

槟城韩江中学

PENANG HAN CHIANG HIGH SCHOOL

2019 年度行政历/ANNUAL ACTIVITIES SCHEDULE

第一 学期上课日/1st term school days: 2/1/2019 - 22/3/2019 (12 周)、1/4/2019 - 24/5/2019 (8 周)

第二学期上课日/2nd term school days: 10/6/2019 - 9/8/2019 (9 周)、19/8/2019 - 23/11/2019 (14 周)

周次 Week	日期 Date	星期 Day	活动摘要 Activity	负责单位 Dept. Responsible
1	2/1 - 5/1	三 Wed	新学年开学—处理班务 First Day of School- Handle Class Matters	班导师 Form Teachers
		三 Wed	呈交三语演讲比赛细则及报名表格 (报名截止日期: 18/1) Submission: R&R of Three Languages Elocution Contest (Deadline of Registration is on 18/1)	教务处 /英语中心 各语文学会 Studies Dept./HCEC/ Language Societies
		三 Wed	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: 18/1) Submission: R&R of the Chinese Couplet Contest & Chinese Calligraphy Contest (Deadline of Registration is on 18/1)	教务处/ 书法&华文学会/ 科主任 Studies Dept./ Calligraphy& Chinese Language Society/ Subject Head
		四 Thu	全校学生集会(7.30a.m) Assembly (7.30 a.m.)	教务处/ 训导处/ 联课处 Studies Dept. / Discipline Dept./ Co-Curriculum . Dept.
		四 Thu	联课活动开始 Commencement of Co-Curriculum Activities	联课处 Co-Curriculum . Dept.
		四 Thu	新生联课/体育活动讲座 (礼堂) Co-Curriculum /Physical Education Seminar(Hall)	联课处 Co-Curriculum . Dept.
		五 Fri	高中三统考选科说明会 UEC Registration Briefing (Senior 3 Students)	教务处/升学辅导处 Studies Dept./ Career Counselling Dept.
2	7/1 - 12/1	一 Mon	个人照拍摄(新生、毕业生、结业生) Photographing Session-Individual (New students and graduates)	教务处 Studies Dept.
		一 Mon	班导师检查学籍资料(7/1- 11/1) Form teachers check students' particulars (7/1 - 11/1)	班导师/教务处 Form Teachers/ Studies Dept.
		一 Mon	开始布置新春布告栏 (7/1-11/1) Commencement of Chinese New Year Notice Board Decoration (7/1 - 11/1)	联课处 Co-Curriculum Dept.

		四 Thu	初中三统考报名选科说明 UEC Registration Briefing (Junior 3 Students)	教务处 /升学辅导处 Studies Dept./ Career Counselling Dept.
		三 Wed	班导师呈交学会调查表 (Form C) Submission : Society Statistic Form (Form C) to Co-Curriculum Department	联课处 Co-Curriculum Dept.
		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.-3.40 p.m.)	科主任 Subject Head
3	14/1 - 19/1	三 Wed	高中与初中生激励讲座 (礼堂/体育馆) Motivational Seminar for Junior Form Students (Hall /Stadium)	辅导与心理处 Counselling & Psychology Dept.
		四 Thu	华文书法比赛 Chinese Calligraphy Contest	书法学会 Calligraphy Society
		五 Fri	顾问老师与各团体执委联课培训 (2.40p.m-3.40p.m) Co-Curriculum Training Course for Society Advisors & Committee Members (2.40 p.m.-3.40 p.m.)	联课处 Co-Curriculum Dept
		五 Fri	初一生“焕新志我成长营”(礼堂) (18/1 - 19 /1: 8a.m – 2p.m) Junior One Student's “Self-Development Program” by HD Training House (Hall) (18/1 - 19 /1: 8a.m – 2p.m)	辅导与心理处 Counselling & Psychology Dept.
		六 Sat	初一生“焕新志我成长营”(礼堂) (18/1 - 19 /1: 8a.m – 2p.m) Junior One Student's “Self-Development Program” by HD Training House (Hall) (18/1 - 19 /1: 8a.m – 2p.m)	辅导与心理处 Counselling & Psychology Dept.
4	21/1 - 26/1	一 Mon	大宝森节 Thaipusam	
		二 Tue	新生图书馆周 (22/1-25/1) Library Week for New Students (22/1 - 25/1)	图书馆 Library
		四 Thu	全校火警演习 Fire Drill Training	辅导与心理处 Counselling & Psychology Dept.
		五 Fri	公布奖助学金受惠学生名单 Announcement: Names of Recipients of Scholarship	校长 Principal
		六 Sat	全校运动会色队练习(7.30 a.m.-11.30 a.m.) Practice of All Colour Houses for Sports Day (7.30 a.m. - 11.30 a.m.)	联课处 /全体教师 Co-Curriculum Dept / All Teachers
5	28/1 - 2/2	二 Tue	新春布告栏比赛评分 Chinese New Year Notice Board Decorating Competition	联课处 Co-Curriculum Dept
		三 Wed	水灾演习 Flood Emergency Drill	校长/学生事务处 Principal/Student’s Affairs Dept.
		四 Thurs	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

