



天水圍香島中學

HEUNG TO MIDDLE SCHOOL (TIN SHUI WAI)

<http://www.heungto.net>

HEUNG TO MIDDLE SCHOOL (TIN SHUI WAI)(P009-2019)

2nd September, 2019

Dear Parents/ Guardians,

In order to foster students' punctuality, the school has decided to implement rewards for punctuality and punishments for lateness. The details are listed as follows:

Punctuality	Rewards
a) Perfect attendance in the first/second term	A merit will be given.
b) Perfect attendance throughout the academic year	Each will be awarded a coupon of 100 dollars (the quota is 100 students).
Lateness	Punishments
a) Late before 08:35 on a school day	Read the school regulations aloud three times in Room 113a immediately Copy the school regulations twice in Room 113a during lunchtime or after school.
b) Late after 08:35 on a school day	Read the school regulations aloud five times in Room 113a immediately Copy the school regulations three times in Room 113a during lunchtime or after school.
#The counting of the students' attendance starts from Week 3 and ends at Week 42.	
a) Accumulated to 3 times of lateness in the academic year	One warning will be given.
b) Accumulated to 6 times of lateness in the academic year	One demerit will be given,
c) Accumulated to 12 times of lateness in the academic year	A minor black mark will be given.
d) Accumulated to 24 times of lateness in the academic year	A major black mark will be given,
#If a student is late for more than 24 times in the academic year, the above arrangements will be rescheduled.	
#The school will issue the statistical figures every four weeks and related punishments.	

The following reply slip should be duly completed and returned to the Class Teacher on or before Sep 13, 2019. Should you have any enquiries, please contact Mr. Lam Kwai

Yours faithfully,
Heung To Middle School (Tin Shui Wai)



HEUNG TO MIDDLE SCHOOL (TIN SHUI WAI)(P009-2019) Reply Slip
(This reply slip should be returned to the Class Teacher on or before Sep 13, 2019)

To: Heung To Middle School (Tin Shui Wai)

I have been notified of the arrangements on Rewards of Being Punctual and punishments of being late.

Student's name: _____ Class: ____ (____)

Signature of Parent/ Guardian: _____

Contact of Parent/ Guardian: _____

Date: ____ / ____ / 2019