

1. Lunch

Students are encouraged to prepare their own packed-lunch, or the teacher may help them to order the delivered lunch box in advance. The order forms are in the separated pdf files. You may fax back directly to that company.

2. Transportation

The transportation between HKNEAC and field study site should be arranged by the teacher and the cost varied from \$580-900 (depends on the distances). HKNEAC can help in arranging the coach to and for between your school, HKNEAC and the field site.

3. Briefing for students

Teachers are requested to:

- a. Distribute the photo-copies of handout/ worksheet to the students and go through it with them.
- b. Give students psychological preparation for the hard work and tight schedule of the field study course.
- c. Divide students into groups, each group contains not more than 7 students. A coordinator should be elected among the students, who will be responsible for collecting coach fee, check in and check out equipment and other transactions between students and HKNEAC.
- d. Teachers should remind students to bring with them the following items for the purpose of the field study course:
 1. HK ID card.
 2. Old rubber shoes with adequate treads for field work (possible of getting wet).
 3. Hat, sunglass and long sleeved shirts.
 4. Raincoat and/or anorak
 5. Rough paper, graph paper, pencils, pens and other common stationery
 6. Camera (if possible 1 per group)
 7. Water bottle for drinking in field sites.
 8. Mosquito and midge repellents (cream or spray)

4. Parent's permission and insurance coverage

- a. Heads of schools are advised to obtain written permission from parents / guardians of the students concerned beforehand.
- b. It is also advisable to provide your students with necessary insurance coverage for the period of their course in our centre.

5. Teacher's involvement

Briefing the habitats, demonstrating ecological skills, introducing equipment, announcement and any other duties concerning all students will be done by HKNEAC staff. However, it is not possible for the HKNEAC staff to look after all students at all time, teachers should take care of their own students in field and in laboratory, should provide academic assistance and guidance on students' work, and encourage them to participate and think actively in the course.

6. Special arrangements in connection with poor weather

- a. In the event of tropical cyclones likely to affect Hong Kong, the following arrangements will apply:
 - i. Hoisting of signal no.1: The course will proceed with some modifications (e.g. outdoor work will be postponed and laboratory work continues)
 - ii. Hoisting of / lowering to signal no. 3: If signal no.3 or above is hoisted at 7:00 am, the field study will be cancelled or postponed.
- b. In case of other adverse weather conditions (e.g. heavy downpour of rain, thunderstorm or severe cold front), arrangement will be discussed by teachers concerned and HKNEAC ecology teacher.