



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong.

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No.23-24/03

1 September 2023

Reminders on Student Discipline

Our school has placed a lot of emphasis on cultivating in students a sense of discipline and responsibility so that they can make the most out of their school life. In the beginning of a new school term, the Student Discipline Committee would like to take this opportunity to draw your attention to the following:

1. Our school pays a lot of attention to students' multiple intelligences. Apart from classroom teaching, there is a wide range of activities specially organised for students' participation, such as various sports, indoor and outdoor activities as well as external visits during the post-exam periods. Students should actively take part in these activities in order to enrich their learning experience. Parents are advised to remind their children to make the most out of their classroom time and should not take leave unless it is necessary. It is important that no leave should be taken for overseas trips before the school holidays. Unless there are extremely good reasons, the school will not grant permission to such leave applications and if students insist on doing so, the leave will be deemed truancy.
2. To make floating class / split class more efficient, there are lockers in place for short-term storage purposes. Password lockers should be used instead of those with keys. Students should also bring home the books needed for revision and keep their lockers clean and tidy. There must not be any forbidden articles in lockers. Those found to have violated this rule will be punished by the school.
3. Students should wear tidy uniform when they come to school. This is important to the cultivation of a sense of community in our school. Hence, students should not wear make-up, have their hair dyed or permed and put on accessories. This is clearly against the school's objective of building a positive learning environment and parents should thus remind their children to follow the guidelines regarding school uniforms and the related matters on p.19-20 of the student handbook.
4. Parents should remind their children not to bring too much money or valuables unless there is a genuine need. At the beginning of a new term, students may need to bring money to school to pay various fees and caution should be taken accordingly. In short, students have to take responsibilities for their personal belongings.
5. Parents are advised to check the student handbook from time to time so that they can have updated information about their children's performance at school. The school will also issue circulars to inform parents of various school matters. Alternatively, parents can also visit the school website (particularly under 'Home-School Cooperation') to obtain the latest school information. If there are any enquires, please feel free to contact the discipline teachers or the form teacher.

At the beginning of a new school year, I wish you and your children all the best.

Dr. Kai Sze Fai
Principal

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Reply Slip (To be returned to the form teacher on 4 September)

I have read the letter issued by the Student Discipline Committee and will remind my child to follow the guidelines stated and fulfill his / her duties as a student.

Class: _____ Class No.: _____

Name of student: _____

Parent signature: _____

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