

Rules and Regulations in PE Lessons**(I) PE Uniform**

All students must wear the school PE uniform to attend PE lessons.

(1) Summer uniform : House T-shirts, dark blue pants with either a 'H L C' or '可立' logo.

Winter uniform : PE track suit with a 'Ho Lap' logo.

Students are advised to refer to the uniform sample.

(2) Socks : White socks

(3) Shoes : White sports shoes. (Sports shoes used for indoor areas should be worn in the school hall)

(4) Remarks :

(a) Summer wear is only allowed during PE lessons.

(b) Full set of winter wear could be worn as proper uniform.

(5) Swimming wear :

(a) Boys : Dark swimming trunks with dark blue swimming caps.

Girls : Traditional one-piece swimming costumes with dark blue swimming caps.

(b) Swimming caps and House T-shirts must be worn.

(c) Swimming goggles are allowed.

(d) Slippers are allowed in the pool area.

(II) Appearance

(1) Hair : Tied properly with rubber bands or hair clips.

(2) Nails : Trimmed properly to avoid injuries.

(3) Accessories : All sorts of accessories are not allowed.

(III) Changing time and place

(1) Students should get changed during recess if they will attend PE lessons after recess.

(2) For other PE lessons, the PE teacher will allow appropriate time for students to get changed.

Students are expected to finish within the time limit so as to attend the lessons punctually.

(3) All students should get changed in either the Boys' Changing Room or the Girls' Changing Room.

(IV) Notes on handling personal belongings

(1) Students should put all their personal belongings including wallets, watches and mobile phones in a secured locker.

(2) They should put their clothes in the Changing Room at the Covered Playground.

(V) Sick leave

(1) Students who do not feel well could apply for a sick leave with a parent's letter, which states the student's name, class, date of leave and reason of leave.

(2) Students who fail to attend PE lessons for more than two weeks due to health reasons should attach a doctor's certificate in the parent's letter.

(3) Students who are unfit to attend PE lessons due to health reasons should attach a doctor's certificate in the parent's letter at the beginning of the school term.

(4) Students who feel sick in the middle of PE lessons should inform the PE teacher immediately.

They may either stay in the Medical Room to rest in serious cases or stay with the whole class to listen to the teacher. They are not allowed to leave on their own.

- (5) Students who are unfit to attend swimming lessons due to health conditions should still be present in the swimming venues with the PE teacher. They should wear PE uniform.
- (6) On rainy days, students are still required to bring their PE uniform or swimming wear to get ready for PE lessons.

(VI) Participation in sports activities

All S.1 to S.5 students must join at least one event or serve as officials (including uniform groups or prefects) on Sports Days.

(VII) Assessments

Assessment criteria for S.1 to S. 6 students:

- (1) Attendance and discipline : 30% (Full marks would be awarded to students whose attendance reaches 80%, those who are absent or not following class rules would receive a mark penalty of 3 marks.)
- (2) Assessment of skills and techniques : 50%
- (3) Fitness test : 20%

(VIII) Discipline

- (1) Students should line up before and after class as instructed by the PE teacher.
- (2) Students should be attentive and abide by the rules and instructions set by the PE teacher.
- (3) In case students could not attend PE lessons if they are sick or forget to bring their PE uniform, the PE teacher would instruct students at his/ her discretion:
 - to submit lessons notes, summarizing warm-up exercise, main skills and techniques and group practices ;
 - not to do any sports activities without teacher's permission ;
 - to do any other deem appropriate.
- (4) Students are not allowed to eat and drink or leave the lesson area without teacher's permission.

(IX) Punishment

A verbal warning will be given to students and it will be filed if they break any rules listed above. A demerit will be recorded if three times of verbal warning are given; a minor offence will be recorded if three times of demerit are recorded. Teachers may give special consideration to cases with exceptional circumstances.