



PATHWAYS
CREATIVE LEARNING

**ABC
Pathways
School®**

學生手冊

STUDENT HANDBOOK



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ABC Pathways School is a professional English school established in 2002. We are dedicated to providing comprehensive English education for primary, secondary, kindergarten, and preschool students. Our goal is to cultivate students' interest in English learning and help them develop a positive attitude towards English.

The mission of our school is to ensure that students feel satisfied and accomplished throughout their English learning journey. Acquiring excellent English skills takes time and effort, and we strive to guide students in maintaining a positive learning attitude. We provide them with the most suitable curriculum and guidance to enrich their English knowledge, allowing them to enjoy the entire learning process and its outcomes, ultimately leading them to become outstanding "winners."

Today's students face pressures from various aspects of life which can sometimes be overwhelming. Recognising this, we are committed to creating a relaxed, enjoyable, and nurturing learning environment. We want students to learn in a pleasant and stress-free atmosphere, becoming enthusiastic about English in their own little way.

1. Enrollment Arrangements and Notes

1.1 Entry Assessment and Class Placement

- All new students enrolled in our school are required to pay an admission registration fee of HK\$180. In addition, all students must undertake our school's entry assessment (Enrollments in Playgroup and other courses for children under 3 years old do not need to undertake an assessment).
- Students will be placed in the most suitable class based on the assessment results.
- The school reserves the right to make all decisions regarding class placement and promotion.

1.2 ABC Schoolbag

- Each student will receive an ABC Schoolbag and a Reward Collection Card upon enrollment.
- It is recommended that students bring their ABC Schoolbag to each lesson and take their textbooks and worksheets home.
- In case of loss or replacement of the ABC Schoolbag, it can be purchased from the ABC centres at a cost of HK\$50 (satchel) or HK\$150 (newly introduced backpack). Please inquire with the staff for more details.

1.3 Electronic Pick Up Card and Pick-Up Arrangements

- The "Pick Up Card" for students will be displayed in the ABC App. Parents are advised to download the ABC App in advance.
- When parents or guardians drop off their children, they need to scan the "QR Code" on the Pick Up Card at the school gate to record their attendance. To ensure student safety, all students must be accompanied by the drop-off person until they are handed over to the staff.
- During dismissal, pick-up persons must arrive at the school on time and present the Pick Up card to pick up the child, ensuring safety.
- If the pick-up person (such as a domestic helper or grandparents) cannot present the Pick Up Card, they will not be able to take the child. They must either download the ABC App immediately or contact the parent to obtain a screenshot of the Pick Up Card for verification before leaving with the child.
- If parents wish their child to leave independently after dismissal, they must obtain and submit the "Student Independent Departure Consent Form" from ABC centres. Once the form is completed and submitted by the parent, the Pick Up Card will display the relevant arrangements, and the student can leave on their own.

1.4 ABC Reward Collection Card

- Each student will receive a Reward Collection Card to encourage a positive and proactive learning attitude.
- Students who perform well in each lesson will be rewarded a stamp. Collecting a specified number of stamps allows students to redeem small gifts (every 12 stamps) and special prizes (48th and 96th stamps).
- In case of loss of the Reward Collection Card, a replacement can be requested at a cost of HK\$20.
- Stamps lost with the reward card will not be replaced, so parents should encourage their children to keep the card safe.

2. School Rules

- Students must bring their ABC Schoolbag and textbooks to class.
- Students must arrive on time according to the class schedule. If a student is more than 15 minutes late, then they will miss crucial lesson time and possibly affect their learning progress and their ability to proceed to the next level.
- Students must show respect to all classmates, teachers, and school staff. They should maintain good behaviour on campus. In certain exceptional circumstances, the school has the authority to request an individual student to immediately stop attending classes and call for their guardian to assist them to leave the school premises.
- Students should inform the school in writing at the time of enrollment if they have any allergies to certain medications, foods, or materials, or if they have undergone any intelligence or learning ability testing.
- Any changes to parent, guardian, or student information should be promptly communicated to the school in writing.
- In case of illness, students must wear masks during class.
- Students should not consume food or drink (except water) within the school premises (except for students attending the iLearn classes in the morning, who have arranged to have lunch on campus) or during class. If there is a special need, the school should be notified as soon as possible. Students may bring a water bottle, but must ask the teacher before drinking.
- Students should take care of the items provided by the school (such as books, puzzles, or game sets) and should not damage or remove them from the school premises. In case of damage, compensation will be required based on the actual circumstances.
- Parents, guardians, and students are responsible for safeguarding their own personal belongings.

Student Code of Conduct

ABC places emphasis on students' learning progress and safety. If a student repeatedly exhibits any of the following behaviours while attending an ABC campus, the School reserves the right to terminate the student's class immediately and will contact the parents as soon as possible*:

- i. Disobeying the teacher's instructions and disrupting classroom discipline;
- ii. Adopting an attitude of non-cooperation, disrespect, or confrontation with teachers or classmates;
- iii. Self-injurious behaviour (such as: uncontrollable or dangerous movement);
- iv. Possibly harmful behaviour towards others (e.g. difficulty controlling negative emotions, uninvited physical contact with others).

*Our school will contact parents as soon as possible for detailed communication and advice, and try our best to assist students to receive external professional counselling/ treatment and follow-up.

3. Leave Application and Make-up Class Arrangements

3.1 Leave Arrangements (Sick Leave / School Activities / Personal Reasons)

- Parents can apply for leave for their children through the ABC App.
- There is no limit to the number of make-up classes; however, frequent absences will result in the child falling behind in their learning progress and may affect their attendance rate, potentially preventing them from receiving a "Certificate of Completion" or even proceeding to the next level. Parents should pay special attention to these two points.
- If a student is absent from ABC due to illness or school activities, please provide a doctor's note or school letter as proof.

3.2 Make-up Class Arrangements

- i) ABC regular classes "ABC Cambridge English", "ABC Read4Fun", and iLearn Academy (iStart Playgroup, iStart Preschool, iStart, iLearn Kindergarten, and iLearn Primary):
 - All regular class parents must apply for make-up classes through the ABC App within 6 months. After 6 months of student absence, the system will automatically cancel the student's eligibility for make-up classes.
 - All missed ABC classes can be made up through regular classes and/or Special Holiday Programmes.
 - Make-up classes for regular classes must be at the same level as the missed class.
 - All make-up class arrangements must be applied before the completion of the corresponding level and before the student withdraws from the school; late applications will not be processed.
 - If a student has applied for a withdrawal, any remaining make-up classes must be completed within one month.
 - Parents should note that our make-up classes aim to make up for missed learning hours rather than covering the exact content of the missed classes. Additionally, parents should try to choose classes that align with their child's progress.
 - If iLearn students need to arrange make-up classes in another iLearn class (maximum of 2 times per month), special arrangements must be made through ABC staff. Please contact the respective centre directly.
 - Parents can also arrange make-up classes through Special Holiday Programmes, which allow students to learn about different holiday elements and have a diverse classroom experience. Only the difference in class hours and material fees need to be paid.
- ii) Special Holiday Programmes (Summer, Christmas, Chinese New Year, and Easter)
 - Parents of all Special Holiday Programmes must apply directly with the ABC centre within 6 months.
 - After 6 months of student absence, the system will automatically cancel the student's eligibility for make-up classes.
 - All missed ABC classes due to sick leave can be made up through the same or other Special Holiday Programmes.
 - All make-up class arrangements must be applied before the student withdraws from the school; late applications will not be processed.
 - For make-up classes through Special Holiday Programmes, only the difference in class hours and material fees (if any) need to be paid.

3.3 Individual Instruction Courses

- Students participating in One-on-One courses must notify the centre they attend via WhatsApp or in person at least two days before the class if they need to take personal leave.
- For sick leave, a doctor's certificate must be provided. Otherwise, all absences will be treated as missed classes, and the tuition fees for the missed classes will not be refunded.
- Approved leave applications will have their relevant paid tuition fees carried over to the next class.

