

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 142 / 2019

From: Secretary for Education

To: Heads of all Government, Aided,
Caput Schools and Direct
Subsidy Schools

Ref.: 74/1429/2000 XXII

Date: 13 August 2019

**School Partnership Scheme
in Supporting Students with Special Educational Needs
for the 2019/20 School Year**

SUMMARY

The purpose of this circular memorandum is to invite primary and secondary schools to participate in the School Partnership Scheme (the Scheme) for the 2019/20 school year.

DETAILS

2. The Scheme is an integral part of the system support for ordinary schools in catering for student diversity. The following two modes of support services will continue to be provided in the 2019/20 school year:

(a) The first support mode

Ten special schools are invited to serve as Special Schools cum Resource Centres (SSRC). SSRC have proficient teaching experience and expertise in supporting students with special educational needs (SEN), particularly those with intellectual disability, physical disability, and emotional and behavioural difficulties. They will work in close collaboration with their partner schools in sharing knowledge/skill.

(b) The second support mode

We have invited 8 schools for social development (SSD) to serve as Resource Centres [SSRC(SSD)] and to provide support for their leavers in their first year of returning to ordinary schools and for the ordinary schools concerned to facilitate the smooth integration of these students into the school life.

Support service

3. Under the first support mode, the services provided by the SSRC include:

(a) School-based support

Each SSRC will provide intensive school-based support for a minimum of three ordinary schools. Support services may take the form of on-site consultation, lesson observation and review sessions, case conferences, school-based workshops/sharing, web-based consultation and sharing of resource materials, etc. Participating ordinary schools will be served for one school year.

(b) District-based/Regional/Territory-wide sharing

SSRC will also provide network support through sharing of experience and strategies on supporting students with SEN in district-based/regional/territory-wide seminars and workshops.

(c) Short-term attachment programme

Individual SSRC will provide short-term attachment programme for a maximum of five ordinary school students in a school year. The target students are those with intellectual disability who experience severe adjustment difficulties in ordinary schools. They will be attached to an appropriate SSRC for three to six months. Apart from providing short-term placement and support for the target students, teachers of the SSRC will also provide training and consultation for teachers of ordinary schools so as to enhance their professional capacity in supporting these students when they re-integrate into the ordinary classroom after the attachment programme. Teachers of the ordinary schools are required to participate actively in these professional development activities and collaborate with the SSRC in designing Individual Education Plan and reviewing the progress of the students. SSRC that offer such programme are marked in Appendix 1.

4. The lists of the SSRC with the respective areas of service are at Appendix 1.

5. Under the second support mode, the scope of services provided by SSRC(SSD) is as follows:

(a) Student Level

SSRC(SSD) will follow up on individual school leavers' adaptation to the learning/social environment and provide guidance for individual students on the emotional and behavioral difficulties they may have as well as their learning progress. Specific services include offering

advice to the students on the choice of schools before they leave SSD, helping the students to know more about the ordinary schools in which they will soon enrol, providing the students with academic support in the summer vacation before admission to ordinary schools, taking the initiative to contact the students who have returned to ordinary schools to understand their latest situation and give advice and assistance to them as required, arranging gatherings for old students and liaising with parents of school leavers as well as responding to their enquiries.

(b) School Level

Upon obtaining consent from the school leavers and their parents, SSRC(SSD) will transfer the student information to the ordinary schools concerned and respond to their enquiries. Sharing of expertise and professional consultation will be conducted on topics of common interest. Specific services include: organising workshops/sharing sessions on handling emotional and behavioral difficulties/academic guidance, providing professional consultation for the teaching staff of ordinary schools and on-site support service on individual school leavers with special support needs.

6. For the list of SSRC(SSD) and their services, please refer to Appendix 2.

Role of participating schools

7. The main focus of SSRC/SSRC(SSD) is to assist ordinary schools develop confidence and strategies in handling students with SEN and to establish support networks for continuous professional development. Participating schools must commit to partnering with the SSRC/SSRC(SSD) and participating actively in all related professional activities. They should also provide support actively for those students in need in all aspects. In order to achieve the desired result, the steer and support of the heads of the partner schools are of utmost importance. School heads are required to deploy suitable teachers and give them appropriate non-contact time to facilitate collaboration with the SSRC/SSRC(SSD) and to achieve the objective of empowerment and capacity building for the teachers.

Application for the services under the first support mode

8. Schools that are interested in getting school-based support service in 2019/20 school years should approach individual SSRC direct to discuss their support plans before 15 October 2019. In approaching SSRC, they should make clear their expectations, areas of concerns, expected outcome and mode of support required, etc.

For good utilization of resources, each partner school should be supported only by one SSRC at one time. Taking into account the nature of the service required and the resources available, SSRC will work out with individual partner schools the detailed support programme and then submit the plan to the Education Bureau (EDB).

