



Role and Duties of Teachers

A. Pre-course preparation

1. Payment

No tuition fees are charged by Ho Koon Nature Education cum Astronomical Centre (HKNEAC). Accommodation and meals are charged at rates fixed by Tso Kung Tam Outdoor Recreation Centre (TKTORC). Payment is usually made one month in advance. (Tel. No. of TKTORC: 24171107)

2. Change of Number of Participants

Teachers are required to inform HKNEAC, TKTORC and the principal any change in the number of participants in the first instance.

3. Parent's Permission and Insurance Coverage

- (a) Obtain written permission from students' parents/ guardians beforehand.
- (b) Provide students with the necessary insurance coverage for the course period if necessary.

4. Briefing Students

- (a) Go through the handouts especially the concepts and statistical techniques.
- (b) Remind students of the differences between the field studies course and normal lesson and that cooperation between schools is essential.
- (c) Students should be prepared for a tight schedule and hard work.
- (d) Familiarise students with standard equipment such as compass, and also reading base map.

5. Transportation Arrangement

Teachers have to arrange the time of assembly with their students and the coach service between HKNEAC and field sites.

6. Astronomical Course

For residential courses, a free of charge astronomical course will be arranged during the Field Studies Course. Students can apply the course by their own will.

B. During the Field Studies Course

1. Discipline

- (a) At least one teacher from each participating school is expected to stay with the students in the camp at night.
- (b) To ensure that pupils observe the rules of HKNEAC and the TKTORC.



Role and Duties of Teachers

2. Adverse Weather Arrangements

- (a) Tropical Cyclone
 - i. Hoisting of Signal No. 1
 - Course will proceed as scheduled but there will be no field trip.
 - ii. Hoisting or Lowering of Signal No. 3 during the Course
 - Course will proceed as scheduled but there will be no field trip.
 - TKTORC will be closed and all participants have to leave. Teachers are advised to contact TKTORC on matters relating to reopening of the camp.
- (b) In the event of public announcement by the Director of Education that all schools are to be closed as a result of adverse weather conditions (e.g. tropical cyclone or rainstorm), courses affected will be canceled.
- (c) In case of other inclement weather (e.g. heavy downpour of rain, thunderstorm, severe cold-front or rainstorm), instructor of HKNEAC will discuss with teachers in arranging alternatives to field-work.

3. Other Special Arrangements

When there is clash with school activities/ public examinations, teachers concerned are required to discuss with instructor of HKNEAC for appropriate arrangement.

4. Fieldwork

- (a) Outside TKTORC, inform instructor/ HKNEAC staff whenever peculiarities occur (e.g. injury/ sickness/leave) at the first instance. Inside TKTORC, inform both HKNEAC & TKTORC staff.
- (b) Remind students
 - i. to be alert to sites of hazard and take particular care when crossing roads, entering unfamiliar sites, etc., and
 - ii. to be punctual.
- (c) Assist in conducting fieldwork
 - i. navigate students to predetermined routes/ sites;
 - ii. initiate fieldwork experience and stimulate students' observations and discovery skills;
 - iii. attend to students' on-site problems.

5. Practical Session/ Discussion/ Conclusion

- (a) Encourage students to think and participate actively in the course.
- (b) Comment on students' work. Evaluation is a continuing and pervasive activity. Teachers' participation offers a sense of involvement and achievement.



教師須知

A. 課前準備

1. 費用

可觀自然教育中心暨天文館（本中心）將不會就課程收取任何費用。而住宿及膳食費用將由曹公潭戶外康樂中心釐定及收取，費用通常會在一個月前繳付。（曹公潭戶外康樂中心電話：24171107）

2. 參與者人數改動

如參與者人數有所改動，教師須儘早通知本中心、曹公潭戶外康樂中心以及貴校校長。

3. 監護人許可和保險

- (a) 請事先獲得學生家長/監護人的書面許可。
- (b) 如有需要，請為學生處理課程期間的保險安排。

4. 簡介學生

- (a) 與學生省覽筆記，尤其課題涉及的概念及數據分析技巧。
- (b) 提醒學生實地考察課程的安排有別於一般學校課堂。
- (c) 學生應為緊湊的課程安排和工作作好準備。
- (d) 讓學生掌握基本設備使用技巧，例如：使用指南針、閱讀地圖等。

