

RCHK Parent Handbook

2025-26

RCHK Secondary

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Dear parents, guardians and students,

With great pleasure, we welcome your family to Renaissance College Hong Kong! We are excited to feel new energy and see new faces around campus in the upcoming academic year.



The school's philosophy is firmly student-centred and we encourage close and open communication with parents in supporting the development of young people.

Through our daily efforts, thanks to enormous support from our faculty, we aim to ensure our students feel safe and heard.

We present you with this information pack to help you get familiar with our practices, policies, educational standards, operations and many more. We hope you will find this valuable and informative. If you have questions, do not hesitate to contact our Secondary Office: secondary.office@rchk.edu.hk or 3556 3556.

Geoff Wheeler

Head of Secondary

School hours

Monday to Thursday		Friday	
Advisory	8:25am - 8:40am	Advisory	8:25am - 8:40am
Period 1	8:40am - 10am	Period 1	8:40am - 10am
Period 2	10am - 11:20am	Period 2	10am - 11:20am
Break	11:20am - 11:40am	Break	11:20am - 11:40am
Period 3	11:40am - 1pm	Period 3	11:40am - 1pm
Lunch	1pm - 1:50pm	School ends	1pm
Period 4	1:50pm - 3:10pm	Buses depart	1:20pm
School ends	3:10pm	CAS activities	N/A
Buses depart	3:20pm	Students leave campus by:	1:30pm
CAS activities	3:15pm - 4:30pm		
Students leave campus by:	4:30pm		

- From Mondays to Thursdays, school hours are from 8.25am to 3.10pm.
- On Fridays, school hours are from 8.25am to 1pm.
- No students should be on campus before 7.50am.
- The school bell rings at 8.20am.
- Students should arrive at school before 8.25am. This is a safety precaution that allows our faculty to identify who is on-site (and not yet in class) at the start of the school day.
- The Secondary library is open from 8am to 4pm (8am to 1.30pm on Fridays).
- Students should leave campus immediately after 3:10pm (1pm on Fridays) unless they are involved in after-school activities or are studying.

Communication with students and parents

Email contact

Students	Parents
<p>Every RCHK student is provided with a Renaissance College email address. This email address is an essential avenue of communication: important announcements and information are sent to students at their RCHK mailbox, including the daily student bulletin. Students are encouraged to check their email accounts daily to keep up with events in the College.</p>	<p>Day-to-day communication between the school and parents (notices, reminders, etc.) is sent through ESF App. More about ESF App on Page 10.</p> <p>Parents are required to update their personal information on Gateway to ensure they are up to date with the College's announcements. More about Gateway on Page 8.</p>

Contacting Secondary School

How to make contact	Who to contact
<p>Secondary Office phone number: +852 3556 3438</p> <p>Secondary Office email address: secondary.office@rchk.edu.hk</p>	<ul style="list-style-type: none"> • Subject Teacher - for specific subject questions or concerns • Advisor - for general academic or social questions and/or concerns • Head of Year - if concerns or questions remain after contact with the Subject Teacher and/or Advisor. • Secondary Vice-Principal or Head of Secondary - if concerns or questions remain after contacting the Head of Year

Secondary Office opening hours

- Monday - Friday, 8am to 5pm on regular school days
- Monday - Friday, 9am to to 4pm on school holidays

Open Door Policy

With relationships at the heart of who we are at Renaissance College, we have an 'open door' policy: parents can contact teachers and members of the senior leadership team whenever they wish in person, by telephone and/or via email. For more details about how we support communication between home and school, please see our [Communication Policy](#) .

Parent information sessions

To help you actively support your children's education, we will host information sessions for parents and caregivers. These sessions will provide valuable insights into the College's aims, curriculum, and various educational aspects, allowing you to better understand and support your children's work. Dates and times will be announced in due course.

Parent University

Our educators, along with members of the wellbeing and counselling teams and our PTA (RAPT), regularly host Parent University sessions. These sessions aim to familiarise parents and caregivers with the curriculum, offer parenting advice, and provide in-depth knowledge about various aspects of education at RCHK. Parents will be notified about upcoming sessions via the ESF App.

Three-Way Conferences

Three-Way Conferences (3WC) take place twice a year and provide a platform for parents, teachers, and students to meet and discuss matters important to them. In Secondary, Three-Way Conferences focus on viewing your child as a learner, with a lens on their organisational, collaborative, and social skills, as well as their current learning achievements and areas for growth.

Special 3WCs are also organised for IBDP and IBCP students and parents in Years 12 and 13, as well as with the Further Education Counsellors. The main purpose of these meetings is to continue to develop plans and strategies for the university applications.

