



Ref: 17/18-003Ae
15 September 2017

Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S1 Students

To achieve better learning results, apart from regular assignments, the School administers two uniform tests and two examinations in each academic year, after which Report Slips / Report Cards will be issued. Here are the arrangements concerning homework, assessments, academic reports, absences during tests and examinations, promotion criteria, etc.

I. Homework

1. Homework records

Starting from Sept 13, daily homework record of each class will be uploaded to Intranet e-class for easy reference at home. Parents will receive their Intranet e-class passwords later.

2. Failure to submit homework

- An SMS will be sent to the parents concerned.
- Labels showing "no homework" records (of the previous month) will be affixed in the Student's Handbook at the beginning of each month.

3. Follow-up actions

Days late	Actions to be taken
5	<ul style="list-style-type: none">● Call the parents concerned● Send such students to an after-school "homework class" (for 5 days)
7	<ul style="list-style-type: none">● Academic Committee meets the students concerned
10	<ul style="list-style-type: none">● 1 black mark (homework-related) to be given. Parents will be informed.● Send such students to an after-school "homework class" (for 10 days)

- Students who receive a black mark (homework-related) will receive another black mark and be sent to another 10-day after school "homework class" if they fail to submit homework for 5 days again. The grade of conduct of students will be affected after they receive black mark (homework-related).
- "No homework" records are settled every term.
- All after-school activities (like interest classes / tutorial classes) are to be suspended during the "homework class" periods. All fees concerned will not be returned.

II. Assessments arrangements

- Subjects to be assessed are Chinese Language, English Language, Mathematics, Integrated Science, Liberal Studies, Chinese History, Religion & Ethics, Putonghua, Computer Literacy, Home Economics, Music, Visual Arts, Physical Education and INNO-Master.
- Uniform tests and examinations:
 - All uniform tests and examinations: Chinese Language, English Language, Mathematics, Integrated Science, Liberal Studies and Chinese History
 - First term and second term examinations: Religion & Ethics
 - Second term examination only: Putonghua
 - Continuous assessment throughout the year: all other subjects

III. Academic reports

- Chinese Language, English Language, Mathematics, Integrated Science, Liberal Studies, Chinese History, and Religion & Ethics: Marks will be given.
- All other subjects: Grades will be given (subject teachers will explain the grading system in class).

IV. Weighting of academic results

- First term results: 40% of the yearly results
- Second term results: 60% of the yearly results
- The weighting between continuous assessment and regular examinations varies from subjects to subjects. An approximate weighting is as follows:

First term		Second Term	
*Continuous Assessment	Regular Examinations	*Continuous Assessment	Regular Examinations
Not less than 40%	Not more than 60%	Not less than 40%	Not more than 60%

*Continuous assessment includes uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

* If the academic results being less than 50%, your son / daughter has to attend the after-school study classes.

Teachers will provide academic support to students in the classes.

V. Absences during assessment periods

- No makeup tests and examinations will be offered.
- If a student is absent due to illness, parents must call the Office before 8am on that day and submit a letter of absence AND a medical certificate to the Form Teacher the following day. Marks will be adjusted as follows:

Nature of absence	Mark adjustments
Sick Leave (with medical certificate) Casual Leave (with principal's approval)	Marks will be adjusted according to the continuous assessment and other tests and examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

- On the Uniform Test Report Slip, "Absence" will be given to the subject(s) that the students are absent for. "Not Applicable" will be given in the "Overall Performance in Class" section. The marks concerned will be estimated based on the coming examination results.
- If a student is absent for the entire uniform test or examination period(s), no report cards will be issued.

VI. Promotional criteria

1. Average total marks equal or over 50, AND
2. Passes in Chinese Language, English Language, and Mathematics, AND
3. Attendance rate over 85% (please see Student's Handbook for more details)

VII. Class allocation for S2

1. In order to cater for learner's diversity, around 32 students with higher academic ability will be allocated to the same class according to their yearly results and at least grade B of conduct. The remaining students will be allocated evenly to the remaining classes of mixed abilities. The number of students will be adjusted and more assistance will be offered to the 'mixed ability classes' so that the School can cater for student's learning needs more and enhance learning-and -teaching effectiveness.
2. Class learning Chinese in Putonghua: 30-32 students will be allocated to the class which learns Chinese Language in Putonghua. Students in this class have to fulfill the following criteria: (1) students' preference (2) A pass in Chinese Language (yearly) (3) Grade E or above in Putonghua (yearly). If there are fewer than 28 students meeting the above criteria, no such a class will be offered so as to better allocate our resources.

