



CREATIVE SECONDARY SCHOOL
啓思中學

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Policy on Changing Language Courses

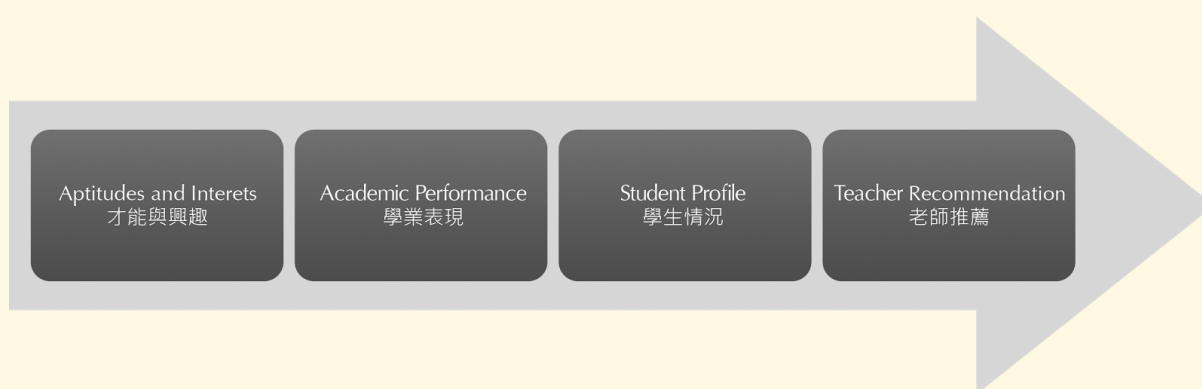
Switching between MYP Language Acquisition (LA) and Language & Literature (LL) Courses at CSS

In all Language courses at CSS, we encourage students to extend themselves within the full range of their ability and to enroll in courses that suit their aptitudes and interests. The IB states “The language acquisition course should provide a linguistic and academic challenge for students in order to give them the best possible educational experience and develop their language skills to their full potential” (IBMYP Language Acquisition guide, 2014, pp42). With that in mind, the following overview of movement criteria should help to ensure that students are placed in English and Chinese courses best suited to their individual needs.

At CSS we encourage movement between language classes throughout F.1-3 if beneficial to a student’s acquisition and learning of the target language. In F. 4, no changes to existing language courses will be allowed.

Please note that the deadline for all requests of Language course changes should be made by End of Nov / End of June of each academic year. In all cases, movement between classes is determined on a case by case basis with the teacher’s recommendation weighing heavily in all decisions.

In general, the following criteria are applied to all movement requests:



<i>Moving from LA to LL</i>	<i>Moving from LL to LA</i>
<ul style="list-style-type: none"> • Must be performing at or capable of achieving one phase higher than other students in the class. • Must consistently achieve level 7 in all assessment tasks (Outliers in a data set are fine as long as there is an observable trend). • Must satisfy profile requirements (English/ Chinese as a first language in most cases) and show aptitude and interest in literature and reading. • Must be recommended by the teacher. • Students must also meet the academic requirements necessary to study two Language and Literature Courses in some cases. 	<p><i>Remarks for English</i></p> <ul style="list-style-type: none"> • Must be performing below phase requirements for majority of students in the class. • Must be consistently achieving less than 4 in all assessment tasks. • Must satisfy profile requirements (EAL learner) and demonstrate difficulty in reading and basic communication. • Must be recommended by teacher. <p><i>Remarks for Chinese</i></p> <ul style="list-style-type: none"> • The student has learned Chinese Language for less than six years while receiving primary and secondary education. • The student has learned Chinese Language for six years or more in schools, but has been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in our local schools.

Procedure for requesting a language course change in MYP

***Important:** Students are not permitted to make any subject changes, including language course changes, in Form 4. Students in Form 1 to Form 3 who wish to request a language course change should follow the below steps:

1. The student, who wishes to request a change, should approach their language teacher of the subject concerned to discuss.
2. The subject teacher will inform the Head of Faculty, who may also speak to the student.
3. Parent/s must contact the Head of Faculty in writing to outline the reasons for requesting a change.
4. Samples of students work/ progress will be carefully reviewed by both existing and prospective teacher(s).

5. Head of Faculty will consult with necessary individuals (eg. HoF of the students' other language option, MYP coordinator, Head of School) as well as compile information on the student to help in the decision-making process.
6. Head of Faculty will take the decision to the Vice-Principal for Academic Advancement and/or the Principal.
7. Head of Faculty will update the google spreadsheet to keep record.
8. Students, parents and teachers will be informed of the outcome.

