



1st September 2016

Dear Parents / Guardians,

Grace Scheme

Our School will be implementing a ‘Grace Scheme’, from October 3rd, 2016 to June 16th, 2017. Details are as follows:

- (I) Objective: to provide a self-correcting opportunity to those who break the following rules of our School.
- (II) Any student who participates in the Scheme is required not to break any rules of our School for 15 days consecutively from October 3rd, 2016 onwards. He/she can submit the application to the class teacher. There is no limit to the number of applications students may submit. (Item g, Item h and Item k are confined to first attempt only. Item I and Item J can be applied for twice within a school year, i.e., once in each school term (first school term and second school term).
- (III) Items:
 - (a) Being late for school
 - (b) Failure to submit homework
 - (c) Failure to bring textbook
 - (d) Leaving the textbook in the classroom after school
 - (e) Bringing books, magazines and stationeries which are not for use in class to school (Except indecent articles)
 - (f) Entering other classrooms without teacher’s permission
 - (g) Bringing digital video/audio products or/and electronic gadgets to school*
 - (h) Bringing mobile phone*
 - (i) School uniform issue* (Grace is given once in each school term: first school term and second school term)
 - (j) Appearance issue* (Grace is given once in each school term: first school term and second school term)
 - (k) Using foul language (Grace is given once in the school year)

*Only applicable to the first attempt against our School rules

Any students who want to have his/her rehabilitation on Item g to Item j, he/she has to make application within the following application period:

	Item g Bringing digital video/audio products or/and electronic gadgets to school	Items i and j School uniform issue/Appearance issue	Items h and k Bringing mobile phones/ Using foul language
S 1 to S 5	8/6/2016-21/6/2017	First Term: 4/1/2017-8/1/2017 Second Term: 6/6/2017-15/6/2017	21/6/2017
S 6	23/1/2017-20/2/2017	23/1/2017-20/2/2017	20/2/2017
Application Deadline for Form 6	20/2/2017	20/2/2017	20/2/2017

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School