Thank you for your attention.

Yours sincerely,
Steven Hon
Principal

Ref: 17/18-003Ae

_____ September 2017

Reply Slip

I have been fully informed of the various academic arrangements.

Parent's / Guardian's signature: _____

Student's name: _____

Class: _____ Class no.: _____



Ref: 17/18-003Be
15 September 2017

Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S2 Students

To achieve better learning results, apart from regular assignments, the School administers two uniform tests and two examinations in each academic year, after which Report Slips / Report Cards will be issued. Here are the arrangements concerning homework, assessments, academic reports, absences during tests and examinations, promotion criteria, etc.

I. Homework

1. Homework records

Starting from Sept 13, daily homework record of each class will be uploaded to Intranet e-class for easy reference at home. Parents could continue using their old passwords to access Intranet e-class.

2. Failure to submit homework

- An SMS will be sent to the parents concerned.
- Labels showing "no homework" records (of the previous month) will be affixed in the Student's Handbook at the beginning of each month.

3. Follow-up actions

Days late	Actions to be taken
5	<ul style="list-style-type: none">● Call the parents concerned● Send such students to an after-school "homework class" (for 5 days)
7	<ul style="list-style-type: none">● Academic Committee meets the students concerned
10	<ul style="list-style-type: none">● 1 black mark (homework-related) to be given. Parents will be informed.● Send such students to an after-school "homework class" (for 10 days)

- Students who receive a black mark (homework-related) will receive another black mark and be sent to another 10-day after school "homework class" if they fail to submit homework for 5 days again. The grade of conduct of students will be affected after they receive black mark (homework-related).
- "No homework" records are settled every term.
- All after-school activities (like interest classes / tutorial classes) are to be suspended during the "homework class" periods. All fees concerned will not be returned.

II. Assessments arrangements

- Subjects to be assessed are Chinese Language, English Language, Mathematics, Liberal Studies, Geography, Integrated Science, Chinese History, Religion & Ethics, Putonghua, Computer Literacy, Home Economics, Music, Visual Arts, Physical Education and INNO-Master.
- Uniform tests and examinations:
 - All uniform tests and examinations: Chinese Language, English Language, Mathematics, Liberal Studies, Geography, Integrated Science and Chinese History
 - First term and second term examinations: Religion & Ethics
 - Second term examination only: Putonghua
 - Continuous assessment throughout the year: all other subjects

III. Academic reports

- Chinese Language, English Language, Mathematics, Liberal Studies, Geography, Integrated Science, Chinese History, and Religion & Ethics: Marks will be given.
- All other subjects: Grades will be given (subject teachers will explain the grading system in class)

IV. Weighting of academic results

- First term results: 40% of the yearly results
- Second term results: 60% of the yearly results
- The weighting between continuous assessment and regular examinations varies from subjects to subjects. An approximate weighting is as follows:

First term		Second Term	
*Continuous Assessment	Regular Examinations	*Continuous Assessment	Regular Examinations
Not less than 40%	Not more than 60%	Not less than 40%	Not more than 60%

*Continuous assessment includes uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

* If the academic results being less than 50%, your son / daughter has to attend the after-school study classes.

Teachers will provide academic support to students in the classes.

V. Absences during assessment periods

- No makeup tests and examinations will be offered.
- If a student is absent due to illness, parents must call the Office before 8am on that day and submit a letter of absence AND a medical certificate to the Form Teacher the following day. Marks will be adjusted as follows:

Nature of absence	Mark adjustments
Sick Leave (with medical certificate) Casual Leave (with principal's approval)	Marks will be adjusted according to the continuous assessment and other tests and examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

- On the Uniform Test Report Slip, "Absence" will be given to the subject(s) that the students are absent for. "Not Applicable" will be given in the "Overall Performance in Class" section. The marks concerned will be estimated based on the coming examination results.
- If a student is absent for the entire uniform test or examination period(s), no report cards will be issued.

