



家長通告 2024-2025/343  
境外學習交流團注意事項

敬啟者：

本校一向鼓勵學生參與境外學習交流團活動，目的為了讓學生拓寬視野，認識世界。而復活節長假期亦有不少交流團活動，故特發此函提醒所有家長和同學以下注意事項：

**1、注意個人安全和紀律**

**1.1 守法守規**

同學必須遵守當地和香港的法律，若干犯任何違法行為，除了同學可能須承擔後果外，亦會令承辦團體、本校以至本港的形象受損。

**1.2 住宿注意事項**

1.2.1 為確保全體同學的安全及團隊紀律，每日行程完結返回住宿地點後，**任何同學均不得擅自離開住宿地點**；亦不得擅自離隊而單獨行動。

1.2.2 未得隨團老師允許，同學不得進入異性房間。

1.2.3 在參加交流團期間，每晚必須有充份休息，以免精神和體力不支而生病。每晚十一時後應終止所有活動，返回各自房間休息，以免騷擾別人。

1.2.4 同學亦須在進入住宿地點後，即時了解防火逃生路線，以備不時之需。

**1.3 準時集合**

同學每晚宜細心留意和緊記翌日的集合時間和地點，集合時行動須快捷和合作，否則可能因個人問題而拖累整體的活動進程，亦可能無法趕上定點的交通或景點。

**1.4 服飾及識別**

同學須穿著合適的服飾出席活動，如當天行程屬與當地學校交流或參與典禮，則以整齊校服為宜；戶外活動為主的則以體育服或輕便服飾為宜。為避免著涼，注意日夜或室內外之溫差，攜帶外套備用為宜。同學亦必須佩戴由機構準備的姓名牌，以資識別。

**1.5 嚴禁違規行為或物品**

1.5.1 為了培養同學良好的習慣，請家長協助禁止 貴子弟攜帶以下物品：大量現金、貴重物品、電子器材（例如：電子遊戲機等）、刀類、危險物品（包括火機、定型劑等）、不適合學員閱讀的書刊、雜誌等。如行程須乘搭高鐵或飛機，必須遵守相關的規定。

1.5.2 在整個學習行程中，學員不得飲用含酒精成份的飲品和吸煙，不可進行任何賭博或借貸活動。

**2、保持良好的資訊素養**

**2.1 注意個人社交媒體的運用**

目前不少交流團項目均由政府、社會資源或熱心機構和人士贊助和承包，社會各界人士對如何善用這些資源抱有很高的期望。個人社交媒體所發布的任何資訊



# 裘錦秋中學(屯門)

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均可為其他公眾人士所獲取，倘若同學在該段期間所發布的內容和個人言行與學習活動相悖，難免予人有負面觀感。除了同學自身外，學校或承辦交流團的相關機構均可能遭到不必要的非議或抨擊。

### 2.2 攝影或錄影

攝影或攝錄，須遵守有關規定或事前徵得有關單位和人士的同意。參觀文物單位、古蹟、景點時，應遵守參觀規則；學員請先聽講解，在有需要時始進行拍照。不可騎在石像、古跡及雕塑上拍照、以及違規拍照，以免損壞文物；使用鎂光燈拍攝、錄像亦屬不宜。

## 3、個人健康及衛生指引

### 3.1 時刻留意個人健康，衛生及身體狀況

須注意個人健康，衛生及身體狀況，並採取必須的預防措施。如有不適或遇意外，必須即時向隨團老師報告。

### 3.2 個人病歷

宜隨身攜帶病歷紀錄卡（例如：常服及隨身攜帶的藥物名稱；會引致個人過敏反應的藥物名稱；以及個人病歷和血型等資料）。

### 3.3 衛生用品或藥物

3.3.1 如出現輕微呼吸道傳染病病徵，應戴上口罩，以減低疾病傳播的機會。

3.3.2 同學宜自備個人常用藥品（如感冒藥和腸胃藥）以備不時之需。

3.3.3 同學宜帶備酒精搓手液和若干數量的口罩，以備不時之需。

### 3.4 注意飲食

同學不宜進食未經煮熟或處理的食物（如生腌、刺身等），海鮮類食物亦宜避免。亦不宜進食過量食物或太油膩或辛辣之食物，以免導致身體不適。

## 4、個人學習歷程紀錄

每次交流團的學習經歷均是彌足珍貴，同學除了需完成團內要求的學習活動外，亦應整理交流團中的學習歷程紀錄和得著。請同學每天以 150-200 字左右反思當天學習經歷，當中可包括以下元素：事實（Facts）、感受（Feelings）、發現（Findings）及對未來的啟示（Future）以及拍攝最少 5 張包括學習景點和個人或小隊肖像的相片。除了為之後的團後分享會有更好的準備外，亦可為同儕學習的時光留下美好的回憶。

