

學校教師須知



明愛陳震夏郊野學園

**Caritas Chan Chun Ha
Field Studies Centre**

香港 長洲 芝麻坑路 39 號

39 Chi Ma Hang Road, Cheung Chau, Hong Kong

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聖方濟校園：長洲 芝麻坑路 39 號

St Francis Campus: 39 Chi Ma Hang Road, Cheung Chau

聖保祿校園：長洲 長洲地段 1139 號 龍仔村

St Paul Campus: C C Lot 1139, Lung Tsai Tsuen, Cheung Chau

歡迎貴校師生來到明愛陳震夏郊野學園上課。

本冊子說明在本學園上課的基本須知事項，亦解答了學校領隊教師的常見問題。若領隊教師對本學園或實地考察仍有未清楚的地方或其他疑問，請隨時向本學園教職員查詢。

Welcome to Caritas Chan Chun Ha Field Studies Centre.

We wish you a pleasant, enjoyable and fruitful stay.

This booklet answers some of the common questions that school teachers ask us; if you have any other questions, ask our Centre staff and we will do our best to help.

正視戶外考察課程

為確保學生有效學習及順利完成野外考察課程，煩請學校領隊教師向參加郊野學園考察課程的學生：

- i. 說明戶外考察的學習目標；
- ii. 申明戶外考察課程為具備目標之學習活動，並非漫無目的之消閒玩意；
- iii. 解釋保育大自然的重要性，不可破壞環境；
- iv. 提醒學生應有的態度，包括遵守秩序與紀律、注意安全、準時出席各項學習活動。



由長洲渡輪碼頭往明愛陳震夏郊野學園路線
**Route from Cheung Chau Ferry Pier to
 Caritas Chan Chun Ha Field Studies Centre**



聖方濟校園：香港 長洲 芝麻坑路39號

St. Francis Campus : 39 Chi Ma Hang Rd, Cheung Chau, Hong Kong

聖保祿校園：香港 長洲 長洲地段1139號龍仔村

St. Paul Campus : C C Lot No. 1139, Lung Tsai Tsuen, Cheung Chau, Hong Kong

往聖保祿校園 To St Paul Campus	往聖方濟校園 To St Francis Campus
長洲渡輪碼頭 Cheung Chau Ferry Pier	長洲渡輪碼頭 Cheung Chau Ferry Pier
↓	↓
長洲市政大廈 Cheung Chau Municipal Services Building	東灣路 Tung Wan Road
↓	↓
大興堤路 Tai Hing Tai Road	東灣 Tung Wan
↓	↓
建新里 Kin San Lane	長洲醫院 St John Hospital
↓	↓
大菜園路 Tai Tsoi Yuen Road	華威酒店 Warwick Hotel
↓	↓
龍仔村路 Hill Side Road	觀音灣 Kwun Yam Wan
↓	↓
山邊路 Caritas Chan Chun Ha Field Studies Centre – St Paul Campus	觀音廟 Kwun Yam Temple
↓	↓
明愛陳震夏郊野學園 - 聖保祿校園	明愛家暉苑 Caritas Ka Fai House
	↓
	明愛愛暉營 Caritas Oi Fai Camp
	↓
	明愛明暉營 Caritas Ming Fai Camp
	↓
	芝蔴坑路 Chi Ma Hang Road
	↓
	明愛陳震夏郊野學園 - 聖方濟校園
	↓
	Caritas Chan Chun Ha Field Studies Centre – St Francis Campus

本學園及有關機構之電話號碼 Useful Contact Numbers

- 明愛陳震夏郊野學園 Caritas Chan Chun Ha Field Studies Centre
 - ◆ 校務處 General Office : 2981 1899
 - ◆ 校長室 Principal : 2986 8508
 - ◆ 生物科教師 Biology Teacher : 2981 6657
 - ◆ 地理科教師 Geography Teacher : 2981 3106
- 明愛營地服務 Caritas Camp Service : 2981 0445
- 救世軍白普理營 The Salvation Army - Bradbury Camp : 2981 0383
- 長洲醫院 St John Hospital, Cheung Chau : 2981 0222
- 長洲救護車 Ambulance Service, Cheung Chau : 999
- 長洲警署 Cheung Chau Police Station : 2981 1217 / 2986 0200