5. 交通安排

教師須自行訂定學生的集合時間以及由本中心往返考察地點之交通安排。

6. 天文課程

所有住宿課程將獲安排免費的天文課程，學生可自由參與。

B. 戶外實地考察期間

1. 紀律

- (a) 每間參加課程的學校須安排至少一名教師與學生留宿。
- (b) 確保學生遵守本中心及曹公潭戶外康樂中心的守則。



教師須知

2. 惡劣天氣安排

- (a) 熱帶氣旋
 - i. 一號風球信號懸掛
 - 課程將如常進行，唯取消戶外實地考察活動。
 - ii. 課堂進行時改發或除下三號風球信號
 - 課程將如常進行，唯取消戶外實地考察活動。
 - 曹公潭戶外康樂中心將會關閉，所有參加者必須離營。教師可向曹公潭戶外康樂中心查詢營地重開事宜。
- (b) 當教育局宣布所有學校因惡劣天氣（例如：熱帶氣旋或暴雨）停課時，課程將會取消。
- (c) 其他惡劣天氣情況（例如：持續大雨、雷暴、冷鋒、暴雨），本中心導師將會與教師商討實地考察的替代安排。

3. 其他特別安排

若考察課程與校內活動或公開考試撞期，教師須與本中心導師商討合適的課程安排。

4. 實地考察

- (a) 如在曹公潭戶外康樂中心範圍之外，發生特殊情況（例如：受傷/生病/離開），請立刻通知本中心導師或職員。如在曹公潭戶外康樂中心範圍之內，則請立刻通知本中心以及曹公潭戶外康樂中心職員。
- (b) 提醒學生
 - i. 注意考察地點的危險位置，並在橫過馬路、進入陌生地方等時保持警覺。以及
 - ii. 準時。
- (c) 協助進行實地考察
 - i. 帶領學生到指定的考察路線/位置；
 - ii. 啟發學生的實地考察經驗以及激發學生的觀察和發現技巧；
 - iii. 幫助學生解決實地考察的問題。