Three-Way Conferences sessions can be booked via Gateway, and parents are notified via ESF App message about the upcoming dates. *See the next section of this guide to learn about these communication systems.*

Portals

Gateway

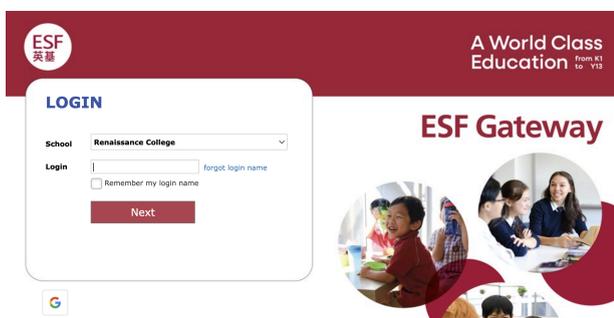
Gateway is Renaissance College's online **student data management system**. Gateway can be accessed via the following links:

Gateway link:

<https://rc.tg.esf.edu.hk>

School website (parent site):

<https://rchk.esf.edu.hk/parent/>



Activation of the Gateway account

Our IT department, better known as the **Red Door Centre**, sends new families a **username and password** to activate their Gateway access.

Parents with a child already studying at RCHK will continue using their existing Gateway account to access the new student's information. If you require technical assistance, please contact our Red Door Helpdesk at helpdesk@rchk.edu.hk or on +852 3556 3390.

Family Information and Medical Conditions

Please use the Gateway to update **your family data** (names, primary caregivers' contacts, residential addresses, etc.) as well as the student's **medical conditions**.

If your child has a **medical condition** (i.e. epilepsy, history of serious allergic reactions, long-term medical condition, etc.) that the school should know about, *please email the Secondary Office at secondary.office@rchk.edu.hk and the School Nurse (nurse@rchk.edu.hk) before the start of school.*

Gateway eNotice

Announcements that require action or confirmation from parents/guardians will be posted on Gateway; these include information about the Primary Extra-Curricular Activities (ECAs) or requests for parental consent. Most field trips need parental consent; if consent is required, an eNotice will pop up on the screen upon logging into the Gateway.

ePayment Account

Each student has a personal ePayment account, which is used to pay various fees, such as PTA membership, overseas trips, insurance, and special events like Prom. Please note that the **ePayment Wallet account is different from the School Tuition Fee account**, in which you deposit the school fees by direct debit.

[ePayment user guides](#) 

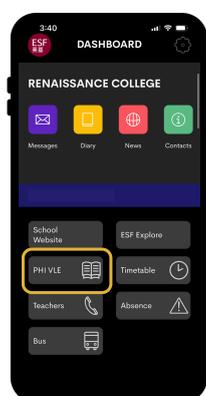
ePayment Account Balance and top up

We advise that parents make an **initial deposit of HK\$500**.

Parents will be notified by email if there is an outstanding invoice. Payments can be made using funds in your ePayment eWallet. If the eWallet balance is insufficient, you can add funds using a **credit card, PayPal, or PPS**.

Any unused balance will be carried forward to the next academic year. When graduating or leaving school, parents can either transfer the remaining amount to the account of a younger sibling in school or get a refund.

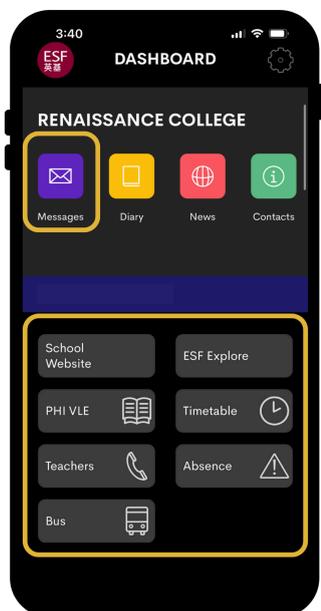
VLE - PHI



Each ESF school operates under a **Virtual Learning Environment (VLE)**. At RCHK, VLE is also known as **PHI**. VLE provides quick access to a wealth of student-focused information, such as reports and curriculum documentation, and also enables you to book parents' evening appointments. Access to PHI VLE is possible via our [website \(parent portal\)](#)  and ESF App.

ESF App

The **ESF App** is a **user-friendly mobile platform** through which RCHK parents receive all school announcements, can access students' academic results or send messages to the school.



It is **absolutely essential** for effective communication between the school and families that all parents/guardians have the **ESF App downloaded on their mobile devices**. The application for new users will be *activated 7 days before the first day of school*.

As an RCHK parent/guardian, you will have access to various services through the App:

- All notifications from RCHK and ESF
- Student academic reports
- Timetable and teacher information
- Payment system
- Bus service information
- Option to forward messages to your email account
- Recording absence

[Guides to ESF App features](#) 

Website

RCHK is operating on a domain that is divided into **two main platforms**:

HOMEPAGE

general information

<https://rchk.esf.edu.hk/>

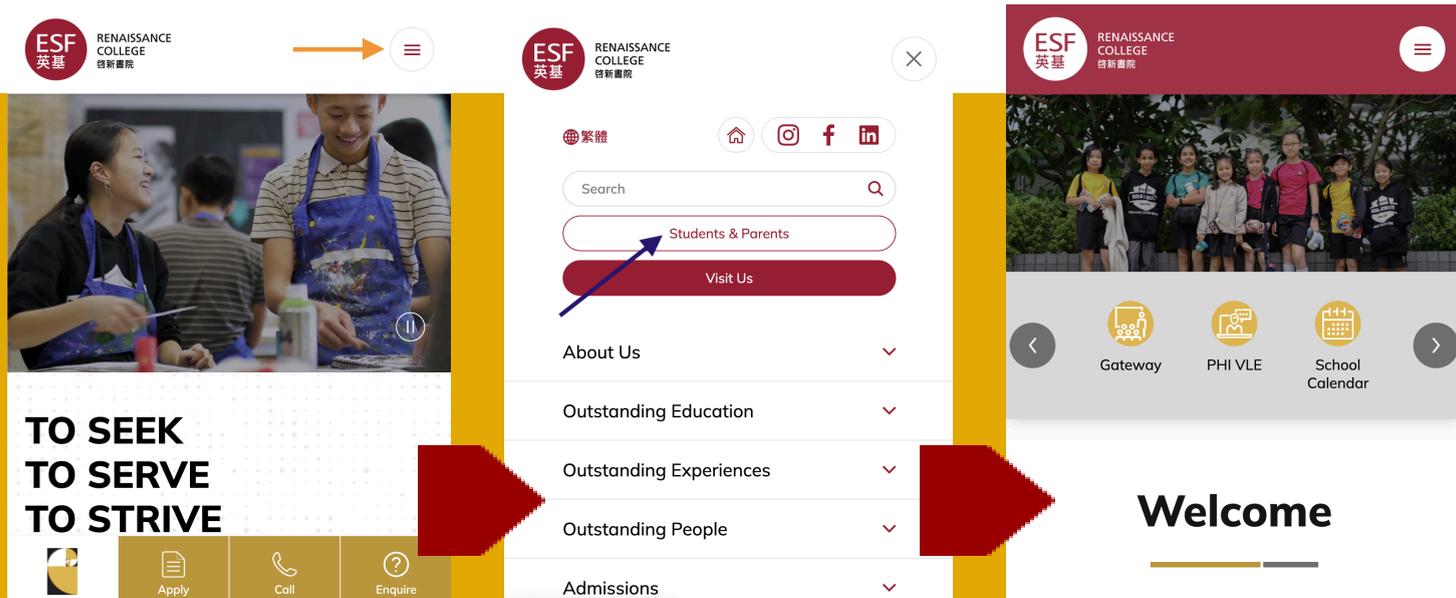
PARENT WEBSITE

parent and student-specific platform

<https://rchk.esf.edu.hk/parent/>

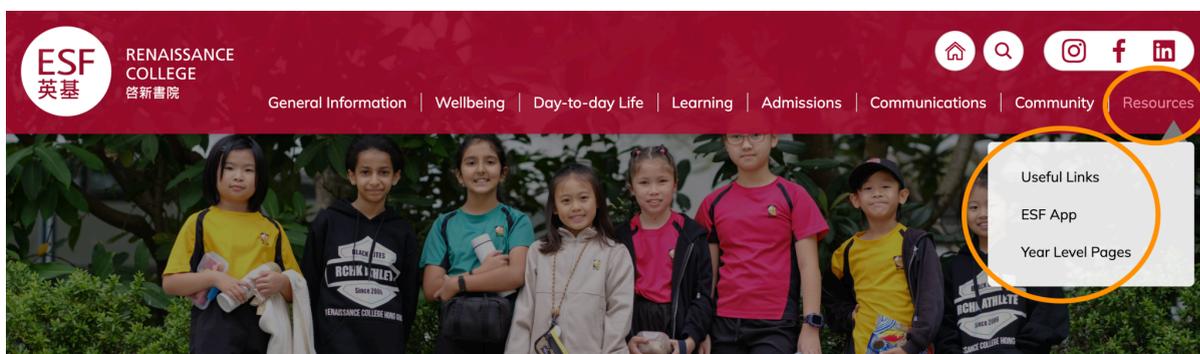
To access the parents' and students' site through a homepage, please follow these steps:

Open <https://rchk.esf.edu.hk/> >>> Click on the menu >>> Select "Students & Parents".



Resources on the website

The [website \(parent portal\)](#) has been designed to provide quick and easy access to the most important information from a parent and student perspective. You will find here curriculum information, links to our newsletters, the college-wide calendar and the monthly lunch menu, among others.



Student SmartCard

Student SmartCard

The **Student SmartCard** is issued to all Secondary students, and is an important identification and security tool. Cards are issued at the Stationery Shop; here, students

will take their card photo in a school uniform. SmartCards are distributed to students by the Secondary Office.

Purposes of the student SmartCard

Apart from being an identification and security tool, student SmartCard is also used for borrowing library books, printing or photocopying, paying for items at the Stationery Shop, and borrowing replacement laptops (only for students with a valid school AppleCare Protection Plan).

Students can add value to their SmartCards to access these services on campus.

Printing Copying Stationery	Where	Stationery Shop
	Minimum value	HK\$20
	Maximum value	HK\$100

Durability and replacement

If the SmartCard is lost or damaged, students can apply for a replacement at the Admin Office (5/F of the Admin Block). The cost of the replacement is HK\$20.

Students are advised to:

- Store a reasonable value in their SmartCard
- Keep the card in a safe carrying case and away from magnets that may lead to its demagnetisation
- Not to bend or punch holes in the card
- Keep the surface clean and free from marks or scratches
- Avoid exposing the card to excessive heat
- Not to wash the card or use it for any purpose for which it was not designed.

Transport to and from school

Public transport (No Car Policy)

All RCHK students are expected to use public transport or bus services to arrive at school and leave the school. Renaissance College is lucky to have its own MTR exit (Tuen Ma Line – **Heng On Station – exit A**). We encourage the use of these transport facilities and discourage the use of private cars to drop off/pick up students.

Late arrival or early departure

Students are required to arrive at school before 8.25am. This is a safety precaution that allows our faculty to identify who is on-site (and not yet in class) at the start of the school day.

Students are considered late if they arrive after 8.25am. If a student is late, they must sign in using an iPad (with assistance from a parent or guardian) or tap their student card (Years 12-13).

- If a child arrives late to school, they are required to sign at the guard booth and swipe their student card as soon as they arrive on campus. An explanation will be recorded at that time.
- If a student is late to school as a result of a school bus delay, this is not recorded as a late arrival.
- Advisors will monitor late arrivals to ensure that the reasons are valid, are supported by parent notes and that the student is adhering to college expectations with respect to prompt arrival to school.

If a child must leave the school before the end of the day, their parent/guardian must inform RCHK via ESF App.

Absenteeism

Please contact your child's Head of Year if your child is absent for reasons other than those outlined above.

Medical care

The Medical Room (Room AB004) is on the ground floor of the Administration Building, next to the main reception.

Guidelines for students needing medical assistance

- Students should always go to the Medical Room when they feel unwell. It is not permitted for students to contact parents/guardians directly to arrange their collection from the College. The correct procedure is to go to the Medical Room, where the nurse will make arrangements for the student's departure from the campus.
- The nurse attends to students with sickness and general medical complaints and with minor injuries. In an emergency situation, the nurse refers students to the Prince of Wales Hospital or the ambulance service.

- If a student feels unwell (headache, fever) during break time or lunchtime, wherever possible, they should report to the next class to inform the teacher of their whereabouts. More immediate situations (allergy, asthma, injury) will require students to go straight to the medical room.

Medicines

The procedures for the administration of medicines are outlined in the [Medication Authorisation Form](#) available on the Medical Centre section of our website: https://rchk.esf.edu.hk/parent/day-to-day_life/medical_centre/.

If applicable, please complete and return the form to the Nurse Room as soon as possible. For questions, please call or email the Nurse office at nurse@rchk.edu.hk or 3556 3505.

**Medication administration
and authorisation forms** 

Student's medical conditions and emergency contact

We rely on parents to notify us of any updates in the medical conditions of their children. Please ensure that the school is informed of:

- any known medical condition of the student,
- any changes in emergency contacts to parents or carers.

Insurance

ESF insures all full-time students against accidental death and permanent disability while they are participating in or attending activities organised by the school. Renaissance College and ESF **do not** cover [medical expenses](#) or [personal property losses or damages](#) (e.g. laptops, mobile phones, glasses). Parents are encouraged to take out personal insurance to cover medical expenses and property damage/loss for their children in the event of an accident on the school campus.

Off-campus activities

For off-campus, single-day activities or events, students may be enrolled for additional accidental death/permanent disability coverage, including medical expenses coverage.



This will depend on the risk rating for that activity according to the ESF risk management policy. If so, the low cost of this insurance will be included in the trip charge.

Please note that secondary sports games/tournaments are not covered.

Camps and overseas travel

For **camps and overseas travel**, students will be enrolled for additional accidental death/permanent disability coverage, including medical expenses coverage. This insurance will be either deducted from the ePayment account or included in the camp/activity fee.

Lockers and personal property

All students are allocated a locker at the start of the school year. It is a requirement that students use their allocated locker to store items they do not need to take to classes.

Using the student locker

- Lockers can be secured with a padlock and key or a combination lock, which students can purchase from the Stationery Shop.
- A labelled copy of one key or the combination lock code must be stored with the student's advisor.
- Lockers should be used to store valuables, money, and schoolbooks.
- Food and drink, especially perishable food, must not be kept in lockers overnight.
- Keeping lockers secure and well-maintained at all times is the responsibility of the student.
- Students should avoid bringing large sums of money or valuable items to school. If this is unavoidable, then the money or items must be secured in the locker for safekeeping during the day. The school is not responsible for the loss of personal items.