9. SSRC will organize district-based/regional/territory-wide activities on sharing of expertise from time to time, details will be announced by the respective SSRC in due course.

10. Schools wishing to refer students with intellectual disability experiencing severe adjustment difficulties in ordinary schools to the short-term attachment programme run by the SSRC may approach their school-based educational psychologists or inspectors of the special education support sections of EDB who are serving the school for advice anytime in the school year. Upon their recommendation, the school should obtain parental consent and send the completed referral form at Appendix 3 to Special Education Support 1 (SES1) Section of EDB. The SES1 Section will refer the student to an appropriate SSRC for support. The SSRC concerned will approach the school direct to discuss detailed arrangements.

Arrangement for the second support mode

11. The SSRC(SSD) will contact the ordinary schools which have admitted their school leavers and provide support for the leavers and the schools concerned, in their first year of returning to ordinary schools. **Ordinary schools admitting school leavers from SSD may also contact the SSRC(SSD) concerned direct and collaborate with the SSRC(SSD) to assist the student in integrating smoothly into the school life.**

Evaluation

12. To evaluate the effectiveness of the Scheme, participating ordinary schools will be required to complete an evaluation questionnaire on the service delivery and give suggestions for improvement. Inspectors from EDB will also visit schools to observe school-based support activities and collect views on the services rendered.

ENQUIRY

13. For enquiries on the above services, please contact the following officers:

	Name of officer	Telephone no.
SSRC	Mr LEE Ho-yin, Patrick	3509 7470
SSRC (SSD)	Ms LAM yuk-ye, Alrix	3509 7474

Godwin LAI
for Secretary for Education

c.c. Head of Sections - for information

2019/20 學年特殊學校暨資源中心名單及支援服務
List of Special Schools cum Resource Centres and Support Services in 2019/20 school year
 (資料由個別資源中心提供 / Information provided by respective SSRC)

(附錄資料若有更新，請參閱教育局網頁 / For any updated version of the Appendix, please refer to EDB website
<https://www.edb.gov.hk/tc/edu-system/special/support-subsidy/special-school/school-partnership-scheme/index.html>)

Hong Kong Region 香港區

District 地區	Category 類別	Name of School 學校名稱	Support Services for schools may cater for students with the following Special Educational Needs: 為學校提供的支援服務可涵蓋以下類別的學生					
			Intellectual disability 智障	Autism Spectrum Disorders 自閉症	Attention Deficit / Hyperactivity Disorder 注意力不足/ 過度活躍症	Emotional & behavioural problems 情緒及行為 問題	Specific Learning Difficulties/ Dyslexia 特殊學習困難 / 讀寫障礙	Physical Disability 肢體傷殘
HKE 香港東	MiMoID 輕中度 智障	#Rotary Club of Hong Kong Island West Hong Chi Morninghope School #香港西區扶輪社匡智晨輝學校 <u>Contact Persons</u> Ms CHENG Pik-yuk 鄭碧玉主任 Ms TSE Man-chui 謝文翠老師 Tel. 2558 8302 E-mail: cpyu@rchchope.edu.hk E-mail: tmch@rchchope.edu.hk Website: http://www.rchchope.edu.hk	✓	✓	✓	✓	✓	
HKS 香港南	MiMoID 輕中度 智障	# TWGHs Tsui Tsin Tong School # 東華三院徐展堂學校 <u>Contact Persons</u> Principal, Ms NG Ching-man, Aimee 吳靜雯校長 Mr YOU Sze-man 尤斯文老師 Tel. : 2875 3077 E-mail: aimeeng@twghttsp.edu.hk E-mail: ysm@twghttsp.edu.hk Website: http://resource.twghttsp.edu.hk/	✓	✓	✓	✓	✓	✓

Remarks: The Special School cum Resource Centre provide Short-term Attachment Programme for students in ordinary schools in 2019/20 s.y.
 # 備註：有關的特殊學校暨資源中心於 2019/20 學年為普通學校的學生提供短期暫讀計劃服務

2019/20 學年特殊學校暨資源中心名單及支援服務
List of Special Schools cum Resource Centres and Support Services in 2019/20 school year
 (資料由個別資源中心提供 / Information provided by respective SSRC)