4. Course Progression

4.1 Parent Meetings

To keep parents informed about their child's class performance and learning progress, and to notify them of relevant class promotion arrangements:

(1) iLearn Kindergarten:

Before the completion of each level of the course, the school will distribute notices to arrange parent meetings with the iLearn class teacher (or an ABC Education Consultant).

(2) Other Regular Courses:

Before the completion of each level of the course, the school will inform parents that they can make appointments to meet with an ABC Education Consultant should they wish.

4.2 Progress Reports (Digital Version)

(1) iLearn Kindergarten:

- When iLearn students successfully complete each level of the course, our teachers will write mid-term and graduation reports to update parents on the students' learning progress.
- All iLearn students must complete a minimum of 90% of the classes to receive a graduation report.

(2) iStart Playgroup, iStart Preschool, and iStart:

- When students successfully complete each level of the course, our teachers will write a graduation report for the students.
- An ABC Education Consultant will also meet with iStart parents to discuss the children's learning progress and level of advancement.
- All students must complete a minimum of 3 months of classes (approximately 24 sessions of 1.5 hours each) to receive a graduation report.

(3) Other Regular Courses:

- When students successfully complete each level of the course, our teachers will write a graduation report for the students.
- All students must complete a minimum of 18 hours of classes (approximately 10-12 sessions of 1.5 hours each) to receive a graduation report.

4.3 Certificates of Completion (Digital Version)

- The "Certificate of Completion" will be available for download through the App's "e-Certificate" section, after the completion of each level of the course.
- If you need a printed certificate from the ABC centre, the fee is HK\$100 per copy.
- Students who apply for a temporary withdrawal will not be awarded the "Certificate of Completion."

(1) iLearn Academy: iStart Playgroup, iStart Preschool, and iLearn Kindergarten

Upon successful completion of each academic year's course, iLearn Academy will issue certificates to students who meet the following three conditions:

- i. Completion of the entire academic year's level (including the last 3 months until graduation);
- ii. Overall attendance rate (including make-up classes) must reach 90% or higher; and
- iii. All applicable fees for the course have been paid.

(2) iLearn Primary and other regular courses:

Upon successful completion of each level of the course, the school will issue certificates to students who meet the following three conditions:

- i. Being enrolled for at least half of the scheduled class hours as well as remaining in the course until graduation;
- ii. Overall attendance rate (including make-up classes) must reach 90% or higher; and
- iii. All applicable fees for the course have been paid.

5. Payment Arrangements

For all courses offered by our school, regardless of the number of sessions in a month, fees are collected on a monthly basis.

5.1 Payment Deadlines

- Parents must submit the first instalment of tuition fees before the start of the course. If the first instalment is less than one month's fee, the following month's fee must be paid at the same time.
- Subsequent tuition fees will be automatically deducted on a monthly basis via bank transfer. Parents are required to fill out the "Credit Card Autopay Authorisation Form" through the App's "Autopay" section in advance to arrange for the deduction on the *25th of each month, reserving the spot for the following month's enrolment. Late payments will be considered as giving up the spot in the class.
- * If the 25th of the month falls on a Saturday, Sunday, or public holiday, the autopay will be arranged on the preceding working day before the 25th of that month.

5.2 Payment Methods

Our school has implemented the "Autopay" payment service for parents to pay tuition fees and book fees. However, for other special courses such as Special Holiday Programmes including Christmas, Chinese New Year, Easter, and Summer, parents can choose from the following payment methods. (Cash payments are not accepted):

- (1) Credit Card: enrol in courses online, and pay by credit card;
- (2) EPS: Parents need to personally visit the reception desk of our school to make the payment;
- (3) PPS: Parents can make payments online or by phone. The merchant code for ABC Pathways School is 9969, and the bill number is the ABC Student Number;
- (4) Bank Transfer: Parents can transfer the tuition fee to our school's bank account and submit the bank transfer receipt, or screen-capture it, with the student's name written on it;
- (5) Cheque: Please write the student's full name in English, student number, and contact number on the back of the cheque and submit it to our school.

