



YAN OI TONG  
Tin Ka Ping Secondary School

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24-25/72\_S4

5 June 2025

### **S4 and S5 Summer Supplementary Classes**

In a bid to prepare students for the HKDSE, the school will arrange supplementary classes for S4 and S5 students during the summer holidays. This circular serves to inform parents and students of the dates of tutorials so that arrangements for other summer activities can be made in advance.

Summer supplementary classes are considered regular lessons. Thus, parents are advised to remind students to attend the classes punctually in tidy summer school uniform. Students who are unable to attend the classes should apply for a 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.

Please refer to the attachment for details. For enquiries, please contact the school office.

Dr. Kai Sze Fai  
Principal

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Reply Slip ((To be submitted to form teacher on 9 June)

\_\_\_\_\_ June 2025

I acknowledge the arrangements for the summer supplementary classes. I will remind my child to attend the classes punctually.

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

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

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

No.24-25/72\_S4

## **S4 and S5 Summer Supplementary Classes: Notice to Students**

- (1) All S4 and S5 students, including those advancing to S5 and S6 provisionally, are required to attend the summer supplementary classes.
- (2)
  - (a) Students repeating S5 should attend all the summer supplementary classes with their original classes.
  - (b) S4 students who are promoted to S5 and granted permission for subject withdrawal should attend all the summer supplementary classes except the subject withdrawn.
  - (c) S5 students who are promoted to S6 and granted permission for subject withdrawal should attend all the summer supplementary classes except the subject withdrawn.
- (3) Students must attend all classes punctually in tidy summer school uniform. Attendance in PE uniform is not allowed.
- (4) Application for sick leave:
  - (a) Call the school office to apply for sick leave on that day.
  - (b) Obtain a medical certificate from the doctor. (Medical certificates have to be issued on the day of sick leave or one day before.)
  - (c) Download the sick leave application form from eClass (see Appendix 1) and complete the form.
  - (d) Present the medical certificate (original copy) to the subject teacher on the date of the subsequent class of the relevant subject (or on or before 4 September for absence from the last class), and ask the subject teacher to sign the sick leave application form.
  - (e) 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:
  - (a) Students who are aware of the need to apply for leave for personal affairs prior to a class must notify the relevant subject teacher in advance.
  - (b) Download the leave for personal affairs application form from eClass (see appendix 2) and complete the form.
  - (c) Students who need to take leave for an emergency after the start of a class 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 class or the relevant subject (or on or before 4 September for absence from the last class), and submit the leave for personal affairs application form afterwards.
  - (d) 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
- (6) Students who apply for sick leave or leave for personal affairs should proactively consult teachers or classmates about the progress of the classes, and study at home to catch up with the progress.
- (7) Summer supplementary classes are considered as normal school days. There will be a formal school record on student report cards and disciplinary action will be taken for tardiness and any absence without a valid reason.

(8)

I would like to apply for leave of absence from the summer supplementary class for my child \_\_\_\_\_(S\_\_\_\_\_ No.\_\_\_\_\_) for the reason of \_\_\_\_\_

Subject	(Core/ Elective 1 / 2 / 3 )
Teacher	
Date	

Teacher Signature:

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

Please affix medical certificate in this box.

This form should be kept by the student and submitted to the subject teacher on or before 4 September.

I would like to apply for leave of absence from the summer supplementary class for my child \_\_\_\_\_(S\_\_\_\_\_ No.\_\_\_\_\_) for the reason of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject	(Core/ Elective 1 / 2 / 3 )
Teacher	
Date	

Teacher Signature:

\_\_\_\_\_

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

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

This form should be kept by the student and submitted to the subject teacher on or before 4 September.

2024 – 2025 S.4 Summer Supplementary Class Schedule

	4/8 (Mon)	5/8 (Tue)	6/8 (Wed)	7/8 (Thu)	8/8 (Fri)
Session 1 (8:15 a.m. – 10:15 a.m.)		(B2) Bio, Hist, Phy		(B2) Bio, Phy	Chem SBA
Session 2 (10:30 a.m. – 12:30 p.m.)				(B2) Bio, Hist, Phy	Chem SBA

	11/8 (Mon)	12/8 (Tue)	13/8 (Wed)	14/8 (Thu)	15/8 (Fri)
Session 1 (8:15 a.m. – 10:15 a.m.)	(B1) Bio	(B3) Geog	(B1) Bio	(B3) Econ, Geog	Chem SBA
Session 2 (10:30 a.m. – 12:30 p.m.)	(B2) Hist		(B1) Bio	(B3) Geog	Chem SBA