



YAN OI TONG  
Tin Ka Ping Secondary School

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

仁愛堂田家炳中學

新界屯門山景邨 Tel:2466 5270

No.13-14/56

敬啟者：

### 中四中五暑期補課

本校將於暑假期間為中四、中五同學安排補課，資料詳見附件。請家長督促貴子弟穿著整齊校服準時回校補課。同學缺席補課，須按手續告假，病假必須呈交醫生證明，事假必須事前申請並經校方批准，否則一概視作曠課處理，敬希垂注。如有垂詢，請致電與校務處聯絡。

此致  
各家長

仁愛堂田家炳中學校長  
吳潔容謹啟

二零一四年六月廿四日

--- ✂ ---

回條 (請於6月26日前交回班主任)

敬覆者：本人已知悉 貴校暑期補課之安排，定當督促敝子弟準時出席補課。

此覆  
仁愛堂田家炳中學校長

學生：\_\_\_\_\_ (班別：\_\_\_\_\_)  
(座號：\_\_\_\_\_)

家長簽署：\_\_\_\_\_

No.13-14/56

二零一四年六月 日

## 中四、中五級暑期補課 學生注意事項

- (1) 所有中四、中五級同學必須參加補課，試升同學亦須隨原級參加補課。
- (2) 留班及正在申請退修的同學可隨原級參加補課，但由科任老師決定。
- (3) 同學必須穿著整齊校服準時回校，不可穿著體育服。
- (4) 申請病假：
  - (i) 致電校務處申請病假。
  - (ii) 領取醫生紙(於請假當天或前一天發出)。
  - (iii) 從 E-CLASS 下載及填寫「病假申請表」(見附表 1)。
  - (iv) 於缺補科目的下一個補課日(若是最後一次補課，須在 9 月 1 或 2 日)向科任老師出示醫生紙，並請科任老師在「病假申請表」上簽署。
  - (v) 於 9 月 3 日 3:00 前向級訓導呈交醫生紙(正本)及「病假申請表」。忘記出席或未能呈交有關資料者，可被記缺點 1 次。
- (5) 申請事假：
  - (i) 如補課前得悉將因事請假，必須先通知科任老師。
  - (ii) 從 E-CLASS 下載及填寫「事假申請表」(見附表 2)。
  - (iii) 如補課後遇急事請假，須致電校務處申請事假，再於缺補科目的下一個補課日(若是最後一次補課，須在 9 月 1 或 2 日)向科任老師解釋原因，並後補「事假申請表」。
  - (iv) 於 9 月 3 日 3:00 前向級訓導呈交「事假申請表」。忘記出席或未能呈交有關資料者，可被記缺點 1 次；曠課記小過 1 次。
- (6) 申請病假或事假的同學，應主動向老師或同學查詢補課的課程進度，並自習有關內容。

病假申請表

附表 1

敬啟者：敝子弟 \_\_\_\_\_ ( 班別： \_\_\_\_\_ 學號： \_\_\_\_\_ ) 茲因：

\_\_\_\_\_

缺席補課，敬希照准。

補課科目	_____科( 必修 / 選修 1 / 2 / 3 )
科任老師	
補課日期	

簽署：

\_\_\_\_\_

學生家長簽署：\_\_\_\_\_ 日期：\_\_\_\_\_ 聯絡電話：\_\_\_\_\_

請在空格上貼上醫生紙

此申請表經科任老師簽署後，須由學生保存，於9月3日前呈交級訓導老師。

# 事假申請表

附表 2

敬啟者：敝子弟 \_\_\_\_\_ ( 班別：\_\_\_\_\_ 學號：\_\_\_\_\_ ) 茲因：

---

---

---

---

缺席補課，敬希照准。

補課科目	_____ 科( 必修 / 選修 1 / 2 / 3 )
科任老師	
補課日期	

簽署：

\_\_\_\_\_

學生家長簽署：\_\_\_\_\_ 日期：\_\_\_\_\_ 聯絡電話：\_\_\_\_\_

請在空格上貼上有關證明文件(如遊學團收據)

此申請表經科任老師簽署後，須由學生保存，於 9月3日前 呈交級訓導老師。



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.

