

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一一八一七五  
傳真：二七六二一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

Circular No. 20002

1<sup>st</sup> September, 2020

Dear Parents/ Guardians,

### **Homework Scheme**

Homework assignments can expose the student to new material and reinforce understanding of knowledge and skills already learned in class. Homework is important. The school has implemented a homework scheme to encourage students to be self-managing and hand in homework assignments in time.

Students who fail to hand in homework have to attend the after-school Detention Class from 3:20 p.m. to 4:30 p.m. on the same day. Application for suspension of detention should reach the teacher-in-charge of the Detention Class. If approved, students have to submit a letter of excuse and attend the Detention Class next school day. Absence without reasons will be regarded as failing appointment and will be penalized (one infraction). The school will send an SMS message to notify parents that an infraction is given.

For junior forms, parents/ guardians can access to the school website to know about the homework assigned to students every day. Guidelines and password for viewing the homework records on the school homepage will be given to parents in due course.

### ***Arrangement During Class Suspension***

The Homework Scheme is applicable to normal classroom teaching and learning. During class suspension, teachers will give assignments during online lessons and students should submit their assignments through Microsoft Teams by 8:15 am on the due date. If a student fails to do so, he will be given a “detention”. If he continues to fail to hand in homework, he will be punished according to the procedures of the Homework Scheme e.g. an infraction will be given for every two subsequent “detentions” if he fails to hand in homework for eight times already.

Thank you for your attention.

Yours faithfully,



Lee Ting Leung  
Principal

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通告編號：20002

敬啟者：

### 功課計劃

課業是學習重要的一環，學生須通過做功課鞏固所學知識和技能。本校推行「功課計劃」旨在培養學生自律和準時交功課。

欠交功課的學生須即日留堂。留堂時間為下午三時二十分至四時三十分。學生如因故未能即日留堂，則須向留堂班負責老師申請暫緩留堂。經批准後，學生須補交請假信，並於翌日留堂。無故缺席，即為失約，罰記缺點一個，校方亦將以手機短訊通知家長。

初中各級家長可於學校網頁查閱每日家課紀錄。有關網上查閱家課紀錄的使用指引及密碼將另行通告。

### 停課期間課業安排

上述功課計劃於正常上課時實行。停課期間，老師會於網上課堂適時給予學生功課，學生應於到期日早上 8:15 或之前透過 Microsoft Teams 遞交功課。如未能準時遞交功課的學生將被記「留堂」乙次。如學生持續欠交功課，學校將依功課計劃的罰則作出處分，例如已欠交達八次的學生，往後每兩次「留堂」將記缺點一個。

此致

各家長

陳瑞祺(喇沙)書院校長  
李丁亮 啟

二〇二〇年九月一日

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### Chan Sui (La Salle) College Homework Scheme

- Students who fail to hand in homework in the morning have to attend the after-school Detention Class (**from 3:20 p.m. to 4:30 p.m., Room 301 on the same day.**)
- Application for suspension of detention should reach the teacher-in-charge of the Detention Class. If approved, students have to submit a letter of excuse and attend the Detention Class next school day. Absence without reasons will be regarded as failing appointment and will be penalized (one infraction).
- Penalties:

No. of Detention	Measures
First 7 times	SMS message to parent /guardian
	↓
8	SMS message to parent/guardian 1 infraction 1 infraction for every two subsequent detentions
	↓
10	Form teacher interviews the student
	↓
20	Form teachers interviews the parent

If there is no improvement, the case will be referred to the Discipline Section for greater penalties.

### 陳瑞祺(喇沙)書院 處理學生遲交功課步驟

- 學生欠交功課須即日留堂(時間:下午 3:20 至下午 4:30,地點:301 室)。
- 同學如有特殊原因,未能即日留堂,須向負責留堂老師報告。經向負責老師批准,方可請假。請假同學亦須於翌日留堂,並把請假信交予負責老師。無故缺席,即為失約,記缺點一個。
- 留堂處分如下:

留堂次數	處理步驟
首 7 次	以 SMS 短訊通知家長/監護人
	↓
8	以 SMS 短訊通知家長/監護人 記缺點一個 往後每兩次留堂記缺點一個
	↓
10	班主任會見學生
	↓
20	班主任會見家長

如欠交功課情況嚴重,學生將轉交訓育組處罰。