		四 Thurs	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-Curriculum Department (Form A & A1)	学会顾问 Society Advisor
		五 Fri	新春联欢会 (9a.m – 11a.m) (体育馆) Chinese New Year Celebration (9:00am-11:00am) (Stadium)	联课处 Co-Curriculum Dept.
		五 Fri	挥春比赛 (8a.m - 9a.m) Chinese Calligraphy Contest (8:00am-9:00am)	书法学会 Calligraphy Society
6	4/2 - 9/2	一 Mon	农历新年特假 Chinese New Year Special Holiday	
		二 Tue	农历新年学校假期 (5/2- 8/2) Chinese New Year (School Holiday) (5/2 - 8/2)	
7	11/2 - 16/2	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 28/2 Submission: R&R of (i) Chinese Debating Contest (ii) BM Forum Contest Remarks : Deadline of Registration is on 28/2	各语文学会/ 科主任 Language Societies/ Subject Heads
		二 Tue	拍摄学会/团体/ 班级照 (12/2 ,14/2 , 15/2) (礼堂) Photographing Session (Society / Uniformed Groups /Class) (12/2 ,14/2 , 15/2) (Hall)	教务处/毕联会 Studies Dept. /Graduation Committee
		一 Mon	科任老师呈交考试卷给科主任 Submission: Exam Papers to Subject Head	教务处/科主任 Studies Dept. /Subject Head
		一 Mon	呈交书法比赛作品 Submission : Chinese Calligraphy Contest's Works	教务处/华文科主任 Studies Dept. / Chinese Language Subject Head
		一 Mon	全校阅读比赛开始 Commencement of Reading Contest	图书馆 Library
		三 Wed	农历新年特假 Chinese New Year Special Holiday	
		四 Thu	科主任呈交考卷到教务处 Subject heads hand in exam papers to Studies Dept.	教务处 /科主任 Studies Dept./Subject Head
		8	18/2 - 23/2	一 Mon
一 Mon	与姐妹校宽柔中学交流计划开始报名 (18/2-22/2) Registration of Students Exchange Programme with Foon Yew High School(Sister School) (18/2 - 22/2)			外事办公室 External Affairs 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	色队老师呈交运动会选手名单 Submission : Athlete Name List to PE Dept.	色队老师 House Teachers
		三 Wed	韩江百年校庆- 献爱心 , 环保活动 (8a.m- 2pm) (体育馆/礼堂) Go Green Day (8 a.m. – 2 p.m.)(Stadium/Hall)	联课处 Co-Curriculum Dept.
		五 Fri	创新科技楼所开幕典礼 (礼堂) (7a.m-12.p.m) Maker Faire Opening Ceremony (Hall) (7a.m-12.p.m)	行政处/家协 Admin Dept /PTA
		六 Sat	全校运动会色队练习 (7.30a.m- 10.30a.m) Practice of All Colour Houses for Sports Day (7.30 a.m. to 10.30 a.m.)	联课处/全体老师 Co-Curriculum Dept /All Teachers
		六 Sat	奖助学金颁发仪式(8.30a.m – 9.30a.m) (礼堂) Scholarship Presentation Ceremony (8.30 a.m. to 9.30 a.m.) (Hall)	校长/教务处 Principal /Studies Dept.
		六 Sat	家教协会常年大会 (10.30a.m -12p.m) (礼堂) PTA Annual General Meeting (10.30 a.m. to 12 p.m.) (Hall)	校长/家教协会 Principal/PTA
9	25/2 – 2/3	一 Mon	呈交三语作文比赛细则及题目 Submission: R&R of Three Languages Elocution Contest	科主任 Subject Heads
		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	韩江百年校庆-献爱心, 百人捐血活动(礼堂) School Anniversary Celebration – Blood Donation (8.30a.m-3.30p.m) (Hall)	联课处 Co-Curriculum Dept
10	4/3 – 9/3	五 Fri	考试说明会 Guidelines on Examination	教务处 Studies Dept
11	11/3 – 16/3	一 Mon	英语中心考试 (11/3- 15/3) (礼堂) HCEC Exam. (11/3 - 15/3) (Hall)	教务处/英语中心 Studies Dept./HCEC
		六 Sat	韩江百年校庆- 韩江中学义跑 (7a.m-11.30a.m) (体育馆) School Anniversary Celebration -Jogathon Han Chiang High School 2019 (7 a.m- 11.30 a.m.) (Stadium)	联课处 Co-Curriculum Dept.
12	18/3 – 23/3	一 Mon	第一学期期中考(18/3-22/3) (礼堂 / 体育馆) 1st Semester Mid Term Examination (18/3 - 22/3) (Hall / Stadium)	教务处 Studies Dept
		六 Sat	第一学期第一阶段假期 (23 /3-31/3) 1st Semester Mid Term School Holiday (23/3 – 31/3)	
13	25/3 – 30/3	一 Mon	假期联课/体育团体培训 (25/3-27/3) Holiday Training for Societies (25/3 – 27/3)	联课处 Co-Curriculum Dept.
		一 Mon	72 变领袖训练营(25/3-27/3) (礼堂) Leader Camp (25/3-27/3) (Hall)	联课处 Co-Curriculum Dept.