6. Student Support

6.1 Enrichment Classes

Upon teacher recommendation and after a Head Teacher personal assessment, students may be arranged to participate in additional "Enrichment Classes" to enhance their English proficiency to a level comparable to or higher than their peers. The cost for these classes is completely waived.

6.2 Special Training Needs

- Our school is pleased to provide special one-on-one training for students with specific needs, such as those preparing for speech competitions, school interviews, applying to international schools, or studying abroad.
- The availability of one-on-one training courses depends on the resources and arrangements of individual campuses, including teachers and classrooms.

6.3 Recommendation Letters








- (1) iStart and iLearn Kindergarten Courses: Upon completion of the course (after a minimum of 3 months), students will automatically receive recommendation letters without the need to apply.
- (2) ABC Regular Courses:
 - For students who have completed a course for 5 months or more, our school provides free recommendation letter writing services to meet the students' needs.
 - Parents are required to fill out and submit the "Recommendation Letter Application Form" online. The application process takes approximately one month. The form can be found at: <http://bit.ly/2YYGDKt>
 - Recommendation letters (digital version) will be sent via email, and parents do not need to come to the school in person to collect them.
 - If you need a printed recommendation letter from the ABC centre, the fee is HK\$100 per copy.



Recommendation Letter Application Form

7. Adverse Weather Arrangements

Parents and students please pay attention to the below typhoon and rainstorm arrangements of ABC Pathways School. In most cases, our school will follow the guidelines provided by the Education Bureau:

	Nursery & Kindergarten Students	iLearn Students	Secondary & Primary Students
Rainstorm Warning			
 Rainstorm Warning	Classes proceed as normal	Classes proceed as normal	Classes proceed as normal
 Yellow Rainstorm	Classes proceed as normal	Classes proceed as normal	Classes proceed as normal
 Red Rainstorm	Classes conducted online	Classes conducted online	Classes proceed as normal
 Black Rainstorm	Classes cancelled	Classes cancelled	Classes cancelled
Tropical Cyclone Warnings			
 Typhoon Signal No.1	Classes proceed as normal	Classes proceed as normal	Classes proceed as normal
 Typhoon Signal No.3	Classes conducted online	Classes conducted online	Classes proceed as normal
 Typhoon Signal No.8	Classes cancelled	Classes cancelled	Classes cancelled

In the event of adverse weather resulting in class suspension (*Typhoon Signal No. 3/Red Rainstorm Warning), ABC classes of the suspended levels will be conducted online. Students will continue their classes from home to ensure both their safety and learning progress.

		Online Class (Kindergarten Programmes)	Face-to-face Class (Primary Programmes)
ABC Cambridge English	Level 1-3	✓	
	Level 4-17		✓
ABC Read4Fun	Level 1-2	✓	
	Level 3-4		✓
ABC iLearn Kindergarten & iStart	Level 1-7	✓	
iStart Playgroup & Preschool	All classes	All classes are suspended (make-up lessons can be applied through the ABC App)	
iLearn Primary	Level 1-2		✓

When a Typhoon and Rainstorm Signal is hoisted, parents please pay close attention to the ABC App, ABC website, Facebook and Instagram for any updates and class arrangements.

Remarks:

- (1) Regarding class arrangements during adverse weather conditions, our school will follow the guidelines provided by the Education Bureau. If the Education Bureau announces:
 - i. "Suspension of all day schools (including kindergartens, AM, PM, and Whole-day schools)," although all typhoon or rainstorm warnings are cancelled, ABC Pathways shall comply with the EDB's instruction and suspend all face-to-face classes;
 - ii. "Suspension for all students," all ABC students, including primary and secondary students, will switch to online classes.
- *(2) If Typhoon Signal No. 8 or above/Black Rainstorm Warning is hoisted in the morning, all morning classes (both face-to-face and online) will be cancelled. The arrangement for afternoon classes to be conducted online or not will depend on the weather conditions and further notice.
- (3) If Typhoon Signal No. 8 or above/Black Rainstorm Warning is hoisted during the students' class hours, parents should arrange for their children to return home under safe conditions.