Kowloon Region 九龍區

District 地區	Category 類別	Name of School 學校名稱	Support Services for schools may cater for students with the following Special Educational Needs: 為學校提供的支援服務可涵蓋以下類別的學生					
			Intellectual disability 智障	Autism Spectrum Disorders 自閉症	Attention Deficit / Hyperactivity Disorder 注意力不足/ 過度活躍症	Emotional & behavioural problems 情緒及行為 問題	Specific Learning Difficulties/ Dyslexia 特殊學習困難 / 讀寫障礙	Physical Disability 肢體傷殘
KT 觀塘	PD 肢體傷殘	<p>Hong Kong Red Cross Princess Alexandra School 香港紅十字會雅麗珊郡主學校</p> <p><u>Contact Person</u> Mr YIU Ping-wah 姚炳華校長 Mr LO King-hung 盧景鴻先生</p> <p>Tel. 2340 0911/ 2340 1022 E-mail: prky@pas.edu.hk E-mail: otkh@pas.edu.hk Website: http://www.pas.edu.hk</p>					✓	✓
SSP 深水埗	SSD 群育學校	<p>The Society of Boys' Centres – Chak Yan Centre School 香港扶幼會則仁中心學校</p> <p><u>Contact Persons</u> Mr WONG Ping-kin 黃秉堅先生 Ms Sum Hiu-tung 沈曉彤女士</p> <p>Tel. 2776 7206 E-mail: wongpk@cycschool.edu.hk E-mail: sumht@cycschool.edu.hk Website: http://www.cycschool.edu.hk</p>			✓	✓	✓	
	MoID 中度智障	<p># Tung Wah Group of Hospitals Kwan Fong Kai Chi School # 東華三院群芳啟智學校</p> <p><u>Contact Persons</u> Principal, Dr LEUNG Wing-hung 梁永鴻校長 Ms TANG Pui-man 鄧佩文女士</p> <p>Tel. 2778 7910 E-mail: george.leung@tungwah.org.hk E-mail: tpm@twghkfkcp.edu.hk Website: http://www.twghkfkcp.edu.hk</p>	✓	✓	✓	✓	✓	

Remarks: The Special School cum Resource Centre provide Short-term Attachment Programme for students in ordinary schools in 2019/20 s.y.

備註：有關的特殊學校暨資源中心於 2019/20 學年為普通學校的學生提供短期暫讀計劃服務

2019/20 學年特殊學校暨資源中心名單及支援服務
List of Special Schools cum Resource Centres and Support Services in 2019/20 school year
 (資料由個別資源中心提供 / Information provided by respective SSRC)

New Territories Region 新界區

District 地區	Category 類別	Name of School 學校名稱	Support Services for schools may cater for students with the following Special Educational Needs: 為學校提供的支援服務可涵蓋以下類別的學生					
			Intellectual disability 智障	Autism Spectrum Disorders 自閉症	Attention Deficit / Hyperactivity Disorder 注意力不足/ 過度活躍症	Emotional & behavioural problems 情緒及行為 問題	Specific Learning Difficulties/ Dyslexia 特殊學習困難 / 讀寫障礙	Physical Disability 肢體傷殘
KwC & TY 葵青區	MiMoID 輕中度 智障	# Hong Chi Winifred Mary Cheung Morninghope School # 匡智張玉瓊晨輝學校 <u>Contact Persons</u> Principal, Ms CHU Pui-man 朱佩雯校長 Mr CHENG Ka-ho 鄭嘉豪主任 Tel. 2785 5623 E-mail: wmc@hongchi.org.hk E-mail: sirchengkako@gmail.com Website: http://www.hcwmc.edu.hk/rcenter/index.htm	✓	✓	✓		✓	
	MiID 輕度智障	# Sam Shui Natives Association Lau Pun Cheung School # 三水同鄉會劉本章學校 <u>Contact Persons</u> Vice Principal, Mr Chor Hang-sau 仇恒初副校長 Ms LAM Connie 林康妮主任 Tel. 2426 8448 E-mail: ericsau@go.lpc.edu.hk E-mail: lc@go.lpc.edu.hk Website: http://www.lpc.edu.hk	✓	✓	✓		✓	
TP & N 大埔 及北區	MiMoID 輕中度 智障	# HHCKLA Buddhist Po Kwong School # 香海正覺蓮社佛教普光學校 <u>Contact Persons</u> Principal, Mr LEE Kai-ming 李啟明校長 Ms LEUNG Kit-ying 梁潔瑩主任 Tel. 2669 4445 E-mail: lkm2@pokwong.edu.hk E-mail: lky1@pokwong.edu.hk Website: http://www.pokwong.edu.hk	✓	✓	✓	✓	✓	
YL 元朗	MiMoID 輕中度 智障	# Buddhist To Chi Fat She Yeung Yat Lam Memorial School # 道慈佛社楊日霖紀念學校 <u>Contact Person</u> Mr MA Tak-wah 馬德華主任 Ms CHEUNG Siu-chun 張笑珍主任 Tel. 2617 8738 E-mail: twma@yyl.edu.hk E-mail: cccheung@yyl.edu.hk Website: http://www.yyl.edu.hk/?Route=Parents CommunityRelationship/ResourceCenter	✓	✓	✓	✓	✓	

2019/20 學年特殊學校暨資源中心名單及支援服務
List of Special Schools cum Resource Centres and Support Services in 2019/20 school year
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TM 屯門	SSD 群育學校	Tung Wan Mok Law Shui Wah School 東灣莫羅瑞華學校 <u>Contact Persons</u> Ms. Chu Ho-yi 朱浩怡社工 Mr LEE Kin-pong 李建邦社工 Tel. 2980 2383 E-mail: chy@twmls.edu.hk E-mail: lkp@twmls.edu.hk Website: http://www.twmls.edu.hk		✓	✓	✓	✓	