突發事故的處理 Emergency Measures

為確保師生在安全的環境下進行學習，學校領隊教師務必遵守以下各項：

- 在每課節〔包括上午、下午及晚上課節〕開始後十五分鐘內完成點名工作。
- 如學生遇到突發事故，須在上課其間離開本學園或在考察進行時離隊，必須先得學校領隊教師批准，並請學校領隊教師立即通知本學園的教師或職員，及在點名紙加簽。
- 如學生或教師遇到突發事故、異常事故〔例如受傷、生病、意外或任何事故〕，請立即通知本學園的教師或職員，以便本學園的教職員盡快作適當救援、協助及安排其他有關工作。

For safety reasons, school teachers should:

- complete students' roll call at the first 15 minutes of each session (including, morning, afternoon and evening sessions);
- inform Field Studies Centre staff at once, should there be any early leavers or absentees, and remark on the Attendance List; and
- inform Field Studies Centre staff at once, should there be any emergencies and irregularities (e.g. injury, illness, accident, ... etc.)

使用無線上網 **Wi-Fi Connection in Field Centre**

本學園校舍及廣場範圍已安裝無線上網設施。各參加課程的學員可免費使用。請自備具 Wi-Fi 及上網功能的手提電腦，向本學園教師索取密碼，即可使用無線上網設施。

Our Field Studies Centre offers you free Wi-Fi Connection. During your stay, enjoy free Wi-Fi access in the Field Centre premises and Open Court. To use the Wi-Fi service, please bring a laptop featuring an internet browser and Wi-Fi technology and ask our teacher for the password.

使用手提電話 **Mobile Phones in Field Centre**

在室內上課、研討、進行實驗與工作坊時，請關掉手提電話。請在課室以外地方接聽或使用手提電話。

Mobile phones must be switched off throughout seminars, indoor classes, laboratory sessions and workshops. Please use your phone outside the classroom should you need to make or receive a call.

學生行為 **Student Conduct**

學生到來本學園上課須守紀自律，自重重人。倘若學生不停作出不當與滋擾之行為，本學園得中止該生繼續上課。

Students are expected to conduct themselves in a self-disciplinary manner and to respect others. If a student becomes persistently disruptive we may, at our discretion, ask the student to leave the course.

保持警覺 防禦各類型流感 Stay Vigilant Against Influenza

- 在上課前及課程完結後，我們定必徹底清洗和消毒校園，並保持校園環境清潔衛生。
- 於流感高風險期間，學生到本學園上課前，必須量度體溫。
- 如學生有發熱、喉嚨痛、咳嗽或類似流感徵狀病徵，應儘快求醫，按照醫生病假指示，留在家中休息，不用到本學園上課。
- 如學生在本學園上課期間，出現發熱或類似流感徵狀病徵，學校教師應儘快通知其家長／監護人，安排該學生儘快求醫，返回家中休息，不用到本學園上課。
- 如需口罩或探熱器，請往學園校務處(聖方濟校園G01室／聖保祿校園014室)索取。
- The Field Studies Centre premises will be cleaned and disinfected thoroughly before class commencement and the Field Centre environment will be maintained clean and hygienic.
- During the influenza peak seasons, Students' body temperature should be checked every day before attending field studies courses.
- Should student develop symptoms of influenza such as fever, sore throat or cough, please seek medical care as soon as possible, follow the medical advice on sick leave, stay at home, and not to attend field studies courses.
- If a student develops fever or symptoms of influenza during field studies course time, school teacher should inform the student's parent/guardian and ask the student to seek medical care as soon as possible. The student should return home and not to continue his/her field studies course.
- Surgical masks and thermometers are available at the General Office (Room G01 in St Francis Campus / Room 014 in St Paul Campus).

學校教師的工作 Duties of Participating School Teachers

〔 A 〕 課程前的準備工作

- 填妥並遞交香港明愛營地服務申請表，繳交住宿與膳食費用。
- 向學生發出及收回家長同意書。
- 覆印有關講義、工作紙及資料予參與學生。
- 向學生簡介參與本學園課程的目的、內容及注意事項。
- 如參與人數有變更，請儘早分別通知本學園及香港明愛營地服務。
- 安排交通運輸
〔新渡輪船期表及收費見 <http://www.nwff.com.hk>〕
〔翠華渡輪服務船期表及收費見 <http://www.traway.com.hk/ferry/>〕
- 詳閱教育局頒發之《戶外活動指引》見
https://www.edb.gov.hk/attachment/tc/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor_TC.pdf

