hall & Stadium) | 教务处 Studies Dept. |
| 10 | 7/3 – 12/3 | 三 Wed | 国语演讲决赛 Malay Language Elocution Contest (Final) | 教务处/国文科主任 Studies Dept. / Malay Language Subject Head |
| | | 六 Sat | 第一学期第一阶段假期 (12/3 – 20/3) 1 st Semester Mid Term School Holiday (12/3 – 20/3) | |
| 11 | 14/3 – 19/3 | | 第一学期第一阶段假期 (12/3 – 20/3) 1 st Semester Mid Term School Holiday (12/3 – 20/3) | |
| | | | 假期联课/体育团体培训 (12/3至20/3) Holiday Training for Societies (12/3 – 20/3) | 联课处/体育处 Co-c Dept./Sports Dept. |
| | | 一 Mon | 初一自我成长营 (上午8时至下午4时) Junior One Student's Base Camp by Jora Reignmakers (8 a.m. – 4 p.m.) | 辅导与心理处 Counselling & Psychology Dept. |
| | | 二 Tue | 初一自我成长营 (上午8时至下午4时) Junior One Student's Base Camp by Jora Reignmakers (8 a.m. – 4 p.m.) | 辅导与心理处 Counselling & Psychology Dept. |
| 12 | 21/3 – 26/3 | 三 Wed | 呈交第一学期期中考分数及成绩分析表 (上午9时之前) Submission: The 1 st Semester Mid Term Exam Results & Statistics (before 9 a.m.) | 教务处 Studies Dept. |
| | | 三 Wed | 全校火警预习 (上午10时) Fire Alarm Training (10 a.m.) | 辅导与心理处 Counselling & Psychology Dept. |
| | | 三 Wed | 英语演讲决赛 English Language Elocution Contest (Final) | 教务处/英语中心 Studies Dept./ HCEC |
| | | 三 Wed | 班导师输入分数及打印成绩报告表 Form teachers key in exam marks & print result sheets | 班导师 Form Teachers 教务处 Studies Dept. |
| | | 五 Fri | 家长日 (下午2时至4时) Parents' Day (2.00 p.m. – 4.00 p.m.) | 教务处 Studies Dept. 绿色教育学会 Go Green Society |
| | | 六 Sat | 踏青记 Green Walk | 体育处 Sports Dept. |

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|------------|-------------|-----------|--|---|
| 13 | 28/3 - 2/4 | 一 Mon | 高、初中组英语辩论初赛 (28/3至2/4) Senior Preliminary Round English Debate Competition (28/3-2/4) | 英语中心 HCEC |
| | | 三 Wed | 华语演讲决赛 Chinese Language Elocution Contest (Final) | 教务处/国文科主任 Studies Dept. / Chinese Language Subject Head |
| | | 四 Thu | 中国汉语水平考试报名 (4月份) Registration of HSK Examination (April) | 教务处 Studies Dept. |
| | | 六 Sat | 北马区独中英语辩论比赛 (韩江中学承办) Northern Region Chinese Independent Schools' English Debate Competition (Co-organizer by HCHS) | 教务处/英语中心 Studies Dept/HCEC |
| | | 日 Sun | 清明节 All Souls' Day | |
| 14 | 4/4 - 9/4 | 三 Wed | 高、初中组英语辩论决赛 Senior & Junior Final Round English Debate Competition | 英语中心 HCEC |
| 15 | 11/4 - 16/4 | 一 Mon | 呈交各班级操行分数 Submission of 1 st Semester Conduct Marks | 班导师 / 训育处 Form Teachers / Discipline Dept. |
| | | 三 Wed | 运动会彩排 Rehearsal for Sports Day | 体育处 Sports Dept. |
| | | 五 Fri | 运动会预赛 Sports Heat | 体育处 Sports Dept. |
| | | 六 Sat | 运动会暨义卖会 Sports Day & Food Fair | 体育处 Sports Dept. |
| 16 | 18/4 - 23/4 | 一 Mon | 运动会特假 Special Holiday: Sports Day | |
| | | 一 Mon | 宽柔中学姐妹校交流活动(18/4至23/4) Students Exchange Programme (Foon Yew High School) (18/4 till 23/4) | 辅导与心理处 Counselling & Psychology Dept. |