Remarks: The Special School cum Resource Centre provide Short-term Attachment Programme for students in ordinary schools in 2019/20 s.y.
 # 備註：有關的特殊學校暨資源中心於 2019/20 學年為普通學校的學生提供短期暫讀計劃服務

2019/20 學年特殊學校暨資源中心(群育學校)名單及支援服務

List of Special Schools cum Resource Centres (School for Social Development) and Support Services in 2019/20 school year

[資料由個別資源中心(群育學校)提供 / Information provided by respective SSRC(SSD)]

(附錄資料若有更新，請參閱教育局網頁/ For any updated version of the Appendix, please refer to EDB website

<https://www.edb.gov.hk/tc/edu-system/special/support-subsidy/special-school/school-partnership-scheme/index.html>)

<p>Name of School 學校名稱</p>	<p>Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>The Society of Boys' Centres – Chak Yan Centre School 香港扶幼會則仁中心學校</p> <p>Address: 47 Cornwall Street, Shamshuipo, Kowloon 九龍深水埗歌和老街 47 號</p> <p>Contact Persons: Social Worker, Mr WONG Ping-kin 黃秉堅社工</p> <p>Tel.: 2776 7206</p> <p>E-mail: wongpk@cycschool.edu.hk</p> <p>Website: http://www.cycschool.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Conduct counselling groups for students with the primary objective of re-integration into ordinary schools 為學生舉行輔導小組，以重返普通學校為主線輔導 - Transfer the students' information to the ordinary schools concerned upon obtaining prior consent from the students/parents 在取得學生／家長同意後把學生資料傳遞到相關的普通學校 <p>Support in the first year after returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Provide intensive academic support during long vacations 長假期時提供密集式功課輔導 - Conduct counselling group sessions on a quarterly basis for sharing their latest situation, mutual encouragement, learning to handle difficulties; and organise weekly academic support class 每季一次輔導小組聚會，交流近況，互相砥礪，學習處理困難方法及每星期設功課輔導班 - Maintain regular contact with school leavers to ascertain their latest situation, provide online counselling and homework support; and in case of emergency, provide immediate support and counselling for the school leavers 定時與離校生交流近況，提供網上輔導及功課支援；如遇緊急情況，為離校生提供即時支援及輔導 - Maintain regular contact with parents to review the school life and attendance of school leavers 定期聯絡家長，檢視離校生學校生活及出勤的情況 - Maintain regular telephone contact with the ordinary schools on a monthly basis and arrange meetings to review the progress of the school leavers and their support plans 每月定期電話聯絡普通學校，並安排會議，檢視離校生的進展及其輔導方案 - For individual serious cases with more special support needs, provide on-site support services, including sharing of intervention skills, case conferences and lesson observation, etc. 就個別有較特殊輔導需要的嚴重個案，提供到校支援服務，包括分享介入技巧、個案會議、課堂觀察等 - Conduct workshops/sharing sessions according to the needs of individual ordinary schools for sharing experiences in supporting students with emotional and behavioral difficulties 按個別普通學校需要，舉辦工作坊／分享會，交流支援有情緒行為問題學生的經驗

<p style="text-align: center;">Name of School 學校名稱</p>	<p style="text-align: center;">Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>The Society of Boys' Centres – Hui Chung Sing Memorial School 香港扶幼會許仲繩紀念學校</p> <p>Address: 150 Pratas Street, Cheung Sha Wan, Kowloon 九龍長沙灣東沙島街 150 號</p> <p>Contact Persons: Senior Teacher, Mr TAM Man-fai 譚文輝主任</p> <p>Social Worker, Mr TIN Hing-cheung 田慶祥社工</p> <p>Tel.: 2779 4016 / 2778 8061</p> <p>E-mail: admin@sbchcsms.edu.hk</p> <p>Website: http://www.sbchcsms.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Provide students with individual guidance for further studies and advice on the choice of schools 為學生提供個別升學輔導及選校意見 - Transfer the students' information to the ordinary schools concerned upon obtaining prior consent from the students/parents 在取得學生／家長同意後把學生資料傳遞到相關的普通學校 - Liaise with the ordinary schools concerned in order to help them cope with the needs of the students; and arrange for the students and their parents to visit the school and make enquiries so as to facilitate their early familiarisation with the schools 與相關的普通學校聯繫，協助它們配合學生的需要，並安排學生及其家長參觀學校和查詢，讓學生盡早了解學校的情況 - Provide academic support for the school leavers during the summer vacation 暑假時為離校生提供功課輔導 <p>Support in the first year of returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Establish a group in facebook to connect with the school leavers and ascertain their latest situation 成立面書群組，以聯繫離校生和了解他們的近況 - Arrange gatherings for the school leavers twice a year to strengthen the support network for them 每年安排兩次離校生聚會，加強離校生支援網絡 - Ring up the school leavers to follow up on the difficulties they encounter and provide guidance accordingly 致電離校生跟進了解他們所遇到的困難，並提供相關的輔導 - Follow up on the situation of the school leavers by contacting their parents regularly and inviting them to participate in the parent groups at school 定期聯絡離校生家長，跟進離校生情況及邀請離校生家長參加家長小組 - Maintain regular telephone contact with the ordinary schools to keep track of the progress of the school leavers' learning and social adaptation 定期電話聯絡離校生就讀的普通學校，跟進個別離校生的學習、社交適應進度 - Arrange school visits, convene case conferences for discussion on the support plan for the school leavers or organize teacher trainings/workshops, according to the needs of the ordinary schools concerned 按相關的普通學校需要，安排學校探訪，召開個案會議討論離校生的支援方案，或安排教師培訓／工作坊