Personal property

Secondary school students are responsible for the care and security of their personal belongings at all times while on campus.

Valuable items

- Valuable items and large amounts of cash should not be brought to school.
- Valuable items found unattended will be kept in a secure place on campus.
- Valuable items should not be left inside the changing rooms at any time.

Lost & Found

A lost and found repository is located on the 4th floor, outside the Secondary Office (Administration Building).

Please remind your child that their property cannot be assumed to be safe if it is left unattended. When not supervised, valuables should be locked in the student's locker.

Safety monitoring

The College has a network of CCTV cameras covering lockers and outside changing room areas. This, however, can never be a replacement for common sense and students should be reminded that their valuables are never safe unless they are locked in their locker provided.

Uniforms and Stationery

RCHK Parents can purchase uniforms, stationery and souvenirs at the **Stationery and Uniform Shops**, which are both located **on our campus**. You may find more information on our website:

[Uniform Shop](#)

[Stationery Shop](#)

Shops operating hours

	Uniform Shop	Stationery Shop
Contact	Ms. Venus Yip – Uniform Shop Administrator yip15@rchk.edu.hk 3556 3456	Ms. May Lam – Stationery Shop Administrator lamm3@rchk.edu.hk 3556 3466
Regular opening hours	Monday – Friday: 8:10 am – 10:10 am 10:40 am – 1:30 pm 3:00 pm – 3:30 pm	Monday – Thursday: 8:00 am – 1:30 pm 3:00 pm – 3:30 pm Friday: 8:00 am – 1:30 pm
	<i>Closed on weekends, public holidays and school breaks</i>	

Dress code

Year 7 through Year 11 students are expected to wear the RCHK school uniforms. The designs provide plenty of choices so students can mix and match uniform items to find a combination that they are comfortable with.

Year 12 and Year 13 students at RCHK are recognised as young adults and are not required to wear uniforms to school. However, they are expected to dress appropriately for the school environment.

[Uniform guidelines](#) 

PE Uniforms

Students should bring their PE uniform on days timetabled for PHE (Physical and Health Education) or for any scheduled CAS sporting activity. Students will be able to change into their PHE uniforms in the changing rooms of the Sports Centre.

Students who have PHE during the first period of the day are permitted to travel to school in their PHE uniform. Students who do not meet this expectation may not be allowed to participate in the PHE classes and given other consequences according to the student behavioural guidelines.

Ordering uniforms

Parents can make an appointment to purchase uniforms directly at the RCHK Uniform Shop, and for that purpose, we have set aside dates for parents to manage necessary arrangements before the beginning of the school year. We highly recommend that you **reserve your visiting time slot via the online form**. If you have questions, please contact our shop administrators directly.

Uniform Shop appointment booking 

Payment methods

Cash	Cheque
HK\$1,000 banknotes are not accepted	Cheques should be crossed and made payable to "Renaissance College" with <u>the student's name, year/class and telephone number written on the back of the cheque</u>

Purchase from the supplier

Alternatively, uniforms may also be purchased directly from our uniform supplier, **Uniform Station**, online or in their Lai Chi Kok store.

8/F, China Pacific Industrial Building,
10 Wing Hong Street, Lai Chi Kok, Kowloon
九龍荔枝角永康街10號中太工業大廈8樓全層

WhatsApp: +852 95402814
Website: <https://www.rchk.ufsonline.com.hk/>
Email: ufsonline@midasitd-hk.com

Regular opening hours
Monday to Saturday: 10am - 6pm
Closed on Sundays and public holidays

August opening hours
Monday to Saturday: 10am - 6.30pm
Sunday: 11am - 6pm

Uniform size reference and fitting

Uniform size chart is available on our [website \(parent portal\)](#) . Parents are advised to order one size larger, given that children will continue to grow over the summer holidays.

Fitting is not possible at the on-campus Uniform Shop, but it is possible at the supplier's shop* ([Uniform Station in Lai Chi Kok](#) ).

Uniform exchange and refund

Uniforms can be exchanged for different sizes only **within 7 days of purchase**. The purchase receipt must be presented at the time of exchange. Uniforms to be exchanged should be in new, unwashed and unused condition (should not be worn, named, tagged, damaged or altered). All items must be returned with the original tags attached and in the original plastic bag. To ensure the availability of sizes for exchanges, please reserve the right item(s) before your visit to avoid disappointment. For personal hygiene reasons, **hats, socks, and swim caps cannot be exchanged**.

We do not give refunds under any circumstances.

Stationery

Students can purchase their stationery at the RCHK Stationery Shop or other shops. A suggested list of stationery for Year 7 to 12 students is available on the website https://rchk.esf.edu.hk/parent/day-to-day_life/stationery/.