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|------------|-------------|-----------|--|--|
| 16 | 18/4 - 23/4 | 二 Tue | 华语辩论初赛 (19/4至23/4) Preliminary round : Chinese Debating Contest(19/4 ~ 23/4) | 科主任 Subject Head 华文学会 Chinese Language Society |
| | | 三 Wed | 高中国语论坛决赛 (上午7时半至10时) B. Melayu Forum Contest | 国文学会/ 马来文科主任 Malay Language Society / Subject Head |
| | | 四 Thu | 世界书香日(书展) World Book Day (Book Fair) | 图书馆 Library |
| 17 | 25/4 - 30/4 | 一 Mon | 科任老师呈交考试卷给科主任 Submission: Exam Papers to Subject Head | 教务处 Studies Dept. 科主任 Subject Head |
| | | 四 Thu | 科主任呈交考试卷到教务处 Submission: Exam Papers to Studies Dept. | 教务处 Studies Dept. |
| | | 五 Fri | 槟州独中教师专业日 Teachers' Training Day for Penang Chinese Independent Schools | 校长/辅导与心理处 Principal/ Counselling & Psychology Dept. |
| | | 日 Sun | 劳动节 Labour Day | |
| 18 | 2/5 - 7/5 | 一 Mon | 劳动节补假 Replacement Holiday for Labour Day | |
| | | 三 Wed | 北马独中三语演讲比赛 (槟华独中承办) Northern Region Chinese Independent Schools' Three Languages Elocution Contest (Co-organized by PCGPHS) | 教务处/语文科主任 Studies Dept./Heads of Language Subject |
| | | 三 Wed | 呈交上半年联课分数 (计算至30/4) Submission of 1 st Semester Cocurricular Marks to Co-C (calculate until 30/4) | 学会顾问 Society Advisor |
| | | 五 Fri | 校务会议 (二) (下午2时40分至3时40分) The 2 nd Teachers & Staff Meeting (2.40 p.m. till 3.40 p.m.) | 校长 Principal |
| 19 | 9/5 - 14/5 | 三 Wed | 高、初中组华语辩论决赛 Senior & Junior Form Chinese Debating Contest | 华文学会/科主任 Chinese Language Society/Subject Head |
| | | 六 Sat | 初中生讲座 (礼堂: 上午8时至9时半) Seminar for Junior Form Students (Hall : 8 a.m.-9.30 a.m.) | 辅导与心理处 Counselling & Psychology Dept. |

| 周次 Week | 日期 Date | 星期 Day | 活动摘要 Activity | 负责单位 Dept. Responsible |
|------------|-------------|-----------|--|--|
| 19 | 9/5 - 14/5 | 六 Sat | 孝亲感恩会 (上午10时半至中午12时) Birthday Appreciation Ceremony (10.30 a.m. - 12.00 p.m.) | 辅导与心理处 Counselling & Psychology Dept. 联课处 Co-C Dept. |
| | | 六 Sat | 高二 O Level/初三及高三统考加强班 Extra Class for Senior 2 O Level, Junior 3 & Senior 3 Students | 教务处 Studies Dept. |
| | | 六 Sat | 户外学习 (高一和高二学生) Outdoor Study (Senior 1 & 2 Students) | 教务处/班导师 Studies Dept./ Form Teachers |
| 20 | 16/5 - 21/5 | 三 Wed | 第一学期年中考 (18/5至26/5) (礼堂和体育馆) Mid-Year Examination (18/5 - 26/5) (Hall & Stadium) | 教务处 Studies Dept. |
| | | 六 Sat | 卫塞节 Wesak Day | |
| 21 | 23/5 - 28/5 | 五 Fri | 教师节 Teacher's Day | 联课处Co-C Dept. 辅导处Counseling Dept. |
| | | 六 Sat | 汉语水平考试 HSK Examination | 教务处 Studies Dept. |
| | | 六 Sat | 第一学期第二阶段假期 (28/5至12/6) Mid-Year School Holiday (28/5 - 12/6) | |
| | | | 假期联课/体育团体培训 Holiday Training for Societies | 联课处 Co-c Dept. |
| 22 & 23 | | | 第一学期第二阶段假期 (28/5至12/6) Mid-Year School Holiday (28/5 - 12/6) | |
| | | 一 Mon | 初一生自我成长营 (30/5及31/5 : 上午8时至下午4时) Junior One Student's Base Camp by Jora Reignmakers (30/5 & 31/5 : 8 a.m. - 4 p.m.) | 辅导与心理处 Counselling & Psychology Dept. |
| | | 六 Sat | 国家元首诞辰 (4/6) Hari Keputeraan S. P. B. Yang Dipertuan Agong (4/6) | |

课程会议 : 每逢星期三 (下午1时55分至3时15分)

科研小组会议/培训: 每逢星期五 (下午2时40分至3时40分)

联课处/体育处会议: 每逢星期一 (下午1时55分至2时35分)

纪律委员会会议: 每个月最后一个星期五 (下午2时40分至3时40分)

周会: 初中生 - 第一及第三周、高中生 - 第二及第四周