<p align="center">Name of School 學校名稱</p>	<p align="center">Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>The Society of Boys' Centres - Shing Tak Centre School 香港扶幼會盛德中心學校</p> <p>Address: 2A Lee On Lane, Kwun Tong, Kowloon 九龍觀塘利安里 2 號 A</p> <p>Contact Persons: Social Worker, Ms LAI Yuen-ching 黎婉貞社工</p> <p>Senior Teacher, Mr FUNG Tat-keung 馮達強主任</p> <p>Tel: 2711 4800</p> <p>E-mail: yuenchinglai@shingtak.edu.hk</p> <p>Website: http://www.shingtak.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Arrange school visits for the prospective school leavers to enhance their understanding of the environment of the ordinary schools 安排準離校生參觀學校，加強他們對普通學校環境的認識 - Conduct counselling groups and provide guidance on the choice of schools before they leave schools 離校前舉行輔導小組及提供選校輔導 - Transfer the students' information to the ordinary schools concerned upon obtaining consent from the students/parents 在取得學生／家長同意後把學生資料傳遞到相關的普通學校 <p>Support in the first year after returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Provide academic support during long vacations 長假期時提供功課輔導 - Conduct counselling group sessions on a half yearly basis for the school leavers to share their latest situation and experiences 輔導小組每半年舉辦一次聚會，讓離校生交流近況及分享經驗 - Establish a school-based support platform to maintain regular contact with school leavers by electronic means and provide support; and provide immediate support and guidance for them in case of emergency 設立校本支援平台，透過電子媒介與離校生定期保持聯絡及提供支援；如遇緊急情況，為他們提供即時支援及輔導 - Provide consultation for parents and maintain regular contact with them to review the school life and attendances of the school leavers 提供家長諮詢及定期聯絡他們，以檢視離校生學校生活及出勤的情況 - Visit the ordinary schools concerned, maintain regular telephone contact with the schools on a monthly basis to enhance teachers' understanding of the characteristics and learning performance of the school leavers, and arrange consultation meetings to review their progress and the support plans 探訪相關的普通學校，保持每月定期電話聯絡，協助普通學校教師了解離校生的特性及學習表現，並安排諮詢會議，檢視離校生的進展及輔導方案 - For individual serious cases with more special support needs, provide on-site support services, including sharing of intervention skills, conducting case conferences and lesson observation, etc. 就個別有較特殊輔導需要的嚴重個案，提供到校支援服務，包括分享介入技巧、個案會議、課堂觀察等 - Conduct workshops/sharing sessions according to the needs of individual ordinary schools for sharing experiences in supporting students with emotional and behavioral difficulties 按個別普通學校需要，舉辦工作坊／分享會，交流支援有情緒行為問題學生的經驗