5. 實踐 / 討論 / 結論

- (a) 鼓勵學生思考並積極參與課堂活動。
- (b) 評價學生的工作。評估是一項持續和普及的活動。教師的參與能產生參與感和成就感。



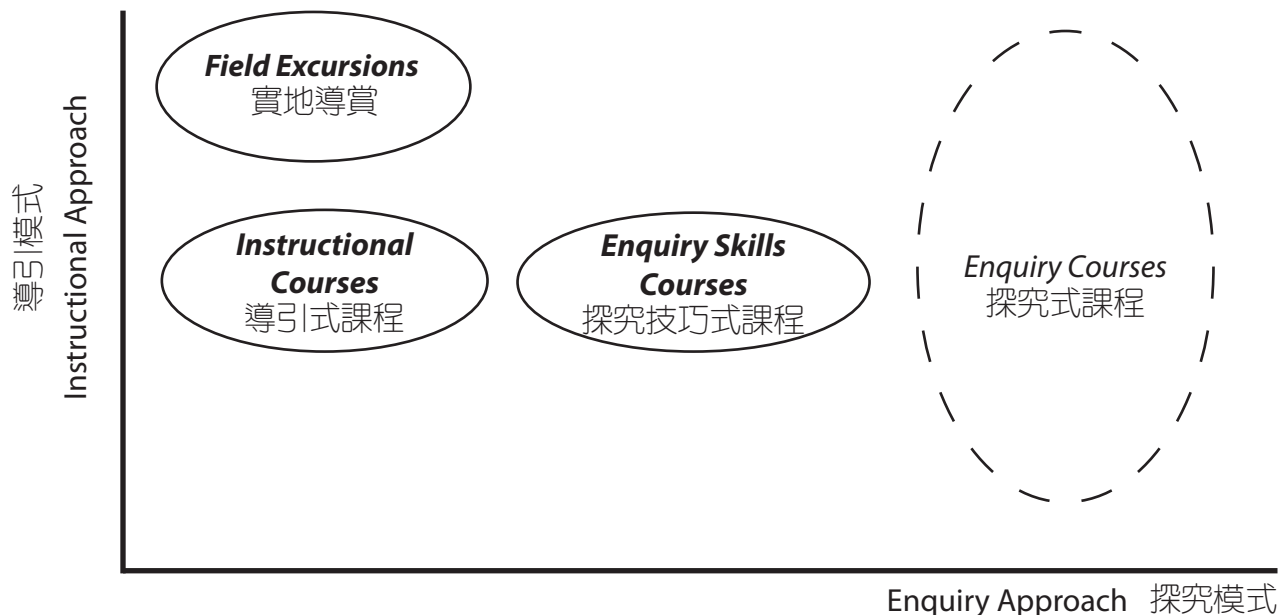
Safety Rules in Laboratories

1. Students should follow strictly the instructions given by the instructors.
2. Students should not enter the laboratory unless an instructor is present.
3. Students should not disturb or remove anything from the laboratory without permission.
4. Students should not rush around or play in the laboratory.
5. Experiments under way should not be left unattended.
6. All students should put on safety spectacles when conducting specific experiments.
7. Laboratory reagents and chemicals should be returned to the appropriate places immediately after use, with their labels facing the front.
8. Students should immediately report all accidents and breakages to their instructors.
9. Students should not suck fingers or pencils when in the laboratory since these may be contaminated with chemicals as well as germs.
10. The preparation room and storeroom should not be accessible to students.
11. Eating, drinking and smoking are strictly forbidden in the laboratory.
12. Food or drink should not be kept in the laboratory except for experimental purposes.
13. To avoid tripping over, note the chairs in the laboratory, and push them back into the tables after use.
14. Students should wear proper clothing in the laboratory.
15. Students should not wear slippers or sandals in the laboratory.
16. Students should properly secure their long hair.

1. 學生必須嚴格遵從導師的指示。
2. 除非有導師在場，否則學生不得擅進實驗室。
3. 學生未經許可，不得干擾或移取實驗室內物品。
4. 學生不應在實驗室內追逐或嬉戲。
5. 所有進行中的實驗必須有人在旁監察。
6. 在進行指定實驗時，所有學生應配戴安全眼鏡。
7. 試劑及化學品用後應要即時放回適當的位置，而容器上的標籤亦應朝外，以方便辨認。
8. 如遇意外或儀器損毀，學生應立即向導師報告。
9. 學生不應在實驗室內吮指頭或咬鉛筆，以免沾染化學品或細菌。
10. 學生不得進入預備室或貯物室。
11. 在實驗室內，嚴禁飲食及吸煙。
12. 除非實驗所需，否則學生不應攜帶食物或飲品進入實驗室。
13. 注意實驗室使用之椅子，用後請推回桌下以免被摔倒。
14. 學生應穿著合適衣物進入實驗室。
15. 學生不應穿著拖鞋或涼鞋進入實驗室。
16. 學生須把長髮束起。



Types of Courses 課程類型



Field Sites/ Field Topics 考察地點/課題

| | Instructional Courses 導引式課程 | Enquiry Skills Courses 探究技巧式課程 | Field Excursions 實地導賞 |
|---------------------------|--|--|---|
| Sham Tseng 深井 | Coast 海岸 | Coast 海岸 | |
| Tsuen Wan 荃灣 | Sustainable Development (S. D.)/ Weather 可持續發展/ 天氣 | Sustainable Development (S. D.)/ Weather 可持續發展/ 天氣 | |
| Tsing Yi 青衣 | Weather 天氣 | Weather 天氣 | |
| Yuen Long 元朗 | Industries 工業 | Industries 工業 | |
| Kam Tin 錦田 | Farming/ Landuses/ Rural 農業/ 土地利用/ 鄉郊 | Farming/ Landuses/ Rural 農業/ 土地利用/ 鄉郊 | |
| Long Valley 壟原 | Farming 農業 | Farming 農業 | |
| Chuen Lung 川龍 | Channel/ Woodland 河道/ 樹林 | Channel/ Woodland 河道/ 樹林 | |
| Sai Kung 西貢 | S. D. / Landuses 可持續發展/ 土地利用 | Opportunities and Risks* 機會與風險* | |
| Ma Shi Chau 馬屎洲 | | | Dynamic Earth*/ Coastal Landforms* 動態的地球*/ 海岸地貌* |

* Courses are only available on specific days.

• 課程僅在指定日子提供



Program Schedule 課程安排

1-day Courses

一日課程

1. Instructional Course/Enquiry Skills Course

(1 topic, 1 fieldwork)

導引式課程/探究技巧式課程

(一個課題，一次實地考察)

| Day 1 第一日 | |
|-------------|---|
| 1 Topic 課題一 | am 上午 |
| | Briefing/ Fieldwork 簡介/實地考察 |
| | pm 下午 |
| | Data Processing/ Discussion 數據處理/討論 |
| | Presentation 匯報 |

2-day Courses

兩日課程

2. Instructional Courses/Enquiry Skills Courses

(2 topics, 2 fieldworks)

導引式課程/探究技巧式課程

(兩個課題，兩次實地考察)

| Day 1 第一日 | | Day 2 第二日 | |
|---------------------------|---|---------------------------|---|
| 1 st Topic 課題一 | am 上午 | 2 nd Topic 課題二 | am 上午 |
| | Briefing/ Fieldwork 簡介/實地考察 | | Briefing/ Fieldwork 簡介/實地考察 |
| | pm 下午 | | pm 下午 |
| | Data Processing/ Discussion 數據處理/討論 | | Data Processing/ Discussion 數據處理/討論 |
| | Presentation 匯報 | | Presentation 匯報 |