VI. Promotional criteria

1. Average total marks equal or over 50, AND
2. Passes in Chinese Language, English Language, and Mathematics, AND
3. Attendance rate over 85% (please see Student's Handbook for more details)

VII. Class allocation for S3

1. In order to cater for learner's diversity, 32-34 students with higher academic ability will be allocated to the same class according to their yearly results and at least grade B of conduct. The remaining students will be allocated evenly to the remaining classes of mixed abilities. Number of students will be adjusted and more assistance will be offered to the 'mixed ability classes' so that the School can cater for student's learning needs more and enhance learning -and -teaching effectiveness.
2. Class learning Chinese in Putonghua: 30-32 students will be allocated to the class which learns Chinese Language in Putonghua. Students in this class have to fulfill the following criteria: (1) students' preference (2) A pass in Chinese Language (yearly) (3) Grade E or above in Putonghua (yearly). If there are fewer than 28 students meeting the above criteria, no such a class will be offered so as to better allocate our resources.

Thank you for your attention.

Yours sincerely,
Steven Hon
Principal

Ref: 17/18-003Be

_____ September 2017

Reply Slip

I have been fully informed of the various academic arrangements.

Parent's / Guardian's signature: _____

Student's name: _____

Class: _____ Class no.: _____



Ref: 17/18-003Ce
15 September 2017

Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S3 Students

To achieve better learning results, apart from regular assignments, the School administers two uniform tests and two examinations in each academic year, after which Report Slips / Report Cards will be issued. Here are the arrangements concerning homework, assessments, academic reports, absences during tests and examinations, promotion criteria, etc.

I. Homework

1. Failure to submit homework

- An SMS will be sent to the parents concerned.
- Labels showing "no homework" records (of the previous month) will be affixed in the Student's Handbook at the beginning of each month.

2. Follow-up actions

Days late	Actions to be taken
5	<ul style="list-style-type: none">● Call the parents concerned● Send such students to an after-school "homework class" (for 5 days)
7	<ul style="list-style-type: none">● Academic Committee meets the students concerned
10	<ul style="list-style-type: none">● 1 black mark (homework-related) to be given. Parents will be informed.● Send such students to an after-school "homework class" (for 10 days)

- Students who receive a black mark (homework-related) will receive another black mark and be sent to another 10-day after school "homework class" if they fail to submit homework for 5 days again. The grade of conduct of students will be affected after they receive black mark (homework-related).
- "No homework" records are settled every term.
- All after-school activities (like interest classes / tutorial classes) are to be suspended during the "homework class" periods. All fees concerned will not be returned.

II. Assessments arrangements

- Subjects to be assessed are Chinese Language, English Language, Mathematics, Liberal Studies, Chinese History, Economics, Geography, Biology, Chemistry, Physics, Religion & Ethics, Putonghua, Computer Literacy, Music, Visual Arts and Physical Education.
- Uniform tests and examinations:
 - All uniform tests and examinations: Chinese Language, English Language, Mathematics, Liberal Studies, Chinese History, Economics, Geography, Biology, Chemistry and Physics
 - First term and second term examinations: Religion & Ethics
 - Second term examination only: Putonghua
 - Continuous assessment throughout the year: all other subjects

III. Academic reports

- Chinese Language, English Language, Mathematics, Liberal Studies, Chinese History, Economics, Geography, Biology, Chemistry, Physics and Religion & Ethics: Marks will be given.
- All other subjects: Grades will be given (subject teachers will explain the grading system in class).

IV. Weighting of different subjects results

Subject	Weighting
Chinese Language, English Language, Mathematics	3
Liberal Studies	2
Chinese History, Economics, Geography, Biology, Chemistry and Physics and Religion & Ethics	1

V. Weighting of academic results

- First term results: 40% of the yearly results
- Second term results: 60% of the yearly results
- The weighting between continuous assessment and regular examinations varies from subjects to subjects. An approximate weighting is as follows:

First term		Second Term	
*Continuous Assessment	Regular Examinations	*Continuous Assessment	Regular Examinations
Not less than 40%	Not more than 60%	Not less than 40%	Not more than 60%

*Continuous assessment includes uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

* If the academic results being less than 50%, your son / daughter has to attend the study class during summer vacation. Tutors will provide academic support to students in the class.