<p style="text-align: center;">Name of School 學校名稱</p>	<p style="text-align: center;">Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>Hong Kong Juvenile Care Centre Chan Nam Cheong Memorial School 香港青少年培育會陳南昌紀念學校</p> <p>Address: 38 Nam Long Shan Road, Aberdeen, Hong Kong 香港黃竹坑南朗山道 38 號</p> <p>Contact Person: Social Worker, Mr KO Man 高民社工</p> <p>Tel: 2518 0751</p> <p>E-mail: Jeffko18@hotmail.com</p> <p>Website: http://www.hkjcc.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Provide guidance on career planning to prepare students for leaving school 引領學生作生涯規劃，以作離校準備 - Make contact with the social workers of the ordinary schools concerned, arrange school visits for the prospective school leavers and their parents and address their enquiries 聯繫相關普通學校社工，並安排準離校生及其家長參觀學校和回應他們的查詢 - Transfer the students' information to the ordinary schools concerned upon obtaining consent from the students/parents 在取得學生／家長同意後把學生資料傳遞到相關的普通學校 - Answer enquiries from the ordinary schools so that the schools can cope with the needs of school leavers, and facilitate the school leavers' early familiarisation with the ordinary school environment 回應普通學校的查詢，讓普通學校能配合離校生的需要，並協助該生盡早了解普通學校的情況 - Provide academic support for individual school leavers during the summer vacation according to their needs 暑假時按需要為個別離校生提供功課輔導 <p>Support in the first year of returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Provide counselling on the emotional and behavioral difficulties of individual school leavers 為個別離校生的情緒行為問題提供輔導 - Keep in touch with old students through alumni activities 透過校友會活動，聯繫舊生 - Maintain regular contact with school leavers to understand their latest situation and provide counselling when necessary 定時與離校生交流近況，在需要時，提供輔導 - Upon requests from the school leavers, provide academic support and assistance in revision during the examination periods 應離校生要求提供功課輔導及在考試期間協助溫習 - Maintain regular contact with the ordinary schools to review the progress of the school leavers 定期聯絡普通學校，檢視離校生的進度 - Answer telephone enquiries from the ordinary schools and share experiences in handling students' difficulties 回應普通學校的電話查詢及交流處理學生問題的經驗 - Provide consultation to the ordinary schools on individual school leavers and on-site support services for serious cases 就個別離校生的情況向普通學校提供諮詢服務，及就嚴重個案提供到校支援服務 - Upon request from individual ordinary schools, conduct workshops/sharing sessions to share experiences in supporting students with emotional and behavioral difficulties 按個別普通學校要求，舉辦工作坊／分享會，交流支援有情緒行為問題學生的經驗

<p align="center">Name of School 學校名稱</p>	<p align="center">Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>Tung Wan Mok Law Shui Wah School 東灣莫羅瑞華學校</p> <p>Address: Shek Pik, Lantau Island 香港大嶼山石壁</p> <p>Contact Person: Social Worker, Ms CHU Ho-yi 朱浩怡社工</p> <p>Social Worker, Mr LEE Kin-pong 李健邦社工</p> <p>Tel.: 2980 2383</p> <p>E-mail: chy@twmlsws.edu.hk</p> <p>Website: http://www.twmlsws.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Provide individualized comprehensive adaptability training for school leavers in preparation for their further studies after leaving school 以個別化形式，為離校生提供全面的校外升學適應能力準備訓練 - Transfer the students' information to the ordinary schools concerned before commencement of the school term upon obtaining consent from the prospective school leavers and their parents, and liaise with the ordinary schools concerned to arrange for visits so as to pave the way for future collaboration 獲得準離校生及家長同意後，在開課前把學生資料傳遞到相關的普通學校，並與相關的普通學校聯繫，安排探訪以建立日後協作基礎 <p>Support in the first year of returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Organise regular gatherings/activities for school leavers in order to provide timely support 定期舉行離校生聚會／活動，從而提供適時的支援 - Assist school leavers in adapting to the family and the community. Provide advice and assistance to school leavers and their parents in respect of their family life and learning through home visits 協助離校生適應家庭及社區。透過家訪，向離校生及其家長就家庭生活及學業方面提供意見及協助 - Enhance parents' capabilities in supporting the school leavers' learning through regular contact with parents and individual or group counselling 透過與離校生家長定期聯繫及個別化或小組形式的輔導，加強家長對離校生學習方面的支援能力 - Ascertain the situation of the students through telephone calls, social networking and e-mails, and provide immediate assistance when necessary 透過電話、社交網絡及電郵等，了解學生的情況，並在需要時，提供即時協助 - Provide intervention/assistance to school leavers in respect of the crisis they experience in school, family and the community so as to ward off their dropping out from school as a result of significant frustration in learning 就離校生在學校、家庭及社區中面對的危機進行介入協助，避免他們因學習上遭遇重大挫折而輟學 - To attend the "case support conferences" convened by the ordinary schools concerned to give views on the special educational and guidance needs of the school leavers 出席相關普通學校召開的「個案支援會議」，就離校生特殊教育及輔導需要提供意見 - Ascertain the adaptation of the school leavers in the ordinary schools through regular monthly contact with the teachers and social workers of the ordinary schools 透過每月與普通學校教師及社工的定期聯繫，了解離校生在普通學校的適應情況 - Provide consultation service for the ordinary schools over phone to assist them in handling the adaptation problems of school leavers 為普通學校提供電話諮詢，以協助處理離校生的適應問題 - Assist the ordinary schools concerned in handling disciplinary matters and learning difficulties of school leavers; provide urgent support and crisis intervention service for cases involving serious unruly behavior 協助相關的普通學校處理離校生的紀律事件及學習困難，為嚴重違規行為事件提供緊急支援及危機介入服務 - Co-organise school-based professional sharing activities in response to the needs of individual ordinary schools to enhance the understanding of the ordinary schools on the special educational needs of students with adjustment problems and effective means of intervention 因應個別普通學校的需要，協辦校本專業交流活動，加強普通學校對有適應困難學生之特殊教育需要及有效介入方法的認識