〔 B 〕 課程期間的工作

- 每天上課前為學生量度體溫。
- 每課節點名，管理學生的秩序與紀律，處理學生的訓輔問題。
- 協助學生在課堂活動、野外考察、實驗工作、數據處理、討論與報告的學習。

(A) Before the Field Studies Course

- Complete and submit the Caritas Camp Service Application Form, and pay the fee for accommodation and meals accordingly.
- Obtain written permission from parents/guardians of students.
- Duplicate handouts, worksheets, information sheets and relevant materials to students.
- Arrange a briefing session for students on aims of the course, programme and safety precautions.
- Should there be any changes in the number of participants, inform the Field Studies Centre and Camp Service respectively.
- Arrange transport to the Field Studies Centre and field sites
(First Ferry website: <http://www.nwff.com.hk>).
(Tsui Wah Ferry Service Website: <http://www.traway.com.hk/ferry/>)
- Study the *Guidelines on Outdoor Activities* issued by EDB in 2014
https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor_EN.pdf

(B) During the Field Studies Course

- Take measurement of students' body temperature every morning.
- Roll-call, keep discipline and handle students' affairs.
- Assist students during the course, including fieldwork conduction, laboratory work, data processing and presentation.

學生服裝指引及攜帶物品

Dress Code for Students • Things to be Brought by Students

- 帽子 — 為避免在陽光下暴曬，戶外考察時可戴帽子。室內上課時，請脫去帽子。
- 衫 — 為避免陽光暴曬及吸收身體排出的汗水，得穿著有袖的衣衫。請勿穿著背心。
- 褲 — 為保持學生的形象及避免在考察時被植物刺傷，請勿穿著過短而露出大腿的褲。在深水的地方考察時例外。
- 鞋 — 避免在考察時傷及足部及上課時應有的態度，不得穿著拖鞋上課或考察。在河道或海岸進考察時，須穿上「白布鞋」或能包裹足部及鞋底有足夠坑紋的鞋。
- 其他 — 上課或考察時，不得穿著睡衣和拖鞋。
- 攜帶物品 — 學生必須攜帶身份證，帶備防雨用具、防蚊用品〔如蚊怕水或防蚊貼〕、水樽、並自備文具〔包括紙、筆、計算機、USB 記憶體 ... 等〕。
- **Hat** - Caps or broad-brim hats are practical. They will protect you from the sun during the field work sessions. Please remove your hat or cap when attending indoor lessons.
- **Upper garments** - To avoid sunburn on the arms, wear upper garments with sleeves. Singlets and vests are NOT acceptable.
- **Trousers** - Except working in the deep water environment, do NOT wear panties or shorts which are too short to protect the thighs.
- **Shoes** - To avoid injury on ankles and feet, do NOT wear slippers or “flip-flops”. When conducting field work in stream or along the coast, students are required to wear trainers, rubber-soled sports shoes or any shoes that can be covered and protected their ankles.
- **Others** - Pyjamas and slippers are NOT allowed when attending no matter indoor lessons or outdoor field studies.
- **What to bring?** - HK Identity Card, raincoat or rainproof garment, mosquito repellent materials, water bottle, stationery (including paper, writing instruments, calculator, USB drive ... etc.)

在出發當天早上，香港天文台發出惡劣天氣信號，
有關郊野研習課程安排如下：

1. 當教育局因惡劣天氣而發出全港(或離島區)中學停課的宣布，本學園原定的課程將取消。
2. 在出發當天(即考察課程的第一天)上午六時三十分¹或以後，香港天文台發出以下惡劣天氣信號，惟教育局沒有發出任何停課宣布，本學園原定的課程安排如下：
 - (a) 一號戒備信號、黃色暴雨警告信號及雷暴警告 —— 本學園原定的課程照常舉行，惟其中戶外考察部分將以室內應變活動代替之。
 - (b) 三號強風信號、紅色、黑色暴雨警告信號 —— 本學園原定的課程將取消(學生須返回原校上課)。
3. 若考察課程為期兩天或以上，當第一天的課程因惡劣天氣而取消，相關之惡劣天氣信號在第二天已取消，且教育局沒有發出停課宣布，本學園將在第二天起照常舉行課程。
4. 倘原定考察課程因惡劣天氣而取消，參加學校、明愛營地服務、郊野學園三方同意，可另訂日期再舉行課程。