Textbooks

The full list of required textbooks for Year 7 through Year 12 students is available on our [website \(parent portal\)](#) . Parents can place orders through Swindon Books - all order forms can be downloaded through the link below. Please note that there is no requirement that textbooks be ordered through this supplier; parents may purchase textbooks from whichever bookstore they choose.

[Textbook order forms](#) 

Laptop Programme and learning support through other devices

All RCHK students have access to individually allocated internet-enabled devices. RCHK has **Apple-certified service technicians on-site** who provide support for students and staff during school hours.

Devices for students in Years 7 to 13

All students in Years 7 to 13 are required to own and bring to school a MacBook laptop every day. Whilst we do not “ban” non-Apple computers, our network infrastructure (printing, projection), as well as software licensing and technical support, are all set up to support MacBook and iPad technology.

Getting a laptop

Parents have the option to purchase laptop devices, which are everyday learning tools for Secondary students, through one of the channels:

A	1:1 Laptop Programme (Senco Masslink through RCHK)	B	Purchase from other retailers
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Whilst we do not “ban” non-Apple computers, our network infrastructure (printing, projection), as well as software licensing and technical support, are all set up to support MacBook and iPad technology.

Laptop purchase options and benefits

	Warranty*	Insurance	IT Support	Backup computer (repair)	USB-C to USB converter
1:1 ESF Laptop Programme	✓	✓	✓	✓	✓
Other dealers	✓	✗	✗	✗	✗

* 3-year warranty for a laptop purchased through 1:1 ESF Laptop Programme and 1-year warranty under Apple Protection Plan (APP) for a new device purchased from other retailers.

Purchase through ESF 1:1 Laptop Programme

The Apple-appointed and ESF-approved supplier is [Senco-Masslink Technology Ltd.](#) Laptops can be purchased using an **online portal EduOffer**: <http://www.eduooffer.com/esf/>:

- Please create an account using the parent's email address for verification purposes.
- For new students who do not yet have an RCHK email, please upload a copy of your child's RCHK offer letter so Senco can verify his/her identity.
- **Please purchase under the correct child's name** (not a sibling) as it makes it hard for Senco and us to track records.

Purchase from other retailers

Students can use new or second-hand MacBook laptops purchased outside the ESF 1:1 Laptop Programme if they meet the following criteria.

- Minimum technical specifications:
**MacBook 13" M1 CPU
8GB RAM, 256 GB SSD**
- Recommended technical specifications:
**MacBook 13" M4 or higher CPU,
16GB RAM, 256 GB SSD**

Warranty & Repairs

A standard Apple warranty **covers repairs** due to a manufacturing fault for 1 year. AppleCare+ or the Senco Care package both extend this to 3 years and cover unlimited incidents of accidental damage (subject to a fee), but do not cover theft.

All laptops purchased through the ESF 1:1 Laptop Programme managed by Senco Masslink are covered with a **3-year** Senco Care Protection Plan as well as additional custom benefits. Laptops can be brought to the RedDoor Centre, where our on-site Apple technician will handle the necessary formalities.

During the repair period, students will use a **replacement** device.

Laptops purchased through retailers, including the Apple Store, come with a **1-year Apple Protection Plan (APP)** as a default. Families can purchase AppleCare+ for new laptops bought from other retailers, which will offer 3 years of accidental damage coverage. The terms and conditions for AppleCare+ are available here:

<https://www.apple.com/hk/en/support/products/mac/>

Parents are responsible for taking laptops to the Apple Store for repair, and while we have some loan laptops, we can not always guarantee loan laptop availability.

For general technical support and advice, Red Door staff are always available to help, regardless of where a laptop was purchased.

Insurance

Insurance covers accidental damage and loss. When a laptop is purchased through the ESF 1:1 Laptop Programme, **Zurich Insurance** makes a policy offer. Details on the insurance coverage:

<https://www.zurich.com.hk/en/products/home/laptop-all-risks-insurance-plan>

Parents are responsible for arranging insurance coverage on their own if the laptop was purchased outside of the 1:1 ESF Laptop Programme.

Accessories: USB-C to USB Adapter

USB-C-to USB converter is included.

If you do not have the USB-C to USB converter, please purchase one as some equipment such as data loggers or robotics requires a USB port.

Purchase through ESF 1:1 Laptop Programme

Purchase from other retailers

Software

School provides all required software. Parents may consider purchasing and installing parental control software such as Qustodio: <http://www.qustodio.com/en/>.

Setup and registration

All laptops, whether purchased through the ESF Laptop Programme or elsewhere, must be set up and registered for use on our Renaissance College network under the student's name.

Accessories

USB-C to USB adapter

Please purchase a USB-C to USB converter as some equipment, such as data loggers, robotics, requires a USB port. If you are buying through the official ESF 1:1 Laptop Programme (through Senco), the adapter is automatically included.