<p style="text-align: center;">Name of School 學校名稱</p>	<p style="text-align: center;">Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>Caritas Pelletier School 明愛培立學校</p> <p>Address: NKIL 6010, Clearwater Bay Road, Kowloon 九龍清水灣道 6010 地段</p> <p>Contact Person: Teacher, Ms TANG Mei-yi 鄧美儀老師</p> <p>Teacher, Ms CHOI Mang-lin 蔡孟蓮老師</p> <p>Tel: 2320 3884</p> <p>E-mail: ytang@pelletier.edu.hk ps@caritassws.org.hk</p> <p>Website: http://www.pelletier.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Introduce to the ordinary schools details of the support services through the distribution of leaflets 透過派發單張，向普通學校介紹支援服務詳情 - Organise activities for school leavers and parent seminars to advise on the choice of schools and provide guidance before they leave schools 舉行離校生活動、家長座談會，提供選校意見及輔導 - Transfer the students' information to the ordinary schools concerned upon obtaining consent from the students/parents 在取得學生／家長同意後把學生資料傳遞到相關的普通學校 - Provide academic support for prospective school leavers during summer vacation 暑假期間為準離校生提供功課輔導 - Upon obtaining consent from the students/parents, contact the ordinary schools concerned in August and September to share with them the condition and needs of the students 取得學生／家長同意後，在 8 - 9 月聯絡相關的普通學校，以交流學生的情況及需要 <p>Support in the first year of returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Provide academic support for individual school leavers with learning difficulties 按個別在學習方面有困難的離校生，提供功課輔導 - Set up a "Continuous Improvement Award" for the school leavers as an encouragement 為離校生設立「持續進步獎」，以示鼓勵 - Arrange gatherings for the school leavers for experience sharing, mutual support and encouragement 安排離校生聚會以分享經驗，互相支持及鼓勵 - Maintain regular contact with the school leavers by different means to understand their latest situation and provide support for them 定期以不同方式聯絡離校生，以了解她們的近況及提供支援 - Provide support to individual schools according to their needs, for instance, organising workshops on how to handle students' emotional and behavioral difficulties and invite the ordinary schools concerned to join 因應個別普通學校的需要安排支援，例如舉辦工作坊，讓相關的普通學校參與，分享如何處理學生情緒及行為問題 - For individual difficult cases, conduct case conferences or home visits in collaboration with the ordinary schools concerned to work out plans to help the students 與相關的普通學校協作，為個別有困難的學生開個案會議或家訪，以商討幫助學生的方案

<p align="center">Name of School 學校名稱</p>	<p align="center">Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>Marycove School 瑪利灣學校</p> <p>Address: 32 Nam Long Shan Road, Aberdeen, Hong Kong 香港仔黃竹坑南朗山道 32 號</p> <p>Contact Persons: Social Worker, Miss LAI Suk-ching 黎淑貞社工</p> <p>Tel: 2554 0168</p> <p>E-mail: school@marycove.edu.hk</p> <p>Website: http://www.marycove.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Provide advice on further studies for prospective school leavers 為準離校生提供升學意見 - Conduct talks/workshops on further studies and career guidance for Secondary 3 students and conduct Secondary 4 preparatory classes to help the prospective school leavers adapt to the new learning environment in advance 舉辦中三升學及就業講座／工作坊、中四預備班課程，以幫助準離校生預先適應新的學習環境 - Transfer the students' information to the ordinary schools concerned upon obtaining consent from the students/parents 在取得學生／家長同意後把學生資料傳遞到相關的普通學校 - Assist prospective school leavers in registration at the ordinary schools and follow up with them in preparing for admission 協助準離校生到普通學校辦理註冊及跟進她們預備入讀的事宜 <p>Support in the first year of returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Contact and follow up on individual school leavers by telephone, e-mail, facebook, etc. 透過電話、電郵、面書等聯絡跟進個別離校生的情況 - Organise gatherings for school leavers to understand their latest situation 舉行離校生聚會以了解她們的近況 - Hold regular meetings with teachers and social workers of the schools concerned and the parents, provide professional support for the schools, assist teachers and parents in working out appropriate support strategies, and review the progress of the school leavers in different aspects 與相關學校的教師、社工、家長作定期會議，為學校提供專業支援，並協助教師和家長制訂合適的支援策略，以及檢討離校生在各方面的進展 - Conduct workshops or sharing sessions on emotional and behavioral guidance for the schools concerned 為相關的學校舉辦有關情緒行為輔導的工作坊或分享會 - Provide on-site support for individual school leavers with special support needs 就個別有特殊輔導需要的離校生提供到校支援服務 - Maintain regular contact with teachers and social workers of the schools concerned to establish communication channels with a view to facilitating early communication and intervention in case the school leavers have learning and adaptation difficulties 與相關學校的教師、社工定期聯絡建立溝通渠道，以便在離校生出現學習或適應問題時，可及早溝通和介入