		一 Mon	第一学期第一阶段假期 (23/3-31/3) 1 st Semester Mid Term School Holiday (23/3 – 31/3)	
14	1/4 – 6/4	一 Mon	成立教师节工委 Setup Teacher's Day's Committee	训育处 Discipline Dept.
		一 Mon	语文科作文比赛 (1/4- 4/4) Essay-Writing Competitions (1/4 - 4/4)	科主任 Subject Head 教务主任 Dean of Studies
		二 Tue	高、初中组英语辩论决赛 Senior & Junior Final Round English Debate Competition	英语中心 HCEC
		三 Wed	华语即席演讲决赛 Chinese Language Elocution Contest (Final)	教务处/华文科主任 Studies Dept. /Chinese Language Subject Head
		三 Wed	呈交第一学期期中考分数及成绩分析表 (9a.m 之前) Submission: The 1 st Semester Mid Term Exam Results & Analysis (before 9 a.m.)	教务处 Studies Dept.
		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/教务处 Form Teachers/ Studies Dept.
		四 Thu	校庆预演 (礼堂 /体育馆) School Anniversary Celebration Rehearsal (Hall /Stadium)	联课处 Co-Curriculum Dept.
		五 Fri	清明特假 All Soul's Day Special Holiday	
15	8/4 – 13/4	一 Mon	科主任呈交高二 IGCSE 班预考考卷到教务 处 (华文科和国文科) Subject Head Submit Senior 2 IGCSE Trial Exam Question To Studies Dept (Chinese Subject and BM Subject)	科主任、教务处 Sub Head, Studies Dept
		一 Mon	宽柔中学姐妹校交流活动 (8/4 - 12/4) Students Exchange Programme (Foon Yew High School) (8/4 - 12/4)	外事办公室 External Affairs Dept.
		一 Mon	学生作业抽查(8/4 - 13/4) Inspection of students' exercise books (8/4-13/4)	教务处 Studies Dept.
		三 Wed	升学营 (东方国家) (礼堂/MPH) Education Camp (Eastern Country) (Hall /MPH)	升学辅导处 Career Counselling Dept.
		四 Thu	升学营 (西方国家) (礼堂/MPH) Education Camp (Western Country) (Hall /MPH)	升学辅导处 Career Counselling Dept.
		五 Fri	初中三 O LEVEL 班升高说明会 Education Talk (Junior Three O LEVEL Classes)	教务处 Studies Dept.
		五 Fri	初二生“性教育讲座”(MPH 及韩大课室) (12/4 及 13/4: 8a.m -2p.m) Junior Two Student's "No Apologies Program" by Focus on Family Sdn .Bhd (MPH & HCUC Lecture Hall) (12/4 - 13/4: 8 a.m. - 2 p.m.)	辅导与心理处 Counselling & Psychology Dept.