VI. Absences during assessment periods

1. No makeup tests and examinations will be offered.
2. If a student is absent due to illness, parents must call the Office before 8am on that day and submit a letter of absence AND a medical certificate to the Form Teacher the following day. Marks will be adjusted as follows:

Nature of absence	Mark adjustments
Sick Leave (with medical certificate) Casual Leave (with principal's approval)	Marks will be adjusted according to the continuous assessment and other tests and examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

3. On the Uniform Test Report Slip, "Absence" will be given to the subject(s) that the students are absent for. "Not Applicable" will be given in the "Overall Performance in Class" section. The marks concerned will be estimated based on the coming examination results.
4. If a student is absent for the entire uniform test or examination period(s), no report cards will be issued.

VII. Promotional criteria

1. Average total marks equal or over 50, AND
2. Passes in Chinese Language, English Language, and Mathematics, AND
3. Attendance rate over 85% (please see Student's Handbook for more details)

VIII. Subject selection for S4

1. Subject selections will be made based on students' yearly results, their personal preferences and their form rankings.
2. A talk about subject selection for students and parents will be conducted. Please pay attention to the School's notice.

Thank you for your attention.

Yours sincerely,
Steven Hon
Principal

Ref: 17/18-003Ce
_____ September 2017

Reply Slip

I have been fully informed of the various academic arrangements.

Parent's / Guardian's signature: _____

Student's name: _____

Class: _____ Class no.: _____



Ref: 17/18-003De
15 September 2017

Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S4 Students

To achieve better learning results, apart from regular assignments, the School administers two uniform tests and two examinations in each academic year, after which Report Slips / Report Cards will be issued. Here are the arrangements concerning homework, assessments, academic reports, absences during tests and examinations, promotion criteria, etc.

I. Homework

1. Failure to submit homework
 - An SMS will be sent to the parents concerned.
 - Labels showing "no homework" records (of the previous month) will be affixed in the Student's Handbook at the beginning of each month.

2. Follow-up actions

Days late	Actions to be taken
5	● Call the parents concerned
7	● Academic Committee meets the students concerned
10	● 1 black mark (homework-related) to be given. Parents will be informed.

- Students who receive a black mark (homework-related) will receive another black mark if they fail to submit homework for 5 days again. The grade of conduct of students will be affected after they receive black mark (homework-related).
- "No homework" records are settled every term.

II. Assessments arrangements

1. Subjects to be assessed are Chinese Language, English Language, Mathematics, Liberal Studies, all electives, Religion & Ethics and Physical Education.
2. Uniform tests and examinations:
 - All uniform tests and examinations: Chinese Language, English Language, Mathematics, Liberal Studies and all electives
 - First term and second term examinations: Religion & Ethics
 - Continuous assessment throughout the year: Physical Education

III. Academic reports

1. All subjects, except Physical Education: Marks will be given.
2. Physical Education: Grades will be given (subject teachers will explain the grading system in class)

IV. Weighting of different subjects results

Subject	Weighting
Chinese Language, English Language, Mathematics	2
Liberal Studies, all electives, Religion & Ethics	1

V. Weighting of academic results

1. First term results: 40% of the yearly results
2. Second term results: 60% of the yearly results
3. The weighting between continuous assessment and regular examinations varies from subjects to subjects. An approximate weighting is as follows:

First term		Second Term	
*Continuous Assessment	Regular Examinations	*Continuous Assessment	Regular Examinations
Not less than 30%	Not more than 70%	Not less than 30%	Not more than 70%

*Continuous assessment includes uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

VI. Absences during assessment periods

1. No makeup tests and examinations will be offered.
2. If a student is absent due to illness, parents must call the Office before 8am on that day and submit a letter of absence AND a medical certificate to the Form Teacher the following day. Marks will be adjusted as follows:

Nature of absence	Mark adjustments
Sick Leave (with medical certificate) Casual Leave (with principal's approval)	Marks will be adjusted according to the continuous assessment and other tests and examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

3. On the Uniform Test Report Slip, "Absence" will be given to the subject(s) that the students are absent for. "Not Applicable" will be given in the "Overall Performance in Class" section. The marks concerned will be estimated based on the coming examination results.
4. If a student is absent for the entire uniform test or examination period(s), no report cards will be issued.