<p style="text-align: center;">Name of School 學校名稱</p>	<p style="text-align: center;">Support Services for School Leavers and the Respective Ordinary Schools 為離校生及相關的普通學校提供的支援服務</p>
<p>Caritas Mother Teresa School 明愛樂恩學校</p> <p>Address: 20 Choi Hing Road, Kwun Tong, Kowloon 九龍觀塘彩興路 20 號</p> <p>Contact Persons: Senior Teacher, Mr WONG Yiu-Wai 王耀偉主任</p> <p>Social Worker, Ms CHAN Man-ting 陳文婷社工</p> <p>Tel.: 2310 0440</p> <p>E-mail: cmts@caritas.org.hk wyw@cmts.edu.hk</p> <p>Website: http://www.cmts.edu.hk</p>	<p>Preparations before returning to ordinary schools 重返普通學校前的準備</p> <ul style="list-style-type: none"> - Provide life planning and career guidance for prospective school leavers by class teacher 班主任為準離校生提供生涯規劃及升學輔導 - Organise seminars for school leavers and parents to advise on the choice of schools 舉行座談會給離校生及家長，提供選校意見 - Assist school leavers in registration at ordinary schools and follow up with them in preparing for admission 協助準離校生到普通學校辦理註冊及跟進她們預備入讀的事宜 - Upon obtaining consent from the students/parents, contact the ordinary schools concerned in August and September to share with them the condition and needs of the students 取得學生／家長同意後，在 8 - 9 月聯絡相關的普通學校，以交流學生的情況及需要 <p>Support in the first year after returning to ordinary schools 重返普通學校後第一年的支援</p> <ul style="list-style-type: none"> - Provide academic support for school leavers 為離校生提供功課輔導 - Maintain regular contact with school leavers to understand their latest situation and provide support for them 定期聯絡離校生，以了解她們的近況及提供支援 - Arrange gatherings for school leavers to share their experience, and gain mutual support and encouragement 安排離校生聚會以分享經驗，互相支持及鼓勵 - Maintain regular contact with parents to review students' new school life and attendance of school leavers 定期聯絡家長，檢視離校生學校生活及出勤的情況 - Maintain regular telephone contact with ordinary schools and arrange meetings to review the progress of the school leavers if necessary 定期電話聯絡普通學校，如有需要，安排會議檢視離校生的進展 - Sharing experiences on supporting students with emotional and behavioral difficulties with ordinary schools upon necessity 按個別普通學校需要，交流支援有情緒行為問題學生的經驗

Restricted

To: Special Education Support 1 Section
 (5/F., East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong)
 (Fax: 2147 1406)

**Special Schools cum Resource Centres –
 Short-term Attachment Programme (2019/2020 School Year)**

Referral Form

Section A: (To be completed by the applicant school)

1. Name of School : _____

2. Student Particulars

Name :	
Student Record No (STRN) :	
Sex :	
Class :	
Age :	
Date of Birth :	
Type of Special Educational Need (SEN) :	Mild/Moderate* Intellectual Disability(* delete as appropriate) (If there is/are other SEN, please specify_____)

3. Reasons for referral (May fill in more than one item)

Areas of Concern	Major Problems
Emotion/Behaviour	
Social Skills	
Self Care	
Learning	
Others (please specify)	

4. Interventions measures already taken by school (May fill in more than one item)

Emotion / Behaviour	
Social Skills	
Self Care	
Learning	
Others (Please specify)	

5. Targets expected to be achieved after completing the Short-term Attachment Programme

(Please put a ✓ in the appropriate box. You may opt for more than one item.)

Improvement on Emotional Control		Improvement on Communication / Social Skills	
Compliance to Classroom Regulations		Enhancement in Learning Ability/ Learning Skills	
Improvement on Self Care		Others (Please specify)	

6. Other Information (Please put a ✓ in the appropriate box)

Parental Consent has been sought **Yes**

Date of giving consent : _____

No

Name of the coordinator : _____

Post Title : _____ **Contact No. :** _____

Signature of School Head : _____

Name of School Head : _____

Date : _____

Section B: (To be completed by the referrer*)

(* Educational Psychologists or EDB officers)

I confirm that (i) the information of the student provided by the aforesaid school is correct; and

(ii) the aforesaid school has rendered support to the student.

I recommend the aforesaid student to attend the Short-term Attachment Programme (2019/2020 School Year)

Signature of the Referrer : _____

Name of the Referrer : _____

Post Title : _____

Contact No: _____

Date : _____

Note:

The information about the student collected by means of this form is restricted to the use of the Education Bureau (EDB) for processing the application for the short-term attachment programme. EDB will send this referral form to the concerned special school cum resource centre for facilitating the arrangement of the programme.