16	15/4 - 20/4	一 Mon	科任老师呈交考试卷给科主任 Submission: Exam Papers to Subject Head	教务处/科主任 Studies Dept./ Subject Head
		一 Mon	华语辩论初赛 (15/4 - 3/5) Preliminary round : Chinese Debating Contest (15/4 - 3/5)	科主任 /华文学会 Subject Head Chinese Language Society
		三 Wed	科主任呈交考试卷到教务处 Submission: Exam Papers to Studies Dept.	教务处 Studies Dept.
		三 Wed	世界书香日(书展) (17/4 ,18/4) World Book Day (Book Fair) (17/4 ,18/4)	图书馆 Library
		四 Thu	高中国语论坛决赛 Bahasa Malaysia Forum Contest	国文学会/ 马来文科主任 Malay Language Society / Subject Head
		四 Thu	献爱心-拜访老人院(12.30pm-4.00pm) Visit Old Folks Home(12.30pm-4.00pm)	联课处 Co-Curriculum Dept.
17	22/4 - 27/4	二 Tue	高二 IGCSE 班预考 (华文和国文科) Senior 2 IGCSE Class Trial (Chinese Subject and BM Subject)	教务处 Studies Dept.
		三 Wed	运动会彩排及预赛 Rehearsal for Sports Day & Sports Heat	联课处 Co-Curriculum Dept.
		六 Sat	韩江百年校庆 - 三校联合运动会 School Anniversary Celebration –Han Chiang 3 Schools Combined Sports Day	训育处/联课处 Discipline Dept./ Co-Curriculum Dept.
18	29/4 - 4/5	一 Mon	运动会特假 Special Holiday for Sports Day	
		三 Wed	劳动节 Labour Day	
		三 Wed	呈交作文比赛作品 Submission of Three Languages Essay Competition's Works	教务处 Studies Dept.
		四 Thu	IGCSE 考试 (2/5-7/6) IGCSE Examination (2/5 - 7/6)	教务处 Studies Dept.
		五 Fri	呈交上半年联课分数 (计算至 25/4) Submission of 1 st Semester Co-Curriculum Marks to Co-Cu Dept(calculate until 25/4)	学会顾问 Society Advisor
		五 Fri	考试事项说明会 Guidelines on Examination	教务处 Studies Dept.
		六 Sat	初中生讲座 (7.30a.m-9a.m) (礼堂) Seminar for Junior Form Students (Hall) (7.30 a.m.-9a.m.)	辅导与心理处 Counselling & Psychology Dept.
		六 Sat	孝亲感恩会 (9a.m -11.30a.m) (初中生)(礼堂) Birthday Appreciation Ceremony (9a.m.-11.30 a.m.)(Junior Students)(Hall)	辅导与心理处 Counselling & Psychology Dept.
		六 Sat	高中生讲座 (7.30a.m – 11.30a.m) Seminar (7.30a.m. to 11.30a.m.) (Senior Form)	辅导与心理处 Counselling & Psychology Dept.
19	6/5 - 11/5	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	英语中心考试(8/5-14/5) (礼堂 /体育馆) HCEC Exam (8/5-14/5) (Hall /Stadium)	教务处/英语中心 Studies Dept./HCEC

		六 Sat	汉语水平考试 HSK Examination	教务处 Studies Dept.
20	13/5 - 18/5	二 Tue	年中考(礼堂和体育馆) (14/5, 15/5, 16/5, 17/5, 21/5, 23/5) Mid-Year Examination (Hall & Stadium) (14/5, 15/5, 16/5, 17/5, 21/5, 23/5)	教务处 Studies Dept.
		五 Fri	校务会议(二)(2.40p.m – 3.40p.m) The 2 nd Teachers & Staff Meeting (2.40 p.m. till 3.40 p.m.)	校长 Principal
		日 Sun	卫塞节 Wesak Day	
		一 Mon	卫塞节补假 Wesak Day Replacement Holiday	
21	20/5 - 25/5	三 Wed	可兰经降世日 Nuzul Al-Quran	
		六 Sat	新生课程说明会/学术及联课展(礼堂) Curriculum Talk/ Education & Co-Curriculum Fair (Hall)	校长/行政处 Principal/ Admin Dept.
		六 Sat	第一学期第二阶段假期 (25/5 - 9/6) Mid-Year School Holiday (25/5 - 9/6)	
		六 Sat	假期联课/体育团体培训 (25/5 - 9/6) Holiday Training for Societies (25/5 - 9/6)	联课处 Co-Curriculum Dept.
		一 Mon	第一学期第二阶段假期 (25/5 - 31/5) Mid-Year School Holiday (25/5 - 31/5)	
22	27/5 - 1/6	一 Mon	第一学期第二阶段假期 (25/5 - 31/5) Mid-Year School Holiday (25/5 - 31/5)	
23	3/6 - 8/6	三 Wed	开斋节 (5/6 - 6/6) Hari Raya Puasa (5/6 - 6/6)	

Remark : The schedule may be subject to change under certain circumstances.

课程会议：每逢星期三 (1.55p.m.- 3.15p.m)

Academic Meeting: Every Wednesday (1.55p.m.- 3.15p.m)

科研小组会议：每逢星期五 (2.40p.m – 3.40p.m)

Subject Group Meeting :Every Friday (2.40p.m – 3.40p.m)

学生事务处会议：每逢星期一 (1.55p.m-2.35p.m)

Student Affairs Meeting :Every Monday (1.55p.m-2.35p.m)