Program Schedule 課程安排

3-day Courses

三日課程

3a. Instructional Courses/Enquiry Skills Courses

(3 topics, 3 fieldworks)

導引式課程/探究技巧式課程

(三個課題，三次實地考察)

| Day 1 第一日 | | Day 2 第二日 | | Day 3 第三日 | |
|---------------------------|---|---------------------------|--|-----------------|---|
| 1 st Topic 課題一 | am 上午 | 2 nd Topic 課題二 | am 上午 | All Topics 全部課題 | am 上午 |
| | Briefing/ Fieldwork 簡介/實地考察 | | Fieldwork 實地考察 | | Data Processing/ Discussion 數據處理/討論 |
| 3 rd Topic 課題三 | pm 下午 | 3 rd Topic 課題三 | pm 下午 | All Topics 全部課題 | pm 下午 |
| | Data Processing/ Briefing 數據處理/簡介 | | Fieldwork/ Data Processing 實地考察/ 數據處理 | | Presentation 匯報 |

3b. Instructional Courses/Enquiry Skills Courses

(2 topics, 2 fieldworks)

導引式課程/探究技巧式課程

(兩個課題，兩次實地考察)

| Day 1 第一日 | | Day 2 第二日 | | Day 3 第三日 | |
|---------------------------|---|---------------------------|-------------------|-----------|---|
| 1 st Topic 課題一 | am 上午 | 2 nd Topic 課題二 | am 上午 | | am 上午 |
| | Briefing/ Fieldwork 簡介/實地考察 | | Briefing 簡介 | | Data Processing/ Discussion 數據處理/討論 |
| | pm 下午 | | pm 下午 | | pm 下午 |
| | Data Processing/ Discussion 數據處理/討論 | | Fieldwork 實地考察 | | Presentation 匯報 |
| Presentation 匯報 | | | | | |



Program Reminders 課程備忘

一日課程

- 1) 課程簡介：請到下列網址下載。
http://www.hokoon.edu.hk/wp-content/uploads/NSS_Geo_Guidelines25_26.pdf
- 2) 筆記：課程前會透過電郵傳送給老師。
- 3) 午膳安排：
 - a) 自備食物及飲料；或
 - b) 向其他食品/飯盒供應商訂購午膳。本中心網頁內備有部份供應商資料，可供參考。
 - (i) 午餐飯盒訂購表：
https://www.hokoon.edu.hk/wp-content/uploads/Lunch_Order_Form25_26.pdf
 - (ii) PHD: <https://www.phd.hk/home>
 - (iii) KFC: <http://www.kfchk.com/tc/home/index.html>
 - (iv) Pizza Hut: <http://www.pizzahut.com.hk/tc/home.html>
- 4) 分組安排：請老師先行把同學分組，最多8組。
- 5) 提醒同學注意事項：
 - a) 帶備雨具、防曬用品及防蚊措施，如蚊怕水等；
 - b) 當天穿著合適衣著如長衫長褲及進食早餐。
- 6) 交通安排：所有交通安排由 貴校負責，包括租用旅遊巴士往返 貴校至本中心。

住宿課程

- 1) 課程簡介：請到下列網址下載。
http://www.hokoon.edu.hk/wp-content/uploads/NSS_Geo_Guidelines25_26.pdf
- 2) 課程費用：全免，住宿課程須向曹公潭戶外康樂中心繳交住宿和膳食費用。
- 3) 曹公潭住宿及膳食安排：
 - a) 住宿及膳食資料將由曹公潭戶外康樂中心於入營前兩個月寄出。如有任何查詢，請致電24175529與該中心聯絡；
 - b) 請於入營當天早上9:00抵達本中心進行課程簡介，隨隊教師可在課程簡介進行期間前往曹公潭戶外康樂中心辦理入營手續；
 - c) 曹公潭戶外康樂中心飯堂提供每日三餐膳食。膳食安排因應選擇課題而有所不同，若需更改膳食安排或加增午膳，請與「曹公潭戶外康樂中心飯堂承辦商」商討及填妥「膳食更改通知書」傳真至飯堂。
- 4) 分組安排：請教師先行把同學分組，最多8組。
- 5) 筆記：課程前會透過電郵傳送給老師。
- 6) 提醒同學注意事項：
 - a) 帶備雨具、防曬用品及防蚊措施，如蚊怕水等；
 - b) 當天穿著合適衣著如長衫長褲，及進食早餐。
- 7) 交通安排：所有交通安排由 貴校負責，包括租用旅遊巴士往返 貴校至本中心。