轉換語文課程程序指引

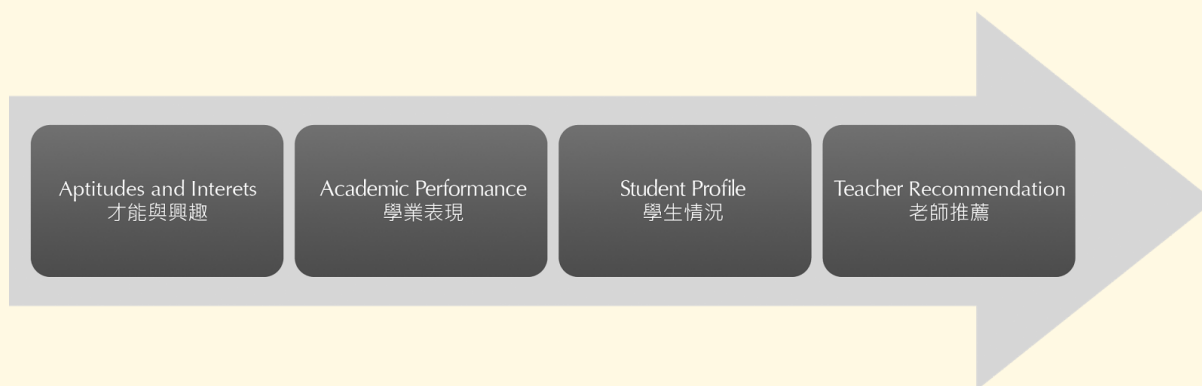
在啓思中學申請轉換中學項目（MYP）語文課程

在啓思中學的所有語文課程中，我們鼓勵學生以全面的能力去擴展自己，並以他們的天賦才能和興趣入讀適合的課程。IB國際文憑說明「語言習得課程（LA）應該為學生提供一個語言性的和學術性的挑戰。目的是為了發掘出他們的潛能，給他們最有可能性的教育經歷和發展他們的語言技巧。」（IBMYP語言習得指引，2014，pp42）。考慮這一點，以下的轉班準則概覽應能幫助確保學生在編配英文或中文課程時最能配合他們個人的需要。

在啓思中學，我們鼓勵學生在中一至中三時因應他們的語言習得和學習語言目標而考慮轉班。至中四時，學校不接納任何語文課程的轉班。

請注意每個學生十一月底／六月底的所有語文課程轉班的截止日期。有關轉班事宜，所有決定是由教師以個別學生申請作有份量的推薦而決定。

整體來說，以下的準則是為所有轉班申請而提供的。



由 LA 轉到 LL	由 LL 轉到 LA
<ul style="list-style-type: none"> ● 必須已經，或有能力表現得比同班學生出色 ● 在各項評估中，必須持續取得7分（可從所取得的成績數據中觀察到此趨勢） ● 需要符合概況要求（在大部分情況下以英語/中文為第一學習語言）並且表現出有能力和興趣學習文學和閱讀 ● 獲得老師推薦 ● 學生需要達到同時學習兩種語言及文學科的學術要求 	<p><u>備註</u></p> <ul style="list-style-type: none"> ● 和同班的大部分同學相比之下未能達到階段要求 ● 學生在各項評估中，持續取得低於4分的成績 ● 需要符合概況要求（以英語為第二學習語言）並且在閱讀及基本溝通方面有困難 ● 獲得老師推薦 <p><u>備註</u></p> <ul style="list-style-type: none"> ● 學生在接受中小學教育期間學習中國語文少於六年時間 <u>或</u> ● 學生在學校學習中國語文已有六年或以上時間，但期間是按一個經調適並較淺易的中國語文課程學習，而有關的課程一般並不適用於其他大部分在本地學校就讀的學生。家庭語言為外語（英語）

在MYP申請轉換語文課程的程序

***重要事項：**學生不允許於中四級轉換任何科目，包括語文科目，中一至中三級學生如欲轉科，需按照以下程序：

1. 學生如欲轉語言科目，必須先與任教老師提出及商討
2. 任教老師通知科主任，如有需要，科主任會與學生面談
3. 家長必須向科主任提出申請，列明轉科原因，說明學生背景
4. 學生的作業，成績會被任教老師及將來可能任教的老師審閱
5. 科主任將會諮詢有關老師（如其他科目主任，MYP項目主任，學生事務主任），並將學生檔案及以往成績一併給有關老師作參考
6. 科主任會將決定與校長或副校長再作商討
7. 科主任會紀錄每次轉科的細節
8. 學生、家長及相關老師將會被通知由於轉科結果