

Discipline and Guidance Policy of Unfinished and Late Homework

The school aims to educate students self-discipline, self-love and self-reliance in order to develop their independent learning. The school will discipline students who are not capable of self-management so as to cultivate their positive learning attitudes and good habits. Therefore, it is important to prevent and correct the bad habits about homework.

In view of this, the school has formulated the following measures. It is hoped that the parents can support and cooperate with the school by monitoring and reminding your children.

**(1) Unfinished homework and Late submission (Monthly Calculation)**

1. First time offenders (1-4 days): The teacher will notify the parents through the student handbook.
2. Repeated offenders (5 days): The class teacher will call the parents to ensure the students mark down all information on the handbook. Parents need to help the children to cultivate a good habit of putting the homework in the homework bag.
3. Repeated offenders (7 days): The class teacher and discipline mistress will meet the parents. A warning letter will be issued by the discipline mistress. Parents should supervise their children to complete their homework and make use of the homework bag.
4. Repeated offenders (10 days or more): The class teacher and discipline mistress will meet the parents to discuss ways to improve students' performance on submitting homework. A demerit point letter will be issued by the discipline mistress.

**(2) Detention (Overdue homework for more than one school-day)**

1. Student handbook notification: Parents will be notified in advance through the student handbook, and the time of leaving school will be listed by teacher. After parents sign the student handbook to consent the detention, students will leave school according to the method selected by the parents on the notice.
2. Telephone notification: Parents will be notified on the same day about the detention and the time of leaving school by teacher. After obtaining consent from parents, students will leave school according to the method selected by the parents. Parents need to sign the student handbook after students return home.

The school believes that students can effectively develop good learning attitudes and habits with the efforts and cooperation from parents and the school. If you have any enquiries, please contact Ms. Chan Yuk Ting at 27121543.

Yours faithfully,  
Ms. W. Y. Yick  
Headmistress



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Reply Slip

Our Ref: 2022N18

Dear Headmistress Yick,

This is to acknowledge receipt of the school notice 2022N18 about matters related to Discipline and Guidance Policy of Unfinished and Late Homework.

Parent's signature: \_\_\_\_\_

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

Class: \_\_\_\_\_ ( )

Date: \_\_\_\_\_