



THE CHURCH OF CHRIST IN CHINA

HEEP WOH COLLEGE

中華基督教會協和書院

2020-2021

Circular No.38 (第三十八號通告)

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Dear Parents / Guardians,

12th April, 2021

**Follow-up measures on handling lateness & absence of students
during online lessons & class / school assemblies (Effective from 20/4/2021)**

Since January 2021, it has been announced that S1 – S5 students should switch to online live and face-to-face lessons on different days due to the worsening situation of the COVID-19 epidemic. During the period of online live lessons, it has been observed that it is crucial to apply student disciplinary policies to address their lateness and absence in this online learning platform in order to boost their learning attitudes.

In each live lesson, roll-call will be taken. Parents or guardians of students who are absent but have not applied for casual leave or sick leave, or late will be informed of their child's absence via Parent App on the following school day.

A. Lateness (calculated per lesson)

1. Students report to their subject teachers later than the appointed time is considered as late in the online lessons.
2. When the students have certain number of the reported lateness, some follow-up measures will be taken to tackle their poor performance.
 - The 3rd late record: The students will be given a written warning.
 - The 4th late record: The students will be given a black mark.
 - The 6th / 8th / 10th / 12th late record and onwards: The students will be given a black mark.
 - Class teachers and form discipline teacher may also contact parents or guardians for follow up.

B. Absence & Early leave without permission (calculated per lesson)

1. Students who are absent from a lesson with no proper reasons are considered to have one time of absence.
2. Students who leave the lesson without the permission of the subject teachers will be counted as one time of absence.
3. When students have accumulated a certain number of absence records, some follow-up measures will be taken to tackle their poor performance.
 - The 1st absence record: The students will be given a written warning.
 - The 2nd absence record: The students will be given a black mark.
 - The 4th / 6th / 8th / 10th absent record and onwards: The students will be given a black mark.
 - Class teachers and form discipline teacher may also contact parents or guardians for follow up.

Remark:

1. Students who are late for the lesson or absent from the lesson and have claimed to have wifi connection problem should contact the office as soon as possible when the wifi problem is discovered. A letter signed by the parent or guardian with the reason(s) clearly stated and dates should be submitted to the school WhatsApp account, 67793439, the next day by the latest.


Once again, our school hopes to facilitate the students to become more independent learners before they can make their way into university. We believe that with the assistance and guidance of parents or guardians, our students can be effectively adapted to the new learning mode in order to explore the right career to pursue.

Kindly acknowledge receiving and sign this circular by Parent App on or before 16th April, 2021. Should you have any enquiries, please contact the General Office at 2323-4265.

Thank you for your attention.



Yours faithfully,


Dr. Chu Kai Wing
Principal

敬啟者：

跟進學生遲到或缺席網上課堂／周會情況之安排(20/4/2021 起生效)

受疫情影響，中一至中五學生自本年度 1 月起，於不同日子出席面授課堂或網上課堂。為了改善學生的學習態度，自 20/4/2021 起，本校將針對學生遲到或缺席網上課堂／周會情況作出新安排。

科任老師於每一節網上課堂／周會中均會點名。學生如無故缺席或遲到，校方將於其後上課天，透過手機應用程式(PARENT APP) 通知學生家長／監護人。

甲 遲到(每節課堂計算)

1. 學生如未能於每節上課時間準時登入網上平台上課，則當遲到論。
2. 學生如屢次遲到，為改善問題，校方將有以下處理：
 - 第三次遲到：記一書面警告
 - 第四次遲到：記一缺點
 - 其後每兩次遲到，將加記一缺點(即第六／八／十／十二次遲到，如此類推)
 - 班主任及級訓導老師或會聯絡家長，跟進學生情況

乙 無故缺席或早退(每節課堂計算)

1. 學生如無故缺席課堂，則當缺席論。
2. 學生如未經老師批准，擅自早退，則當缺席論。
3. 學生如出現上述情況，為改善問題，校方將有以下處理：
 - 第一次缺席：記一書面警告
 - 第二次缺席：記一缺點
 - 其後每兩次缺席，將加記一缺點(即第四／六／八／十次遲到，如此類推)
 - 班主任及級訓導老師或會聯絡家長，跟進學生情況

備註：

1. 學生如因網絡問題而未能準時出席課堂，應及早致電回校，報告情況。學生亦須補回家長信，解釋情況。信上須清楚列明姓名、班別、學號、遲到或缺席日期及課節、原因，並須附有家長簽名。學生須於遲到或缺席翌日將家長信傳送到學校 WHATSAPP 帳戶：67793439。

本校希望培養學生獨立自主地學習，透過家校協作，相信能引導學生提升學習效能，成就更好未來。

煩請家長於 16/4/2021 前，於手機應用程式(PARENT APP)簽回通告，如有疑問，請致電 23234265 與本校職員聯絡。謝謝。

此致

貴家長 / 監護人

校長 朱啟榮 博士 謹啟

二零二一年四月十二日

本通告可參閱本校網頁 (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents