Dear Parents/Guardians,

To accentuate the significance of punctuality and help students acquire a habit of self-discipline, a 'Punctuality Award Scheme' will be implemented to uphold the school’s positive ethos. Details of the Scheme are as follows:

1. Students arriving at school on time are awarded conduct marks. Those who are late are penalized with a deduction of conduct marks.
   a. *Punctuality maintained throughout the week & an attendance rate of 50% or above: +1 mark*
   b. *No absence record throughout the week: +1 mark*
   c. *4 accumulated records of lateness: -1 mark*
   d. *Being late for the 5th time or above: -1 mark each time (Only weeks with 3 school days or above are applicable)*

2. Implementation period will commence on 15th September 2014, during which the following measures will be taken:
   a. Apart from a name-taken record, students who are found late for school i.e. arriving at school after 8:05 a.m. are required to reach school by 7:55 a.m. the next morning and stay at the TV room for self-study in the company of a discipline teacher.
   b. Students failing to come early the following morning must stay at the TV room for lunch and self-study on the same day in the company of a discipline teacher from 12:30 p.m. to 12:50 p.m. Should students fail to attend the lunch-time self-study session, another make-up session will be arranged for them in the morning of the next school day.
   c. Arriving school after 8:35 a.m. is considered an act of serious lateness. Students in concern are required to reach school by 7:55 a.m. the next morning and attend both self-study sessions on the same day.

You will be informed in case your children are required to attend the self-study session in the morning or at lunch. Participating students have to make their own arrangement for lunch. You are kindly urged to advise your children to be on time for school so that the learning hours can be valued and well-used.

Thank you very much for your attention.

Yours sincerely,

Ms. V.K. KEUNG, Agnes
Principal

HO LAP COLLEGE (Sponsored by the Sik Sik Yuen)
Reply Form

Date: ______________________

Name of Student: ___________________ Class ________ Class No. __________

Punctuality Award Scheme

Dear Principal,

I have read the above circular and agreed to cooperate with the school.

Signature of Parent: ____________________

Name of Parent: ____________________
敬啓者：

「守時考勤獎勵計劃」事宜

為強調守時的嚴重，並培養學生自律守規的習慣，本校將推行「守時考勤獎勵計劃」，茲將計劃詳情列如下：

1. 準時上課者可獲加操行分，遲到者則會被扣操行分，詳情如下：
   a. *一周內依時上課，且出席率在 50% 以上：+1 分
   b. *一周內出席所有課堂：+1 分
   c. 累計遲到四次：-1 分
   d. 累計遲到第五次或以上：每次遲到 -1 分
   【只計算每週最少有三天上課日的週次】

2. 本校於 2014 年 9 月 15 日起推行以下措施：
   a. 如學生於早上八時零五分後才回校上課，學生除被紀錄為「遲到」外，亦須於翌日提早七時五十五分或之前回校，並到地下電視室在訓導老師陪同下靜修。
   b. 如學生未能於遲到翌日提早回校，學生於當天午膳時間，即下午十二時半至十二點五十分在訓導老師陪同下靜修。如學生未能於午膳時間留校，則須在翌日上課前回校。
   c. 如學生於早上八時三十分後才回校上課，學生將會被紀錄為「嚴重遲到」。學生須於翌日提早七時五十五分或之前回校，並到地下電視室在訓導老師陪同下靜修。另外，學生亦須於早上靜修當日的午膳時間，即下午十二時半至十二點五十分在訓導老師陪同下靜修及靜修。

如貴子弟因上述理由於早上或午膳時間留校靜修，閨下將收到個別通知，並請貴子弟自行安排膳食。期望閨下督促貴子弟準時回校上課，俾其能珍惜及善用寶貴的學習時間。

此致
貴家長

可立中學校長

二零一四年九月五日

可立中學（高級圍主辦）
通告第十三號（二零一四至二零一五年度）回條

敬啓者：頒授 貴校通告，得悉「守時考勤獎勵計劃」事宜。本人定當督促子女勤學守規，以收家校合作之效。

此覆
可立中學校長

中班學生姓名：

家長________________(簽署)譯覆

二零一四年____月____日