



Ho Yu College and Primary School ( Sponsored by Sik Sik Yuen)

## Information for Parents ( S.1 – S.6)

1. Assessment Policies
2. Award & Penalty System and Guide to Sick and Special Leaves

2024 - 2025

## Assessment Policies

### I. Assessment

Continuous assessment is used for a fair evaluation on all aspects of learning and helping students work steadily throughout their studies. The final grade for the 1<sup>st</sup> Term and 2<sup>nd</sup> Term is calculated after taking into consideration of students' daily performance and examination result. For the daily marks, evaluation takes account of three components, namely daily assignments, learning attitude and other assessments. The weighting of the daily performance and examination and the method of calculation are as follows:

#### 1. Assessment weighting of all subjects (S.1)<sup>1,2</sup>

Subject Weighting		Chinese Lang.	English Lang.	Mathematics	Science	Citizenship, Economics and Society	Geography	Chinese History	History	Visual Arts	Information and Communication Technology	Music	PE	Technology and Living	Putonghua
Weighting of exams & other Assessments		4	4	4	3	2	2	2	2	2	2	1	1	1	1
1 <sup>st</sup> Term	Daily (%)	15								45					
	Exam (%)	30								---					
2 <sup>nd</sup> Term	Daily (%)	15								55					
	Exam (%)	40								---					
Year Total		100								100					

#### 2. Assessment weighting of all subjects (S.2)<sup>1,2</sup>

Subject Weighting		Chinese Lang.	English Lang.	Mathematics	Science	Life and Society	Geography	Chinese History	History	Visual Arts	Information and Communication Technology	Music	PE	Technology and Living	Putonghua
Weighting of exams & other Assessments		4	4	4	2	2	2	2	2	2	2	1	1	1	1
1 <sup>st</sup> Term	Daily (%)	15								45					
	Exam (%)	30								---					
2 <sup>nd</sup> Term	Daily (%)	15								55					
	Exam (%)	40								---					
Year Total		100								100					

### 3. Assessment weighting of all subjects (S.3)<sup>1,2</sup>

Subject Weighting		Chinese Lang.	English Lang.	Mathematics	Science	Life and Society	Geography	Chinese History	History	Information and Communication Technology	Visual Arts	Music	PE	Technology and Living	Putonghua
Weighting of exams & other Assessments		4	4	4	3	2	2	2	2	2	2	1	1	1	1
1 <sup>st</sup> Term	Daily (%)	15									45				
	Exam (%)	30									---				
2 <sup>nd</sup> Term	Daily (%)	15									55				
	Exam (%)	40									---				
Year Total		100									100				

### 4. Assessment weighting of all subjects (S.4)<sup>1,2</sup>

Subject Weighting		Chin.	Eng.	Math.	Citizenship and Social Development	Electives	PE
Weighting of exams & other Assessments		1	1	1	1	---	---
1 <sup>st</sup> Term	Daily (%)	15				45	
	Exam (%)	30				---	
2 <sup>nd</sup> Term	Daily (%)	15				55	
	Exam (%)	40				---	
Year Total		100				100	

**5. Assessment weighting of all subjects (S.5)<sup>1,2</sup>**

Subject Weighting		Chin.	Eng.	Math.	Citizenship and Social Development	Electives	PE
		Weighting of exams & other Assessments		1	1	1	1
1 <sup>st</sup> Term	Daily (%)	15					45
	Exam (%)	30					---
2 <sup>nd</sup> Term	Daily (%)	15					55
	Exam (%)	40					---
Year Total		100					100

**6. Assessment weighting of all subjects (S.6)<sup>1,2</sup>**

Subject Weighting		Chin.	Eng.	Math.	Citizenship & Social Development	Electives	PE
		Weighting of exams & other Assessments		1	1	1	1
1 <sup>st</sup> Term	Daily (%)	---					---
	Exam (%)	30					---
2 <sup>nd</sup> Term	Daily (%)	30					100
	Exam (%)	40					---
Year Total		100					100

Remarks :

1. The full marks of all subjects and papers are 100. ***The passing mark for S1 – S4 is 50 while the passing mark for S5 and S6 is 40.***
2. For Music, PE, Putonghua and S.1-S.3 Visual Arts, S.1-S.2 Information and Communication Technology and S.1-S.3 Technology and Living, there are no exams and only daily marks count.

