

槟城韩江中学

PENANG HAN CHIANG HIGH SCHOOL

2021 年度行政历/ANNUAL ACTIVITIES SCHEDULE

第一学期上课日/1st term school days: 20/1/2021 - 26/3/2021 (10 周)、5/4/2021 - 28/5/2021 (8 周)

第二学期上课日/2nd term school days: 14/6/2021 - 16/7/2021 (5 周)、26/7/2021 - 10/9/2021 (7 周)

20/9/2021-10/12/2021 (12 周)

周次 Week	日期 Date	星期 Day	活动摘要 Activity	负责单位 Dept. Responsible
1	20/1 - 23/1	三 Wed	新学年开学:处理班务 First Day of School: Handle Class Matters	班导师 Form Teachers
		四 Thu	全校学生线上集会(1.15p.m) / 新生联课、体育活动线上讲座 Online Assembly (1.15 p.m.) / Online Co-curriculum, Physical Education Seminar	校长室/ 教务处/ 训导处/ 联课处 Principal Office/ Studies Dept. / Discipline Dept./ Co-Curriculum . Dept.
		四 Thu	线上联课活动开始 Commencement of Online Co-Curriculum Activities	联课处 Co-Curriculum Dept
2	25/1 - 30/1	一 Mon	班导师检查学籍资料 Form teachers check students' particulars	班导师/教务处 Form Teachers/ Studies Dept.
		四 Thu	大宝森节 Thaipusam	
		五 Fri	呈交全校挥春比赛、题目及报名表格 (报名截止日期: 5/2) Submission: R&R of the Chinese Couplet Contest & (Deadline of Registration is on 5/2)	语言及文化学会 Language and Culture Society
3	1/2 - 6/2	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
4	8/2 - 13/2	二 Tue	全校挥春比赛/线上新春联欢会 Chinese Calligraphy Contest / Online New Year Celebration	联课处 Co-Curriculum Dept
		三 Wed	农历新年假期 (10/2 -14/2) Chinese New Year Holiday (10/2 -14/2)	
5	15/2 - 20/2	四 Thu	高中三统考报名选科说明会 UEC Registration Briefing (Senior 3 Students)	教务处 / 升学辅导处 Studies Dept./ Career Counselling Dept.
		五 Fri	农历新年特假 (19/2) Chinese New Year Special Holiday (19/2)	
6	22/2 - 27/2	一 Mon	初中三统考报名选科说明会 UEC Registration Briefing (Junior 3 Students)	教务处 / 升学辅导处 Studies Dept./ Career Counselling Dept.
		四 Thu	呈交各团体执委及会员名单予联课处 Submission: Name list of Uniform Units' Members & Committees to Co-Curriculum Department	学会顾问 Society Advisor
		五 Fri	公布奖助学金受惠学生名单 Announcement: Names of Scholarship Recipients	校长室 Principal Office
		五 Fri	呈交全年学会活动计划表 (Form A2) Submission Societies Annual Activities Schedule (Form A2)	学会顾问/主席 Society Advisor/Chairman
7	1/3 - 6/3	二 Tue	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

