

DISCIPLINE AND GUIDANCE REPORT
2012 - 2013

Target	Strategies/Tasks	Evaluation	Suggestions for next year
To inculcate positive core values and proper behaviour among students	To organize and encourage students to participate in various kinds of activities, such as: 1. Arranging talks and assemblies for students show on related topics, e.g. 'No Gambling', 'Prevention against Bullying in school campus', 'Courtesy and Respect' etc. 2. Inter-class discipline competitions	1. More than 12 First Assemblies were held at the beginning of the school year to build up a closer relationship with students. Besides explaining the importance of rules and discipline in the Centre to students, the Discipline Master also incorporates a short talk on 'Anti-drug'. With the help of a short video, students were reminded to be cautious against drug abuse. Through the discipline master's interpretation, students were more alert not to fall into traps, as well as protecting themselves against drug temptation. Students also learnt the importance of self respect. A much clearer definition and concept on 'Better- self' and 'Courtesy and Respect' had been promoted. 2. No serious discipline cases occurred during the year.	1. Continue to hold First Assemblies with a special session on discipline and drugs. 2. Continue to hold the competitions . 3. More prizes are provided for the competitions.
To maintain close relationship with partner and participating schools and to improve classroom management	To invite partner schools' teachers to walk into the classrooms to have a better understanding of their students' behaviour in ATEC, and at the same time, show their support (e.g. through verbal praise of students' good work) to their students, and help enforce class discipline.	1. Teachers of partner schools helped along and sometimes assisted classroom discipline and gave support to teachers for a better teaching and learning atmosphere in the classroom. They had a better understanding of the performance of their students, ATEC school rules, regulations and expectations of ATEC. 2. Students learnt to behave better and respect teachers and themselves.	1. Students with teachers' reports on misbehaviour will continue to be sent to the Discipline & Guidance Team for further counseling, and will be followed-up by the Team when they come back to the Centre next time. 2. There will be a week of First Assemblies at the beginning of the school year to build up a closer relationship with students. The Discipline Master will make

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			<p>good use of First Assemblies to explain the importance of rules and discipline in the Centre to students.</p> <p>3. Partner school teachers (who accompany students to ATEC) will also be invited to our First Assemblies next year, so that they can also have a better understanding of our expectations.</p>
To promote 'Courtesy & Respect'	To organize Slogans Competition on 'Courtesy & Respect' so as to relate them to students' daily life and to foster reflective thinking.	<ol style="list-style-type: none"> 1. More than 400 entries were received, and the slogans reflected that students were creative and they were ready to show their courtesy to one another. 2. Some better slogans were selected and printed onto a banner and was displayed at the school campus. The slogans were also printed on the plastic file holders. Students had a chance to see the works of their schoolmates and each of them were given the file holder during our school Open Day this year. 3. Small gifts were given to students for their good work. Their works were also mounted on a board for display at the school foyer. 	Since behavioural changes take time to establish, we would implement the ideas in phase. This year, we have encouraged students to create some slogans related to 'Courtesy & Respect'. Next year, we would focus on two new core values, 'Responsibilities and Righteousness'.