## 7. Weighting of Exam & Daily Continuous Assessment (S.1 to S.3)

### Examination Subjects

Subject	Examination			Continuous Assessment <sup>5</sup>		
	Paper No.	Paper Name	Paper Weighting	Daily Assignments <sup>1,2</sup>	Learning Attitude <sup>3</sup>	Other Assessments <sup>4</sup>
Chinese	1	Reading	40%	20%	20%	60%
	2	Writing	40%	55%	20%	25%
	3	Listening	10%	---	20%	80%
	4	Speaking	10%	---	20%	80%
English	1	Reading & English Usage	25%	30%	20%	50%
	2	Writing	25%	50%	20%	30%
	3	Listening & Integrated Skills	30%	30%	20%	50%
	4	Speaking	20%	---	20%	80%
Mathematics	Conventional Questions		75%	30%	20%	50%
	Multiple-choice Questions		25%			
Citizenship, Economics and Society / Life and Society	One Paper Only		100%	40%	20%	40%
Geography	One Paper Only		100%	40%	20%	40%
Integrated Science (S.1-S.2)	Writing		80%	40%	20%	40%
	Practical		20%			
Integrated Science(S.3)	Paper 1: Biology*		33.3%	40%	20%	40%
	Paper 2: Chemistry*		33.3%			
	Paper 3: Physics*		33.3%			
Chinese History	One Paper Only		100%	40%	20%	40%
History	One Paper Only		100%	40%	20%	40%
Information and Communication Technology (S.3)	One Paper Only		100%	30%	20%	50%

\* The science practical exam for form 3 will be conducted in the second-term, and the practical exam will account for 10% of the total score for each paper in the second-term exam.

### Non-examination Subjects

<b>Subject</b>	<b>Daily Assignments</b>	<b>Learning Attitude</b>	<b>Other Assessments</b>
Visual Arts	80%	20%	---
Information and Communication Technology (S.1 -S.2)	40%	20%	40%
Music	40%	20%	40%
PE	---	20%	80%
Technology and Living	40%	30%	30%
Putonghua	40%	20%	40%
Values Education	---	---	---

## 8. Weighting of Exam & Daily Continuous Assessment (S.4)

### Examination Subjects

Subject	Examination			Continuous Assessment <sup>5</sup>		
	Paper No.	Paper Name	Paper Weighting	Daily Assignments <sup>1,2</sup>	Learning Attitude <sup>3</sup>	Other Assessments <sup>4</sup>
Chinese	1	Reading	48%	20%	20%	60%
	2	Writing	52%	50%	20%	30%
English	1	Reading	20%	30%	20%	50%
	2	Writing	25%	60%	20%	20%
	3	Listening & Integrated Skills	30%	30%	20%	50%
	4	Speaking	25%	---	20%	80%
Mathematics	1	Conventional questions	65%	30%	20%	50%
	2	Multiple-choice questions	35%			
Citizenship and Social Development	1	Data-response questions	100%	30%	20%	50%
Chinese History	1	Compulsory part	100%	30%	20%	50%
History	1	Historical data-based questions	60%	30%	20%	50%
	2	Essay-type questions	40%			
Tourism & Hospitality Studies	1	Multiple-choice questions & Data-response questions	45%	30%	20%	50%
	2	Essay-type questions	55%			
Geography	1	Compulsory & Elective Part	100%	30%	20%	50%
Physics	1	Compulsory Part	100%	30%	20%	50%
Chemistry	1	Compulsory Part	100%	30%	20%	50%
Biology	1	Compulsory Part	100%	30%	20%	50%
Technology and Living (Food Science and Technology)	1	Core modules	100%	30%	20%	50%
Information & Communication Technology	1	Multiple-choice questions Conventional questions (Core modules)	100%	30%	20%	50%
Economics	1	Multiple-choice questions	30%	30%	20%	50%
	2	Short questions & Structured questions	70%			
Health Management & Social Care	1	Short questions & Structured questions (Compulsory module)	57%	30%	20%	50%
	2	Short questions & Essay-type questions (Compulsory module & Elective module)	43%			
Mathematics extended module 2	1	Conventional questions	100%	30%	20%	50%
Physical Education (HKDSE)	1	Multiple-choice questions & Short questions	100%	30%	20%	50%
Visual Arts	Part 1	Visual Presentation of a Theme	50%	30%	20%	50%
	Part 2	Portfolios (School-based Assessment)	50%			

