



3<sup>rd</sup> September, 2018

Dear Parents / Guardians,

**Grace Scheme**

Our School will be implementing a 'Grace Scheme', from October 2<sup>nd</sup>, 2018 to June 17<sup>th</sup>, 2019. Details are as follows:

Objective: to provide a self-correcting opportunity to those who break the following rules of our School.

Any student who participates in the Scheme is required not to break any rules of our School for 15 days consecutively from October 2<sup>nd</sup>, 2018 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).

- 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)
  - (l) Misbehavior

(\*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	3/9/2019-19/6/2019	First Term: 3/1/2019-9/1/2019 Second Term: 3/6/2019-17/6/2019	19/6/2019
S 6	24/1/2019-20/2/2019	24/1/2019-20/2/2019	20/2/2019
Application Deadline for Form 6	20/2/2019	20/2/2019	20/2/2019

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School