VII. Promotional criteria

1. Average total marks equal or over 50, AND
2. Passes in Chinese Language, English Language, Mathematics, and Liberal Studies AND
3. Pass in at least ONE elective subject, AND
4. Attendance rate over 85% (please see Student's Handbook for more details)

VIII. Withdrawal of elective subjects and application for applied learning in S4

1. Students currently taking 3 electives could apply to withdraw one elective subject after the Second Term Exam (within the designated period).
2. Should all of the 3 situations stated below emerge, students will be arranged to withdraw from the worst elective subject, so as to concentrate on the remaining subjects and striving for better results:
 - a) the annual average total marks being 5 marks below passing marks
 - b) failing to pass the annual total marks in that elective
 - c) marks of that elective being the bottom 10 % among all students concerned
3. In order not to lower our students' university admission opportunity, students who withdraw an elective subject (due to poor results) will be arranged to take applied learning, so that they can fulfil the university entrance requirement. A talk will be organized later to disclose more information.

Thank you for your attention.

Yours sincerely,
Steven Hon
Principal

Ref: 17/18-003De

_____ September 2017

Reply Slip

I have been fully informed of the various academic arrangements.

Parent's / Guardian's signature: _____

Student's name: _____

Class: _____ Class no.: _____



Ref: 17/18-003Ee
15 September 2017

Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S5 Students

To achieve better learning results, apart from regular assignments, the School administers two uniform tests and two examinations in each academic year, after which Report Slips / Report Cards will be issued. Here are the arrangements concerning homework, assessments, academic reports, absences during tests and examinations, promotion criteria, etc.

I. Homework

1. Failure to submit homework

- An SMS will be sent to the parents concerned.
- Labels showing "no homework" records (of the previous month) will be affixed in the Student's Handbook at the beginning of each month.

2. Follow-up actions

Days late	Actions to be taken
5	● Call the parents concerned
7	● Academic Committee meets the students concerned
10	● 1 black mark (homework-related) to be given. Parents will be informed.

- Students who receive a black mark (homework-related) will receive another black mark if they fail to submit homework for 5 days again. The grade of conduct of students will be affected after they receive black mark (homework-related).
- "No homework" records are settled every term.

II. Assessments arrangements

1. Subjects to be assessed are Chinese Language, English Language, Mathematics, Liberal Studies, all electives, Religion & Ethics and Physical Education.
2. Uniform tests and examinations:
 - All uniform tests and examinations: Chinese Language, English Language, Mathematics, Liberal Studies and all electives
 - First term and second term examinations: Religion & Ethics
 - Continuous assessment throughout the year: Physical Education

III. Academic reports

1. All subjects, except Physical Education: Marks will be given.
2. Physical Education: Grades will be given (subject teachers will explain the grading system in class)

IV. Weighting of different subjects results

Subject	Weighting
Chinese Language, English Language, Mathematics	2
Liberal Studies, all electives, Religion & Ethics	1

V. Weighting of academic results

1. First term results: 40% of the yearly results
2. Second term results: 60% of the yearly results
3. The weighting between continuous assessment and regular examinations varies from subjects to subjects. An approximate weighting is as follows:

First term		Second Term	
*Continuous Assessment	Regular Examinations	*Continuous Assessment	Regular Examinations
Not less than 30%	Not more than 70%	Not less than 30%	Not more than 70%

*Continuous assessment includes uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

VI. Absences during assessment periods

1. No makeup tests and examinations will be offered.
2. If a student is absent due to illness, parents must call the Office before 8am on that day and submit a letter of absence AND a medical certificate to the Form Teacher the following day. Marks will be adjusted as follows:

Nature of absence	Mark adjustments
Sick Leave (with medical certificate) Casual Leave (with principal's approval)	Marks will be adjusted according to the continuous assessment and other tests and examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

3. On the Uniform Test Report Slip, "Absence" will be given to the subject(s) that the students are absent for. "Not Applicable" will be given in the "Overall Performance in Class" section. The marks concerned will be estimated based on the coming examination results.
4. If a student is absent for the entire uniform test or examination period(s), no report cards will be issued.