新界屯門山景邨 Tel:2466 5270

No.13-14/56

24 June 2014

### S4 and S5 Summer Tutorials

The school will arrange tutorials for S4 and S5 students during the summer holidays. Please refer to the attachment for details. Parents are advised to remind students to attend the tutorials punctually in tidy school uniform. Students who are unable to attend the tutorials should apply for leave of absence through the usual procedures. Sick leave applications must be supported by medical certificates issued by a doctor. Leave for personal affairs must be applied and approved by the school in advance. Absence without compliance with relevant school rules will be regarded as truancy.

For enquiries, please contact the school office.

Ng Kit Yung  
Principal



Reply Slip ((To be submitted to form teacher by 26/6)

\_\_\_\_\_ June 2014

I am notified of the school's arrangements for the summer tutorials. I will remind my child to attend the tutorials punctually.

Class: \_\_\_\_\_ No.: \_\_\_\_\_

Name of student: \_\_\_\_\_

Parent signature: \_\_\_\_\_

No.13-14/56

## **S4 and S5 Summer Tutorials: Notice to Students**

- (1) All students are required to attend the tutorials. Students advancing to S5 or S6 provisionally should attend the tutorials with their original classes.
- (2) Students repeating S4 or S5 and those applying for subject withdrawal can attend the tutorials with their original classes. The decision, however, rests with the subject teacher.
- (3) Students must attend all tutorials punctually in tidy school uniform. Attendance in PE uniform is not allowed.
- (4) Application for sick leave:
  - (i) Call the school office to apply for sick leave.
  - (ii) Obtain a medical certificate from the doctor. (Medical certificates have to be issued on the day of sick leave or one day before.)
  - (iii) Download the sick leave application form from E-CLASS (see appendix 1) and fill in the form.
  - (iv) Present the medical certificate to the subject teacher on the date of the subsequent tutorial of the relevant subject (or on 1 or 2 September for absence from the last tutorial), and ask the subject teacher to sign the sick leave application form.
  - (v) Submit the medical certificate (original copy) and sick leave application form to the form discipline teacher before 3:00 on 3 September. Students who fail to do so on the specified date and time or fail to submit relevant documents could be penalized with one minor demerit.
- (5) Application for leave for personal affairs:
  - (i) Students who are aware of the need to apply for leave for personal affairs prior to a tutorial must notify the relevant subject teacher in advance.
  - (ii) Download the leave for personal affairs application form from E-CLASS (see appendix 2) and fill in the form.
  - (iii) Students who need to take leave for an emergency after the start of a tutorial should call the school office to apply for leave for personal affairs. They should provide an explanation to the subject teacher on the date of the subsequent tutorial or the relevant subject (or on 1 or 2 September for absence from the last tutorial), and submit the leave for personal affairs application form afterwards.
  - (iv) Submit the Leave for personal affairs application form to the form discipline teacher before 3:00 on 3 September. Students who fail to do so on the specified date and time or fail to submit relevant documents could be penalized with one minor demerit. Students who commit truancy will be penalized with one major demerit.
- (6) Students who apply for sick leave or leave for personal affairs should proactively consult teachers or classmates about the progress of the tutorials, and study at home to catch up with the progress.

**Application for Sick Leave**

**Appendix 1**

I would like to apply for leave of absence from the tutorial for my child \_\_\_\_\_

\_\_\_\_\_ (F. \_\_\_\_\_ No. \_\_\_\_\_) for the reason of \_\_\_\_\_

---

---

---

---

---

<b>Subject</b>	<b>( Core/Elective 1 / 2 / 3 )</b>
<b>Teacher</b>	
<b>Date</b>	

**Signature :**  
\_\_\_\_\_

Parent signature : \_\_\_\_\_ Date : \_\_\_\_\_ Tel : \_\_\_\_\_

**Please affix medical certificate in this box.**

**After being signed by the teacher concerned, this form should be kept by the student and submitted to the form discipline teacher before 3:00 on 3 September.**

**Application for Leave for Personal Affairs**

**Appendix 2**

I would like to apply for leave of absence from the tutorial for my child \_\_\_\_\_

\_\_\_\_\_ (F. \_\_\_\_\_ No. \_\_\_\_\_) for the reason of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Subject</b>	<b>( Core/Elective 1 / 2 / 3 )</b>
<b>Teacher</b>	
<b>Date</b>	

**Signature :**  
\_\_\_\_\_

Parent signature : \_\_\_\_\_ Date : \_\_\_\_\_ Tel : \_\_\_\_\_

**Please affix relevant documents in this box (e.g. receipt of study tour).**

**After being signed by the teacher concerned, this form should be kept by the student and submitted to the form discipline teacher before 3:00 on 3 September.**