可立中學（薑色園主辦）
通告第十六號（二零一五至二零一六年度）

敬啟者：

「準時交齊功課計劃」事宜

為培養學生自律守規，努力自主學習，準時完成及交齊功課的習慣，本校推行「準時交齊功課計劃」。茲將計劃詳情簡列如下：

<table>
<thead>
<tr>
<th>每週欠交／遲交功課次數</th>
<th>跟進</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>準時交齊功課，操行分 +1 分</td>
</tr>
<tr>
<td>1-2</td>
<td>要盡快完成及補交功課。</td>
</tr>
<tr>
<td>3次或以上</td>
<td>1. 須盡快完成並補交功課；及 2. 須出席在下一個星期每天放學後(下午4:00 - 5:00)的「功課輔導班」，缺席者操行分 -1 分。</td>
</tr>
</tbody>
</table>

另外，每週欠交功課4次，操行分 -1 分。

功課與課堂學習二者相輔相成。功課既能鞏固及深化所學，亦能反映學生在學習過程中出現的問題。學生準時完成及提交功課，老師方能儘早批改，並就個別學生的情況給予適切及時的回饋，這對學生學習大有裨益，期望閣下督促貴子弟養成良好的學習習慣，準時交齊功課，力學不倦。

此致
各位家長

可立中學校長

二零一五年九月十日

可立中學（薑色園主辦）
通告第十六號（二零一五至二零一六年度）

【回覆】

敬啟者：

頗接 貴校通告，得悉「準時交齊功課計劃」事宜。本人定當督促子女勤學守規，以收家校合作之效。

此覆
可立中學校長

中____ (____ )班學生姓名：____________

家長____________________(簽署)謹覆

二零一五年____月____日
Dear Parents/Guardians,

Punctuality Programme on Homework Submission

To cultivate students’ self-discipline, promote self-directed learning and enhance the punctual submission of homework, a Punctuality Programme on Homework Submission will be implemented. The details are as follows:

<table>
<thead>
<tr>
<th>No. of late/no submission of HW in one week</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1 conduct mark will be awarded</td>
</tr>
<tr>
<td>1-2</td>
<td>Complete and submit homework as soon as possible</td>
</tr>
<tr>
<td>3 or above</td>
<td>1. Complete and submit homework as soon as possible AND 2. Attend the afterschool HW tutorial classes (4:00-5:00 p.m.) in the following week; 1 conduct mark will be deducted if absent.</td>
</tr>
</tbody>
</table>

1 mark will be deducted for every 4 times of late HW submission.

Homework and classroom learning complement each other. The former strengthens and consolidates learning while the letter reflects the problems students face in the learning process. Only when students complete and submit homework on time can teachers mark them as soon as possible and give appropriate and timely feedback to individual students. This is beneficial to students’ learning.

With your help, we hope your child will develop good learning habits, submit all homework punctually and study diligently.

Thank you very much for your attention.

Yours sincerely,

Ms. Y. K. KEUNG, Agnes
Principal

HO LAP COLLEGE (Sponsored by the Sik Sik Yuen)
Circular No. 16 (2015/2016)
Reply Slip

Date: ______________

Punctuality Programme on Homework Submission

Dear Principal,

I have read the above circular and agree to closely cooperate with the school.

Signature of Parent: ___________________________
Name of Parent: ___________________________
Name of Student: ___________________________
Class: ______________ Class No. _____________