8	8/3 - 13/3	五 Fri	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 26/3 Submission: R&R of (i) Chinese Debating Contest (ii) BM Forum Contest Remarks : Deadline of Registration is on 26/3	华文及国文科主任 Chinese and Malay Language Subject Heads
		五 Fri	呈交三语演讲比赛细则及报名表格 (报名截止日期: 26/3) Submission: R&R of Three Languages Elocution Contest (Deadline of Registration is on 26/3)	教务处 /英语中心 Studies Dept./HCEC/
9	15/3 - 20/3	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
		一 Mon	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
10	22/3 - 27/3	六 Sat	第一学期第一阶段假期 (27 /3 至 4/4) 1 st Semester Mid Term School Holidays (2 /3- 4/4)	
11	29/3 - 3/4	一 Mon	线上 72 变领袖训练营 Online Leadership Camp	联课处 Co-Curriculum Dept
		日 Sun	清明节 (4/4) All Soul's Day (4/4)	
12	5/4 - 10/4	一 Mon	考前复习周 (5/4-9/4) Revision Week for Examination(5/4-9/4)	
		二 Tue	新生图书馆周 (预录) Library Week for New Students (Pre-record)	
		二 Tue	全校阅读比赛开始 (预录) Commencement of Reading Contest(Pre-record)	
		四 Thu	考试事项说明会(线上) Guidelines on Examination (Online)	教务处 Studies Dept
		五 Fri	语文科作文比赛 Essay-Writing Competitions	科主任/教务主任 Subject Head/Dean of Studies
13	12/4 - 17/4	一 Mon	第一学期期中考 (12/4-20/4) 1st Semester Mid Term Examination (12/4-20/4)	教务处 Studies Dept
14	19/4 - 24/4	一 Mon	拍摄(新生、毕业生、结业生、学会、团体、 班级照片) (19/4-23/4) Photographing Session (19/4-23/4) (New students , graduates, societies/ classes)	教务处 Studies Dept.
		二 Tue	英语演讲预赛 English Language Elocution Contest (Preliminary)	教务处/英语中心 Studies Dept./HCEC
		四 Thu	英语演讲决赛 English Language Elocution Contest (Final)	教务处/英语中心 Studies Dept./HCEC
		五 Fri	成立教师节工委 Setup Teachers' Day Organising Committee	训育处 Discipline Dept.
15	26/4 - 1/5	一 Mon	学生作业检查 (26/4-30/4) Inspection of students' exercise books (Start From:(26/4-30/4)	教务处/科主任 Studies Dept. /Subject Head
		二 Tue	英语辩论决赛 English Debate Competition	英语中心 HCEC

		三 Wed	线上升学营 Online Education Camp	升学辅导处 Career Counselling Dept.
		四 Thu	可兰经降世日 Nuzul Al-Quran	
		五 Fri	初中三 IGCSE 班升高中说明会 Junior Three IGCSE Classes Education Talk	教务处 Studies Dept.
		五 Fri	IGCSE 考试 (30/4 至 11/6) (校外考试)(礼堂) IGCSE Exam (30/4 至 11/6)(External Exam) (Hall)	教务处 Studies Dept.
		六 Sat	劳动节 Labour Day	
16	3/5 - 8/5	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.
		一 Mon	呈交作文比赛作品 Submission of Three Languages Essay Competition's Works	科主任 Subject Head
		一 Mon	华语辩论初赛 (3/5 开始) Chinese Debate Contest Preliminary Round From 3/5	华文科主任 / 辩论社 Chinese Sub Head/Debate Society
		一 Mon	输入第一学期期中考分数&呈交成绩分析表 (9a.m 前) Key in the 1 st Semester Mid Term Exam Results & Result Analysis (before 9 a.m.)	教务处 Studies Dept.
		二 Tue	华语演讲预赛 Chinese Language Elocution Contest (Preliminary)	教务处/华文科主任 Studies Dept. /Chinese Language Subject Head
		四 Thu	华语演讲决赛 Chinese Language Elocution Contest (Final)	教务处/华文科主任 Studies Dept. /Chinese Language Subject Head
17	10/5 - 15/5	二 Tue	开斋节 (11/5 至 14/5) Hari Raya Puasa (11/5 to 14/5)	
18	17/5 - 22/5	一 Mon	学生作业抽查(17/5 - 19/5) Students' Exercise Books Inspection –Selection (17/5 - 19/5)	教务处 Studies Dept.
		二 Tue	国语演讲预赛 Malay Language Elocution Contest (Preliminary)	教务处/国文科主任 Studies Dept. / Malay Language Subject Head
		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.
		二 Tue	华文书法比赛 Chinese Calligraphy Contest	书法学会 Calligraphy Society
		四 Thu	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
19	24/5 - 29/5	三 Wed	卫塞节 Wesak Day	
		六 Sat	第一学期第二阶段假期 (29/5 -13/6) Mid-Year School Holidays (29/5 - 13/6)	
		六 Sat	新生课程说明会 (礼堂) Curriculum Talk(Hall)	校长室 Principal
20	31/5 - 5/6	一 Mon	假期联课/体育团体培训 Holiday Training for Societies	联课处 Co-curriculum Dept.

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)

行政单位集体处理档案: 每个月第四个星期五

Admin Department Checking Files/ Documents : Fourth Friday of each month