Headphones

All students need to bring headphones with a built-in microphone to school. We suggest more sturdy “over the ear” headphones, especially for students in Years 7 to 9.

Backup

Students are responsible for their own data backup. We recommend storing files on our school's Google Drive. If students wish to back up their entire laptop, then an external drive is recommended.

Protection and identification

We recommend that all students use covers/cases to protect their laptops from damage, as well as help with quick identification. We also recommend a soft bag with handles to carry laptops safely on and outside of campus. To avoid loss as well as for quick identification of one's device, students should have their name tags visible on their bags and devices.

Homework guidelines

At RCHK, homework is set for the following purposes:

- To review and consolidate what a student has learned in class

- To extend and develop what a student has learned in class
- To research or prepare for the next lesson or topic
- Above all, to develop habits of self-directed learning

Google Classroom

Students receive resources, homework and assessment information on **Google Classroom**. This platform feeds deadlines into the students' Google calendar so that they have all their deadlines in one place. Students can also share calendars with parents. In addition, parents and guardians can opt to receive a weekly or daily email notification summarising task(s) set on Google Classroom.

ManageBac

ManageBac is used for tracking core components of the IB programme such as Service and Action, Personal Project and Extended Essay.

Cafeteria

Food services

All food services at Renaissance College, including operations of the cafeteria, coffee shop and salad bar, are managed by **Sodexo**.



<p>In the main canteen, enjoy a variety of Western and Asian dishes including a selection of Daily Chef's Specials and Carvings station.</p> <p>MAIN CANTEEN G/F</p>	<p>Relish an array of noodle assortment & toppings, along with local HK BBQ specialties.</p> <p>MAIN CANTEEN 1/F</p>	<p>Daily homemade pizzas and à la minute pasta cooking with your choice of sauce and pasta.</p> <p>OUTSIDE</p>
<p>Make your own sandwich or poke bowl with fresh and diverse seasonal ingredients.</p> <p>OUTSIDE</p>	<p>Craft your meal from an array of greens and proteins, homemade dressings and condiments.</p> <p>OUTSIDE</p>	<p>Premium coffee & beverages which can be best enjoyed with our home baked pastries.</p> <p>OUTSIDE</p>

Lunch menu and pricing [↗](#)

Breakfast Lunch Snacks	Location	Cafeteria and outdoor service counters
	Operation days	Monday - Friday during term
	Operation hours	8am - 4pm
	Payment methods	Octopus only
	Enquiries	unit.rchk.hk@sodexo.com

Lunch

Buying lunch

Bringing lunch from home

Students in Years 7 - 13

Secondary students can purchase lunch at the Cafeteria. Menu includes five main set options: A, B, C, Chef's special and Carving Station.

Noodle & BBQ Bar offers a selection of noodle choices.

Prices for different sets vary, and updated prices can be found on our [website \(parent portal\)](#) .

Home lunches should be brought into the college by students in the morning; it is not permissible for students to leave RCHK premises to have lunch (except DP students), nor is it permissible for students to have lunch delivered to the school from home or an outside food provider.

Students in Years 12 - 13

Diploma students (Y12-13) are allowed to leave the college campus during lunch breaks.

Student wellbeing

The wellbeing of all students at Renaissance College is a responsibility shared by all teachers throughout the school during the school day. However, the roles of **Heads of Year** and **Advisors** are especially important; Heads of Year are supported by Advisors and classroom teachers and coordinated by the **Vice-Principal (Wellbeing)** of Secondary. This team works together to ensure that a formal system of support is enjoyed in Secondary school. Procedures and events, such as daily registration, advisory periods, assemblies, and individual contact with students, provide the

structure for teachers to know more about our students. Students can be assured that our teachers, who take a genuine interest in how individual students are progressing at the college, know them.

The college is committed to handling any difficulties that students may experience with professionalism and sensitivity.

[Approach to Wellbeing](#) 

[Student support](#) 

[Positive Relationship & Anti-bullying](#) 

[Safeguarding](#) 

Student buddy system

We also acknowledge that students have an integral role to play in the development of a supportive student wellbeing network at the college. Students new to RCHK will be paired with returning Secondary students. This arrangement will greatly assist new students to better transition into the social and academic life of the college and will be overseen by the relevant Head of Year.

Counselling

The Secondary students are able to seek professional counselling services from our team of counsellors.

Students can self-refer if they need **confidential guidance**. Heads of Year may also recommend that a student seek help from the counsellors. Parents are also welcome to seek advice - please contact the counsellor to make an appointment. Any extra sessions that parents arrange through the counsellor are a private arrangement, and parents will be required to meet the cost accordingly.

Parents and Teachers Association

Renaissance Association of Parents and Teachers (RAPT) is RCHK's Parents and Teachers Association (PTA) and exists as a non-profit volunteering association to bring together parents and the teaching and support staff of Renaissance College to

support college projects. More information can be found on our website: <https://rchk.esf.edu.hk/parent/community/rapt/>.