以上僅臚列部份重要事項作提醒，同學和家長亦宜同時參照所參與交流團的指引行事。如有查詢，請致電 2461 1555 與境外交流組張鎮良主任聯絡。



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此致  
貴家長

裘錦秋中學(屯門)

陳月平校長謹啟

二零二五年四月八日



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### **Parent Notice 2024-2025/343**

### **Important Information for Study Exchange Program**

Dear Parents,

Our school encourages students to participate in study exchange programs to broaden their horizons and understand the world. With several exchange activities during the Easter holiday, we would like to remind all parents and students of the following important points:

## **1. Personal Safety and Discipline**

### **1.1 Compliance with Laws and Regulations**

Students must adhere to both local and Hong Kong laws. Any illegal actions will not only have consequences for the student but may also damage the reputation of the organizing group, our school, and Hong Kong.

### **1.2 Accommodation Guidelines**

- **1.2.1** To ensure everyone's safety and team discipline, students must not leave the accommodation site after returning from daily activities, nor should they leave the group without permission.
- **1.2.2** Students are not allowed to enter rooms of the opposite gender without the accompanying teacher's permission.
- **1.2.3** Students must get sufficient rest each night to avoid illness. All activities should cease by 11 PM, and students must return to their rooms to avoid disturbing others.
- **1.2.4** Students should familiarize themselves with fire escape routes upon entering the accommodation.

### **1.3 Punctuality**

Students should pay careful attention to the next day's meeting time and location. They must act quickly and cooperate during gatherings to avoid delaying the group's schedule or missing transport and attractions.

### **1.4 Attire and Identification**

Students should wear appropriate clothing for activities. For exchanges with local schools or ceremonies, neat school uniforms are recommended; for outdoor activities, sportswear or casual clothing is suitable. To avoid catching a cold, students should bring a jacket for varying temperatures. They must also wear name tags provided by the organization for identification.

### **1.5 Prohibited Behaviors and Items**

- **1.5.1** To foster good habits, parents should prevent their children from bringing the following items: large amounts of cash, valuables, electronic devices (e.g., gaming consoles), weapons,



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hazardous items (e.g., lighters, aerosols), and inappropriate reading materials. Regulations must be followed when traveling by high-speed train or plane.

- **1.5.2** Throughout the program, students are prohibited from consuming alcoholic beverages, smoking, or engaging in gambling or borrowing activities.

## **2. Maintaining Good Information Literacy**

### **2.1 Social Media Usage**

Many exchange programs are sponsored by government and community resources, and there are high expectations for their proper use. Any information shared on personal social media can be accessed by the public. If students post content that contradicts the program's activities or their behavior, it may create negative impressions. Both the students and the school or organizing body could face unnecessary criticism.

### **2.2 Photography and Videography**

Photography must comply with relevant regulations and obtain consent from the appropriate authorities. When visiting museums, historical sites, or attractions, students should follow visiting rules, listen to guides, and refrain from climbing on statues or artifacts to avoid damage. Using flash photography or videography is also discouraged.

## **3. Personal Health and Hygiene Guidelines**

### **3.1 Health Monitoring**

Students should pay attention to their health and hygiene and take necessary precautions. They must report any discomfort or accidents to the accompanying teacher immediately.

### **3.2 Personal Medical Records**

Students should carry a medical record card detailing any medications they take, known allergies, personal medical history, and blood type.

### **3.3 Hygiene Products or Medications**

- **3.3.1** If experiencing mild respiratory symptoms, students should wear a mask to reduce the risk of disease transmission.
- **3.3.2** Students should bring personal medications (e.g., cold medicine, digestive aids) for emergencies.
- **3.3.3** Students should carry hand sanitizer and a supply of masks for emergencies.

### **3.4 Dietary Precautions**

Students should avoid consuming uncooked or improperly handled food (e.g., raw fish, sashimi) and should refrain from overeating or consuming excessively oily or spicy foods to prevent discomfort.



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#### 4. Personal Learning Experience Record

Each exchange program offers invaluable learning experiences. In addition to completing required activities, students should document their learning journey. They should write a reflection of about 150-200 words daily, including facts, feelings, discoveries, and insights for the future, along with at least five photos that capture learning sites and group portraits. This will help better prepare for future sharing sessions and create lasting memories.

The above points are just some important reminders. Students and parents should also refer to the specific guidelines for their respective exchange programs. For inquiries, please contact Mr. Cheung Chun Leung at 2461 1555.

Yours faithfully,

Chan Yuet Ping

Principal