¹ 若第一天課程在下午或黃昏開始，則時間以課程開始前三小時為準。

Arrangements in the morning on the day of your departure for the Field Studies Centre when Adverse Weather Signal(s) is/are hoisted by the Hong Kong Observatory

1. When the Education Bureau (EDB) announces the suspension of classes in secondary schools in the territory of Hong Kong or Islands District due to adverse weather conditions, Field Studies Courses will be cancelled.
2. When the following signal(s) is/are hoisted by the Hong Kong Observatory at 6:30 a.m.², or after, on the first day of the field studies course, and **no** announcement is made by the EDB about the suspension of classes, Field Studies Courses will be arranged as follows:
 - (a) *Standby Signal No. 1, Amber Rainstorm Warning Signals* in force: Field Studies Courses will be operated as usual. However, outdoor fieldwork will be replaced by contingency indoor programme.
 - (b) *Strong Wind Signal No. 3, Red/Black Rainstorm Warning Signals* or *Thunderstorm Warning* in force: Field Studies Courses will be cancelled.
3. Regarding Field Studies Courses of more than one day duration, if the adverse weather signal(s) is/are cancelled on the second day of the scheduled course and **no** announcement is made by the EDB about the suspension of classes, teachers and students are required to report to the Field Studies Centre for the scheduled course.
4. When Field Studies Course is cancelled due to adverse weather condition, remedial programme could be arranged on the other date with the consensus of (i) the participating school; (ii) the Field Studies Centre; and (iii) Caritas Camp Service.

² Should the field course commence in the afternoon or evening on the first day, the time line is three hours before the course commencement time.

課程進行期間的惡劣天氣安排

Adverse Weather Arrangements during the course

惡劣天氣信號 Adverse Weather Signals			室內上課 Indoor Lessons	戶外考察 Outdoor Fieldwork
1		一號戒備信號 Standby Signal No. 1	照常上課〔或按照教育局之安排〕 Operate as usual (or according to EDB's arrangement)	取消 Cancelled
2		三號強風信號 Strong Wind Signal No. 3		
3		八號烈風或暴風信號 Gale or Storm Signal No. 8	取消 Cancelled	
4				
5				
6				
7		九號烈風或暴風增強信號 Increasing Gale or Storm Signal No. 9	取消 Cancelled	
8		十號颶風信號 Hurricane Signal No. 10		
9		極端天氣情況 Extreme Conditions		
10		黃色暴雨警告信號 Amber Rainstorm Warning Signal	照常上課〔或按照教育局之安排〕 Operate as usual (or according to EDB's arrangement)	
11		紅色暴雨警告信號 Red Rainstorm Warning Signal	按照教育統局之安排 According to EDB's arrangement	
12		黑色暴雨警告信號 Black Rainstorm Warning Signal		

惡劣天氣信號 Adverse Weather Signals		戶外考察 Outdoor Fieldwork	室內上課 Indoor Lessons
13	 雷暴 Thunderstorm	雷暴警告 Thunderstorm Warning	取消 To be cancelled
14		新界北部水浸特別報告 Special A. on Flooding in N. NT	視乎當時天氣情況，由校長決定是否取消戶外考察。 To be announced by the Principal
15		山泥傾瀉警告 Landslip Warning	取消 To be cancelled
16	 季候風 Monsoons	強烈季候風信號 Strong Monsoon Signal	考察地點及時間得作適當調整 Field site and time to be adjusted
17		霜凍警告 Frost warning	照常進行 Operate as usual
18	 黃 Yellow	黃色火災危險警告 Yellow Fire Danger Warning	照常進行 〔教師須提醒學生小心山火〕
19	 紅 Red	紅色火災危險警告 Red Fire Danger Warning	照常進行 (Students to be reminded the risk of hillfire)
20		寒冷天氣警告 Cold Weather Warning	照常進行 Operate as usual
21		酷熱天氣警告 Very Hot Weather Warning	縮短考察時間及加長休息時間 Duration of fieldwork to be shortened; time of break to be extended
22	空氣質素健康指數：高或甚高（7級或8-10級） AQHI: High or Very High(7 or 8-10)		照常進行〔患心臟或呼吸系統病除外〕 Operate as usual (except students with heart or respiratory illness)
23	空氣質素健康指數：嚴重（10+級） AQHI: Serious (10+)		取消 To be cancelled

