

Rules & Regulations

To create a positive and productive learning environment, please read and follow the class rules and regulations. Thank you for your cooperation, and let's work together for a successful learning journey!



Attendance & Pre-Class Preparation

- All lessons start on time. Students must be online or present at the centre at least 10 minutes before class begins
- Please use the washroom and settle all personal needs before class. Leaving during class is discouraged to avoid missing key content
- To ensure an orderly learning environment and system stability, each participant is permitted to join the class using only one Zoom account. Joining the meeting with multiple Zoom accounts is not permitted.

Camera Usage (Online Classes Only)

- F1–F3: Students must keep their cameras on throughout the class (mandatory) to encourage discipline and focus
- F4–F5: Optional, but strongly encouraged by the teacher
- Recommended camera angle: upper body or hands and working area visible
- If unable to turn on the camera, parents must inform our assistant beforehand, and ensure student focus is maintained



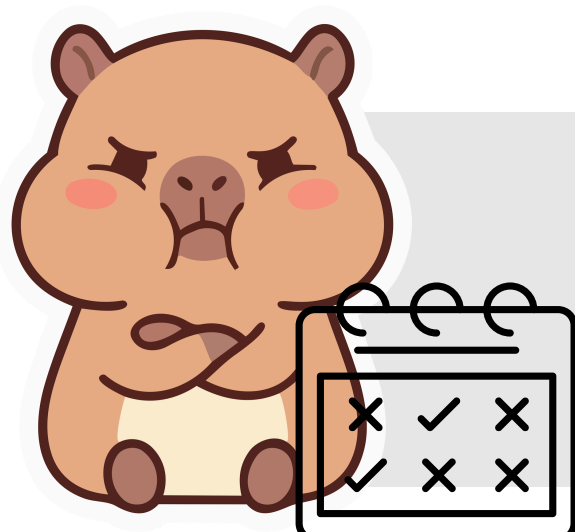
Mobile Phone Policy

- Physical classes: Students may bring their phones for after-class communication. Phones will be kept by staff during class and returned after
- Online classes: To minimise distraction, students should hand their phones to parents during class



Absence & Leave Notification

- If a student is unable to attend class, please inform our assistant in advance
- Missed lessons must be reviewed via the recorded replay before the next class to stay on track



Consecutive Absence Policy (Physical Class)

- If a student is absent without valid reason for two consecutive physical classes, the centre reserves the right to offer the slot to others

Classroom Conduct

- Avoid loud conversations at the centre and unrelated chatting in the online class chat
- Chat room should be used solely for asking and answering lesson-related questions
- Inappropriate behaviour may lead to removal from class



Parental Cooperation

- For administrative matters (e.g. leave, payment), please contact our assistant directly
- Parents must join the official WhatsApp group and respond promptly to important updates
- Education is a joint effort between teachers and parents. While we ensure quality teaching, parental support is vital in monitoring attendance, discipline, and homework completion
- In cases of neglect or absence, parents are expected to step in and support necessary correction
- Achieving academic success requires teamwork between parents and teachers for the student's continuous growth



Student Pick-Up & Safety

- Parents are required to pickup their children on time after class to ensure student safety
- The centre is not responsible for students once they have left the premises; safety outside the centre is under parental responsibility



规则与条例

为了营造积极且高效的学习环境，请仔细阅读并遵守课堂规则与相关规定。感谢您的配合，让我们携手共创愉快且充实的学习旅程！



出席与课前准备

- 所有课程将准时开始，学生须提前至少 10 分钟 上线（网课）或报到（实体课）
- 请于课前完成如厕，上课期间不得随意离席，以免错过重要知识点
- 为确保课堂秩序及系统稳定，每位学员仅允许使用一个 Zoom 账户加入课堂。使用多个账户重复加入会议将不被允许。

摄像头使用（仅限线上课）

- F1-F3： 必须全程开启摄像头（强制），以培养专注与自律
- F4-F5： 可自行选择是否开启。（老师鼓励开启）
- 建议摄像头范围涵盖上半身或手部与作业区
- 若有特殊原因无法开启，请由家长提前通知助理，并以确保学生专注为前提

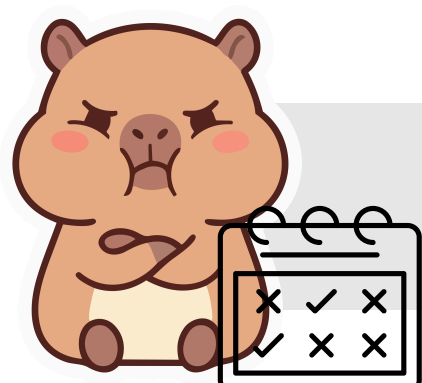


手机使用规定

- 实体课： 建议学生携带手机以便课后联络家长，上课时手机须交由助理保管，课后归还
- 网课： 为避免分心，请在上课期间将手机交由家长保管

请假与缺席

- 若无法出席，请提前通知助理
- 缺席者须于下堂课前完成课堂回播，以维持学习进度



连续缺席处理机制（实体课）

- 若无故连续缺席两次，中心有权将其名额开放给其他学生

课堂行为规范

- 请勿在中心内大声喧哗，或在网课聊天室闲聊或发布无关内容
- 聊天室功能仅用于课堂提问与回应
- 若有不当行为，中心有权终止其上课资格



家长配合事项

- 行政事务（请假、缴费等）请直接联系助理，以保障教学秩序与效率
- 家长须加入课程官方 Whatsapp 群组，及时查看与回应公告
- 教育是师长合作的成果，老师将全力提供教学，家长则需配合管理学生的出勤、自律与作业完成
- 若学生懈怠、缺席或作业不交，家长应积极沟通与引导
- 为达致最佳学习效果，唯有老师与家长形成合力，方能帮助孩子持续进步



家长接送与安全

- 上课结束后，家长必须要准时接送孩子，以确保学生人身安全
- 学生在中心外离开的安全将由家长全权负责