Welcome letter from RAPT

The updates, upcoming and past events organised by RAPT are posted on RAPT's social media, and in the bi-weekly newsletter, RAPT Bytes newsletter (see page 22).

- Facebook: <https://www.facebook.com/RCHKRAPT/>
- Instagram: <https://www.instagram.com/rchkrapr/>

Social media

Renaissance College appreciates a well-established parent community. We share and celebrate the richness and diversity of learning at our school. Social media presence allows our community to stay up-to-date with school activities. Parents are welcome to follow us on social media and leave comments under our posts.

School's official social media accounts

Account	Account name	Accessibility	Link
Instagram	Renaissance College	public	https://www.instagram.com/rchkschool/
Facebook	ESF Renaissance College Hong Kong	public	https://www.facebook.com/RenaissanceCollegeHK/
LinkedIn	Renaissance College Hong Kong	public	https://hk.linkedin.com/company/renaissance-college-hong-kong
X	Renaissance College	public	https://twitter.com/RCHKschool/

Appropriate behaviour on social media

An ethical presence on social media is crucial for the wellbeing of our students, parents and staff. Older students who, by law, are eligible to use social media accounts should always follow [Secondary School Code of Conduct](#) , [Positive Relationships Guidelines](#)  and [Anti-Bullying Guidelines](#) .

Cyberbullying will not be tolerated and may result in disciplinary action. Cyberbullying includes using social media, blogs, chat room texts or instant messaging to intimidate someone.

We should also respect the privacy of others and not tag them in photos or places, or share their posts without their permission.

If we notice inappropriate social media behaviour from any user, we will block unwanted messages and posts on social media sites, delete or block the person who is behaving this way, and keep evidence of the behaviour.

Use of student photos and videos

RCHK reserves the right to put the students' photos, taken during school hours and school activities, in the official publications, websites, and social media without seeking specific parental permission. However, **students' full names will not be published** on official RCHK social media pages or websites without the permission of a parent or guardian. This policy may be subject to change during the 2025-26 school year in line with the new ESF Safeguarding policy, of which parents will be notified in due course.

[Student Photo Usage Policy](#) 

Whilst we understand that taking/having personal photos of your child(ren) in school is important to many people, we ask that people do not take photos/videos of other children where permission by/for that child has not been given. For questions, please contact our Communications Team: editor@rchk.edu.hk, +852 3556 3537.

Newsletter

As an RCHK parent, your email is automatically subscribed to our weekly eNewsletters: **Black Kite** and **RAPT Bytes** alternate every Friday of the week. Parents can [view all archived editions on our website](#) .

Glossary

A quick reference to the most commonly used terms and acronyms at RCHK.

Black Kite	Name of RCHK's weekly eNewsletter	IBDP	International Baccalaureate Diploma Programme
Black Kites	RCHK students' athletic team	IS	Individuals & Societies (integral part of IBDP)
CAS	Creativity, Activity, Service (an essential element of the IBDP)	LE	Learning Enhancement
CPD	Continuing Professional Development	LET	Learning Enhancement Team
CPL	Curriculum Project Leader	LIRC	Library Information & Resources Centre
CW	College-Wide (Primary + Secondary)	MYP	IB Middle Years Programme designed for students aged 11 to 16 years
EA	Educational Assistant	PAC	Performing Arts Centre
ECA	Extra-Curricular Activities	PU	Parent University - information and educational sessions organised by RCHK faculty for parents/guardians
EDB	Education Bureau of Hong Kong	PHI	Name of RCHK's VLE
eNotice	Notification sent to parents via Gateway, usually requiring response	POI	Programme of Inquiry (in Primary)
EMB@RC	Exploration, Motivation and Boundlessness @Renaissance College	PP	Personal Project (in Secondary)
EOTC	Education Outside the Classroom	PYP	IB Primary Years Programme designed for students aged 3 to 12
ESF	English Schools Foundation	RAPT	Renaissance Association of Parents and Teachers (Ltd.) - RCHK's PTA
ESF App	ESF mobile application used to send regular notifications to parents	RAPT Bytes	Name of RCHK's weekly eNewsletter
FE	Further Education (refers to the department at RCHK)	RCHK	ESF Renaissance College Hong Kong
Gateway	Student data management system	RDC	Red Door Centre
HOD	Head of Department	3WC	Three-Way Conference (Parent-Teacher-Student meeting)
HOUSE	House of Ming, Qing, Song or Tang	TOK	Theory of Knowledge (an essential element of the IBDP)
HOY	Head of Year (in Secondary)	UOI	Unit of Inquiry in IB PYP
IB	International Baccalaureate	VLE	Virtual Learning Environment
IBCP	International Baccalaureate Career-related Programme	WOW	World of Work programme for Year 11 students