8. Suspension of Classes for Special Circumstances

In the event of special circumstances during class hours, such as unforeseen social situations, viral epidemics, influenza outbreaks, etc., the school will prioritise the safety and health of students by:

- (1) Following the advice of the Education Bureau to announce class suspension. Depending on the situation, online classes may be arranged to ensure that students can continue their studies from home.
- (2) If there are confirmed cases of student or staff influenza outbreaks, or other illness situations at individual campuses, the safety and health of students and staff will remain the top priority. Face-to-face classes will be suspended based on the individual circumstances, and efforts will be made to arrange online classes to ensure students' learning progress is maintained.

9. School Holidays

- ABC designates the public holidays announced by the Hong Kong SAR Government as designated school holidays. Students do not need to attend classes during these holidays (including Sundays).
- iLearn Kindergarten students ("Monday, Wednesday, Friday Classes" and "Tuesday, Thursday, Saturday Classes") also have their own school calendars for parents' reference. Parents can download them from the "info for Parents" section on the school website:
<https://bit.ly/465XoXq> .



10. Home-School Communication

Effective collaboration between home and school leads to better learning outcomes. The school communicates with parents through various channels, such as the ABC App, WhatsApp, direct calls, and emails. Important information, including school announcements, teacher leave, and academic arrangements, will be sent to parents through the ABC App to ensure they receive the latest updates and offers from the school. The school's diverse online communication channels will be continuously updated. Parents are welcome to visit:

- ABC Website: www.ABCpathways.com
- Facebook: ABC 超人家長親子網
- Facebook: Bally 與您童行
- Instagram: [abcpathwaysschool](https://www.instagram.com/abcpathwaysschool)

Parents are also encouraged to provide valuable feedback to the school at info@abcpathways.com

11. ABC Referral Scheme

- For each referral, the new student will enjoy a \$500 discount in the first month of tuition fees.
- In addition, the referrer will enjoy a \$500 discount in the month following the completion of the referred student's 3rd month of lessons.
- For more details on this or other promotional programs, please inquire with the school staff.

12. Withdrawal Application

12.1 Online Form Submission

- Parents must first contact their ABC centre to arrange completion of the "Withdrawal Application eForm". Failure to follow this procedure may delay the processing of the application.
- The withdrawal application must be submitted at least one month in advance and will only take effect upon confirmation by the school. All paid tuition fees are non-refundable.

12.2 Make-up Class Arrangement

- If an immediate withdrawal due to unforeseen circumstances (i.e., failure to provide one month's prior notice) is approved, the hours of absence, that have not been arranged for make-up lessons, will be automatically cancelled by the system.
- Upon submission of the withdrawal application:
 - i. Any remaining hours of absence must be applied for makeup lessons within one month of the withdrawal notice period.
 - ii. Otherwise, once the student officially withdraws (i.e., one month after the withdrawal notice period ends), the system will automatically cancel the student's eligibility for make-up classes.
 - iii. Any remaining hours of absence are non-refundable.
 - iv. If the student re-enrols later, and the remaining hours of absence have not yet expired (valid within 6 months from the date of absence), they can be re-activated at that time.

12.3 Textbook Fees Repayment

The monthly tuition fees for iLearn Kindergarten and iLearn Primary include textbook fees. Parents of students withdrawing from the course are required to return the cost of the book set for the current level:

- iLearn Kindergarten : Level 1: \$650; Level 2-7: \$900.
- iLearn Primary: Foundation / Level 1: \$900; Level 2: \$600.

13. ABC Privacy Policy

ABC is committed to referencing and complying with the principles and regulations of the Personal Data (Privacy) Ordinance to protect the privacy of parents, guardians, their families, and children's personal data. For details, please visit: <https://shorturl.at/gyiu3>.



Details



Website



Facebook



Instagram



官方群組

Kornhill ☎2110 9992 | North Point ☎2110 9948 | Kowloon Tong ☎2110 9907 | Tseung Kwan O ☎2368 3666
Lam Tin ☎2110 9299 | Whampoa ☎2110 9995 | Tsuen Wan ☎2110 9996