照常上課
Operate as usual

新渡輪 中環← →長洲 船期表
First Ferry Service: Central ← → Cheung Chau Ferry Schedule

星期一至星期六 Mondays to Saturdays				星期日及公眾假期 Sundays & Public Holidays			
中環 Central → 長洲 Cheung Chau		長洲 Cheung Chau → 中環 Central		中環 Central → 長洲 Cheung Chau		長洲 Cheung Chau → 中環 Central	
= 00:30	+ 16:15	= 02:20	= 13:45	= 00:30	= 16:00	= 02:20	= 16:00
= 01:30	= 16:45	= 05:10	+ 14:15	= 01:30	+ 16:30	= 05:10	+ 16:30
= 04:15	+ 17:20	+ 05:50	= 14:45	= 04:15	= 17:00	= 06:00	= 17:00
+ 06:10	= 17:40	= 06:20	+ 15:15	+ 06:30	+ 17:30	+ 06:30	+ 17:30
= 07:00	+ 18:00	+ 06:40	= 15:45	= 07:00	= 18:00	= 07:00	= 18:00
+ 07:40	= 18:20	= 07:00	+ 16:15	+ 07:30	+ 18:30	+ 07:30	+ 18:30
= 08:00	+ 18:45	+ 07:15	= 16:45	= 08:00	= 19:00	= 08:00	= 19:00
= 08:40	= 19:00	= 07:45	+ 17:15	+ 08:30	+ 19:30	+ 08:30	+ 19:30
+ 09:00	◆= 19:15	+ 07:50	= 17:40	= 09:00	= 20:00	= 09:00	= 20:00
= 09:45	■+ 19:30	= 07:55	+ 18:20	+ 09:30	+ 20:30	+ 09:30	+ 20:30
+ 10:15	◆+ 19:40	= 08:10	= 19:00	= 10:00	= 21:00	= 10:00	= 21:00
= 10:45	= 20:00	= 08:20	+ 19:30	+ 10:30	+ 21:30	+ 10:30	+ 21:30
+ 11:15	+ 20:30	+ 08:40	= 20:00	= 11:00	= 22:00	= 11:00	= 22:00
= 11:45	= 21:00	= 09:00	+ 20:30	+ 11:30	+ 22:30	+ 11:30	+ 22:30
+ 12:15	+ 21:30	= 09:30	= 21:00	= 12:00	= 23:00	= 12:00	= 23:00
= 12:45	= 22:00	+ 10:00	+ 21:30	+ 12:30	+ 23:30	+ 12:30	+ 23:30
+ 13:15	+ 22:30	= 10:45	= 22:00	= 13:00	= 23:55	= 13:00	
= 13:45	= 23:00	+ 11:15	+ 22:30	+ 13:30		+ 13:30	
+ 14:15	+ 23:30	= 11:45	= 23:00	= 14:00		= 14:00	
= 14:45	= 23:45	+ 12:15	+ 23:30	+ 14:30		+ 14:30	
+ 15:15		= 12:45	= 23:45	= 15:00		= 15:00	
= 15:45		+ 13:15		+ 15:30		+ 15:30	

+ 普通渡輪(慢船) (航程 55 分鐘) Ordinary ferry (Slow ferry) (Journey time: 55 minutes)

= 高速船(航程 35 分鐘) Fast ferry (Journey time: 35 minutes)

◆ 只限星期一至五、公眾假期除外 Only available from Mondays to Fridays except Public Holidays

■ 只限星期六 Only available on Saturdays

翠華渡輪服務 香港仔← →長洲 船期表
Tsui Wah Ferry Service: Aberdeen ← → Cheung Chau Ferry Schedule

星期一至星期五 Mondays to Fridays		星期六、日及公眾假期 Saturday, Sundays & Public Holidays	
香港仔 Aberdeen → 長洲 Cheung Chau	長洲 Cheung Chau →香 港仔 Aberdeen	香港仔 Aberdeen → 長洲 Cheung Chau	長洲 Cheung Chau → 香港仔 Aberdeen
07:05	06:10	07:30	07:30
09:05	08:05	08:30	08:30
11:05	10:05	09:30	09:30
14:00	13:00	10:30	10:30
16:00	15:00	11:30	11:30
18:30	17:00	12:30	12:30
20:30	19:30	13:30	13:30
22:45	21:45	15:30	15:30
		16:30	16:30
		17:30	17:30
		18:30	18:30
		20:00	20:00
		21:30	21:30
		22:45	22:45

(航程約 60 分鐘) (Journey time: around 60 minutes)