

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
		三 Wed	呈交全校挥春比赛及书法比赛细则、题目及报名表 (报名截止日期: 28/1) Submission: R&R of the Chinese Couplet Contest & Chinese Calligraphy Contest (Deadline of Registration is on 28/1)	教务处/科主任 书法&华文学会/ Studies Dept./ Calligraphy& Chinese Language Society/ Subject Head
		三 Wed	呈交三语演讲比赛细则及报名表 (报名截止日期: 1/2) Submission: R&R of Three Languages Elocution Contest (Deadline of Registration is on 1/2)	教务处/英语中心 各语文学会 Studies Dept./HCEC/ Language Societies
		三 Wed	全校学生线上集会(1.30p.m) /新生联课、体育活动线上讲座(场地:班上) Online Assembly (1.30 p.m.)/ Online Co-Curriculum ,Physical Education Seminar (Venue: Classroom)	教务处/ 训导处/ 联课处 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	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 Form teachers check students' particulars	班导师/教务处 Form Teachers/ Studies Dept.
		三 Wed	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.
		二 Tue	开始布置新春布告栏 Commencement of Chinese New Year Notice Board Decoration	联课处 Co-Curriculum Dept.
		四 Thu	大宝森节 Thaipusam	
		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	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
3	1/2 - 8/2	一 Mon	新生图书馆周 Library Week for New Students	图书馆 Library
		三 Wed	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.

3	1/2 - 6/2	四 Thu	华文书法比赛 Chinese Calligraphy Contest	书法学会 Calligraphy Society
		四 Thu	新春布告栏比赛评分 Chinese New Year Notice Board Decorating Competition	联课处 Co-Curriculum Dept
		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	三 Wed	全校阅读比赛开始 Commencement of Reading Contest	图书馆 Library
		四 Thu	英语演讲预赛 (礼堂) English Language Elocution Contest (Preliminary)(Hall)	教务处/英语中心 Studies Dept./HCEC
		五 Fri	农历新年特假 (19/2) Chinese New Year Special Holiday (19/2)	
6	22/2 - 27/2	一 Mon	学生作业检查 (22/2-26/2) Inspection of students' exercise books (22/2-26/2)	教务处/科主任 Studies Dept./Subject Head
		一 Mon	拍摄学会/ 团体/ 班级照 (礼堂)(22/2 至 25/2) Photographing Session (Societies/Classes) (Hall) (22/2 to 25/2)	教务处/毕联会 Studies Dept./ Graduation Committee
		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
		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	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
7	1/3 - 6/3	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 13/3 Submission: R&R of (i) Chinese Debating Contest (ii) BM Forum Contest Remarks : Deadline of Registration is on 13/3	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	书法学会 Calligraphy Society
		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
		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
		五 Fri	考试事项说明会(MPH) Guidelines on Examination (MPH)	教务处 Studies Dept
8	8 /3 - 13/3	二 Tue	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

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
		四 Thu	第一学期期中考(18/3-26/3)(礼堂 / 课室) 1st Semester Mid Term Examination (18/3-26/3)(Hall /Classroom)	教务处 Studies Dept
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 (27 /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	成立教师节工委 Setup Teachers' Day Organising Committee	训育处 Discipline Dept.
		四 Thu	华语即席演讲预赛 Chinese Language Elocution Contest (Preliminary)	教务处/华文科主任 Studies Dept. /Chinese Language Subject Head
		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)	校长室/教务处 Principal Office / 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
13	12/4 – 17/4	一 Mon	华语辩论初赛 (12/4 开始) Chinese Debate Contest(Preliminary Round From : 12/4	科主任 /华文学会 Subject Head Chinese Language Society
		一 Mon	输入第一学期期中考分数及呈交成绩分析表 (9a.m 之前) Key in the 1 st Semester Mid Term Exam Results & Hand in the Analysis (before 9 a.m.)	教务处 Studies Dept.
		四 Thu	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
14	19/4 – 24/4	二 Tue	语文科作文比赛 (20/4-22/4) Essay-Writing Competitions (20/4-22/4)	科主任/教务主任 Subject Head/Dean of Studies
		四 Thu	高中国语论坛比赛 Bahasa Malaysia Forum Contest	国文学会/马来文科主任 Malay Language Society / Subject Head
		五 Fri	科主任呈交高二 IGCSE 班预考考卷到教务 (华文科和国文科) Subject Head Submit Senior 2 IGCSE Trial Exam Question To Studies Dept(Chinese and BM Subject)	科主任、教务处 Sub Head, Studies Dept
15	26/4 – 1/5	二 Tue	英语辩论决赛 English Debate Competition	英语中心 HCEC
		三 Wed	线上升学营 (礼堂) Online Education Camp (Hall)	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	呈交上半年联课分数 (计算至 30/4) Submission of 1 st Semester Co-Curriculum Marks to Co-Cu Dept(calculate until 30/4)	学会顾问 Society Advisor
		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	学生作业抽查(3/5 - 7/5) Inspection of students' exercise books (3/5 - 7/5)	教务处 Studies Dept.
		二 Tue	高二 IGCSE 班预考(华文和国文科) (考场: 班上) Senior 2 IGCSE Class Trial (Chinese and BM) Exam Venue: Classroom	教务处 Studies Dept.
		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.
		四 Thu	考试事项说明会(MPH) Guidelines on Examination(MPH)	教务处 Studies Dept.
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	年中考(体育馆) (17/5-21/5, 24/5-25/5, 27/5-28/5) Mid-Year Examination (Stadium) (17/5- 21/5, 24/5- 25/5, 27/5-28/5)	教务处 Studies Dept.
		五 Fri	呈交上半年联课分数 (计算至 30/4) Submission of 1 st Semester Co-Curriculum Marks to Co-Cu Dept (calculate until 30/4)	学会顾问 Society Advisor
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/学术及联课展(礼堂) Curriculum Talk/ Education & Co-Curriculum Fair (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.

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)

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