VII. Promotional criteria

1. Average total marks equal or over 45, AND
2. Passes in Chinese Language, English Language, Mathematics, and Liberal Studies, AND
3. Pass in at least ONE elective subject, AND
4. Attendance rate over 85% (please see Student's Handbook for more details).

VIII. Withdrawal of elective subjects

1. Students taking 3 electives or 2 electives (plus applied learning) could apply to withdraw an elective subject in the **first or second term (within the designated period)**.
2. Should all of the 3 situations stated below emerge, students will be arranged to withdraw from the worst elective subject so as to concentrate on the remaining subjects and to strive for better results:
 - a) the annual average total marks being 5 marks below passing marks
 - b) failing to pass the annual total marks in that elective
 - c) marks of that elective being the bottom 10 % among all students concerned

Thank you for your attention.

Yours sincerely,
Steven Hon
Principal

Ref: 17/18-003Ee

____ September 2017

Reply Slip

I have been fully informed of the various academic arrangements.

Parent's / Guardian's signature: _____

Student's name: _____

Class: _____ Class no.: _____



Ref: 17/18-003Fe

15 September 2017

Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S6 Students

To achieve better learning results, apart from regular assignments, the School administers two examinations in each academic year, after which Report Slips / Report Cards will be issued. Here are the arrangements concerning homework, assessments, academic reports, absences during examinations, graduation criteria, etc.

I. Homework

1. Failure to submit homework

- An SMS will be sent to the parents concerned.
- Labels showing "no homework" records (of the previous month) will be affixed in the Student's Handbook at the beginning of each month.

2. Follow-up actions

Days late	Actions to be taken
5	● Call the parents concerned
7	● Academic Committee meets the students concerned
10	● 1 black mark (homework-related) to be given. Parents will be informed.

- Students who receive a black mark (homework-related) will receive another black mark if they fail to submit homework for 5 days again. The grade of conduct of students will be affected after they receive black mark (homework-related).
- "No homework" records are settled every term.

II. Assessments arrangements

1. Subjects to be assessed are Chinese Language, English Language, Mathematics, Liberal Studies, all electives, Religion & Ethics and Physical Education.

2. Examinations:

- Examinations: Chinese Language, English Language, Mathematics, Liberal Studies, all electives and Religion & Ethics
- Continuous assessment throughout the year: Physical Education

III. Academic reports

1. All subjects, except Physical Education: Marks will be given.
2. Physical Education: Grades will be given (subject teachers will explain the grading system in class)

IV. Weighting of different subjects results

Subject	Weighting
Chinese Language, English Language, Mathematics	2
Liberal Studies, all electives, Religion & Ethics	1

V. Weighting of academic results

1. First term results: 40% of the yearly results
2. Second term results: 60% of the yearly results
3. The weighting between continuous assessment and regular examinations varies from subjects to subjects. An approximate weighting is as follows:

First term		Second Term	
*Continuous Assessment	Regular Examinations	*Continuous Assessment	Regular Examinations
Not less than 30%	Not more than 70%	Not less than 30%	Not more than 70%

*Continuous assessment includes uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

VI. Absences during assessment periods

1. No makeup examinations will be offered.
2. If a student is absent due to illness, parents must call the Office before 8am on that day and submit a letter of absence AND a medical certificate to the Form Teacher the following day. Marks will be adjusted as follows:

Nature of absence	Mark adjustments
Sick Leave (with medical certificate) Casual Leave (with principal's approval)	Marks will be adjusted according to the continuous assessment and other tests and examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

VII. Graduation criterion

Attendance rate over 85% (please see Student's Handbook for more details).

Thank you for your attention.

Yours sincerely,

Steven Hon

Principal

Ref: 17/18-003Fe

____ September 2017

Reply Slip

I have been fully informed of the various academic arrangements.

Parent's / Guardian's signature: _____

Student's name: _____

Class: _____ Class no.: _____