



THE CHURCH OF CHRIST IN CHINA  
HEEP WOH COLLEGE  
中華基督教會協和書院

2021-2022

Circular No.7 (第七號通告)

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Dear Parents/Guardians,

1<sup>st</sup> September, 2021

**S1 and S2 Homework Submission Policy**

Homework plays an important role in the learning-teaching process. It provides a chance for students to check how well they have learnt and to identify areas for improvement. To help S1 and S2 students adopt a serious attitude towards homework, the school has formulated a policy concerning homework submission as follows:

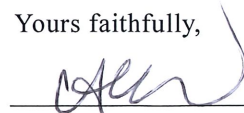
**1. Late submission**

- 1.1 The homework assigned needs to be submitted at 8:15 a.m. on the due date (*\*For half-day class, 8:00 a.m.*). All S1 and S2 students are advised to arrive at their classrooms before 8:05 a.m. (*\*For half-day class, 7:50 a.m.*) so as to avoid late submission.
- 1.2 Any homework submitted after 8:15 a.m. (*\*For half-day class, 8:00 a.m.*) is regarded as late. The only exceptions are
  - 1.2.1 if the student is late in the morning session on the due date but submits the homework to the subject teacher before lunchtime; or
  - 1.2.2 if the student is absent in the morning session on the due date but submits the homework to the subject teacher before the end of the school day; or
  - 1.2.3 if the student is absent on the due date but submits the homework to the subject teacher upon resuming school.
- 1.3 If a student fails to submit the same piece of homework for more than one day, only ONE record will be counted.

**2. Consequences of late submission**

- 2.1 The late submission record will be counted on a monthly basis.
- 2.2 If a student fails to submit homework in a month
  - 2.2.1 for five times, a written warning will be entered in the student handbook by the Form Teacher;
  - 2.2.2 for seven times, the student must attend Homework Class for two days; for each extra record, the student must attend Homework Class for an additional day. (*\*Homework Class arrangement will be made after EDB's announcement on whole-day class resumption.*)
  - 2.2.3 for ten times, another written warning will be entered in the student handbook by the Form Teacher;
  - 2.2.4 for fifteen times, a black mark will be given by the Academic Affairs Committee;
  - 2.2.5 for more than fifteen times, an extra black mark will be given by the Academic Affairs Committee on a daily basis.
- 2.3 If a student is unable to attend the homework class, he/she should approach the teacher-in-charge to request leave of absence at least one day in advance.
- 2.4 If a student fails to attend the homework class without a legitimate reason, a black mark will be given. A make-up homework class will be arranged afterwards.
- 2.5 If a student has not attended the homework class as required by the end of the school year, make-up class(es) will be arranged during the summer holiday.
- 2.6 The School Principal or Vice-principal may meet the parents of the students who are given a black mark / black marks at Parents' Day / Night.
- 2.7 Besides the above mentioned measures, other follow-up actions may be taken by the subject teachers.

Yours faithfully,

  
Dr. Chu Kai Wing  
Principal

This circular is posted on the school website (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents

**Reply Slip**  
(Circular No.7)



Dear Principal,

I acknowledge your notice concerning the S1 and S2 Homework Policy.

Yours faithfully,

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Signature

( )

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Class & No.

\_\_\_\_\_  
Date

敬啟者：

## 中一、中二級家課政策

功課為評估學生學習進度的方法，通過課業，學生可鞏固所學知識，從而掌握各科目學習重點。為培養中一、中二級學生對功課的認真態度，本校推出「中一、中二級家課政策」，詳情如下：

### 甲、遲交功課

- 一、 繳交功課的期限為指定日期的早上八時十五分(\*如採用半天時間表，時間為八時正)。校方建議學生每天早上八時零五分回校返回課室 (\*如採用半天時間表，時間為七時五十分)，以便科長收集功課。
- 二、 除下列情況外，任何學生遲交功課將作「遲交功課」論：
  - (一) 如學生在繳交功課期限當日上午遲到，未能在早上八時十五分前繳交功課(\*如採用半天時間表，時間為八時正)，必須在午膳前將功課交給科任老師；
  - (二) 如學生在繳交功課期限當日早上缺席，必須在放學前將功課交給科任老師；
  - (三) 如學生在繳交功課期限當日缺席，在回校當日必須立即繳交功課給科任老師。
- 三、 欠交同一份功課超過一天，只作一次學務委員會遲交功課記錄。

### 乙、遲交功課的處理方法

- 一、 學生遲交功課紀錄每月結算。
- 二、 學生在一個月內遲交功課
  - (一) 達五次，將由班主任作出書面警告，書面警告會記錄在學生手冊內；
  - (二) 達七次，學生須出席兩天放學後之功課班；同一月份內，每額外累積一次遲交功課紀錄，須出席功課班一天。(\*功課班會於教育局宣佈全日課堂恢復後作出安排。)
  - (三) 達十次，再由班主任於學生手冊內作出書面警告；
  - (四) 達十五次，須記缺點一次，由學務委員會負責。
  - (五) 達十五次以上，學生每遲交功課一天，均記缺點一次，由學務委員會負責。
- 三、 學生如因事未能出席功課班，須於最少一天前向負責老師請假。
- 四、 學生若無故缺席功課班，記缺點一次，並須於指定日期出席一次替補功課班。
- 五、 學年終結時，學生若仍有未出席功課班紀錄，須於暑假期間指定日期回校出席替補功課班。
- 六、 凡因遲交功課而記缺點的學生，校長或副校長將於家長日或家長夜與其家長會面，商討改善措施。
- 七、 除上述情況外，科任老師將就個別情況作出跟進。

此致  
貴家長

校長 朱啟榮 博士 謹啟

二零二一零年九月一日

本通告已上載於本校網頁 (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents

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回條  
(第七號通告)

(請於 9 月 2 日將回條交回班主任)

敬覆者：本人已知悉有關「中一、中二級家課政策」的詳細內容。

此致  
朱啟榮博士

家長或監護人姓名

家長或監護人簽署

學生姓名

班別及學號

日期