### Non-examination Subjects

Subject	Daily Assignments	Learning Attitude	Other Assessments
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Physical Education	---	20%	80%
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## 9. Weighting of Exam & Daily Continuous Assessment (S.5)

### Examination Subjects

Subject	Examination			Continuous Assessment <sup>5</sup>		
	Paper No.	Paper Name	Paper Weighting	Daily Assignments <sup>1,2</sup>	Learning Attitude <sup>3</sup>	Other Assessments <sup>4</sup>
Chinese	1	Reading	48%	20%	20%	60%
	2	Writing	52%	50%	20%	30%
English	1	Reading	20%	30%	20%	50%
	2	Writing	25%	60%	20%	20%
	3	Listening & Integrated skills	30%	30%	20%	50%
	4	Speaking	25%	---	20%	80%
Mathematics	1	Conventional questions	65%	30%	20%	50%
	2	Multiple-choice questions	35%			
Citizenship and Social Development	1	Data-response questions	100%	30%	20%	50%
Chinese History	1	Compulsory part	100%	30%	20%	50%
History	1	Historical data-based questions	60%	30%	20%	50%
	2	Essay-type questions	40%			
Tourism & Hospitality Studies	1	Multiple-choice questions & Data-response questions	45%	30%	20%	50%
	2	Essay-type questions	55%			
Geography	1	Compulsory part	75%	30%	20%	50%
	2	Elective part	25%			
Physics	1	Compulsory part	100%	30%	20%	50%
Chemistry	1	Compulsory part	100%	30%	20%	50%
Biology	1	Compulsory part	100%	30%	20%	50%
Technology and Living (Food Science and Technology)	1	Core part	43%	30%	20%	50%
	2	Elective part	57%			
Information & Communication Technology	1	Multiple-choice questions & Conventional questions (Core part)	75%	30%	20%	50%
	2	Conventional questions (Elective part)	25%			
Economics	1	Multiple-choice questions	30%	30%	20%	50%
	2	Short questions & Structured questions	70%			
Health Management & Social Care	1	Short questions & Structured questions (Compulsory module)	57%	30%	20%	50%
	2	Short questions & Essay-type questions (Compulsory module & Elective module)	43%			
Mathematics extended module 2	1	Conventional questions	100%	30%	20%	50%
Physical Education (HKDSE)	1	Multiple-choice questions & Short questions	70%	30%	20%	50%
	2	Long questions	30%			
Visual Arts	Part 1	Visual Presentation of a Theme	50%	30%	20%	50%
	Part 2	Portfolios (School-based Assessment)	50%			

**Non-examination Subjects**

<b>Subject</b>	<b>Daily Assignments</b>	<b>Learning Attitude</b>	<b>Other Assessments</b>
Physical Education	---	20%	80%

## 10. Weighting of Exam & Daily Continuous Assessment (S.6)

### Examination Subjects

Subject	Examination			Continuous Assessment <sup>5</sup>		
	Paper No.	Paper Name	Paper Weighting	Daily Assignments <sup>1,2</sup>	Learning Attitude <sup>3</sup>	Other Assessments <sup>4</sup>
Chinese	1	Reading	48%	---	20%	80%
	2	Writing	52%	---	20%	80%
English	1	Reading	20%	30%	20%	50%
	2	Writing	25%	80%	20%	---
	3	Listening & Integrated skills	30%	30%	20%	50%
	4	Speaking & SBA	25%	---	20%	80%
Mathematics	1	Conventional questions	65%	30%	20%	50%
	2	Multiple-choice questions	35%			
Citizenship and Social Development	1	Data-response questions	100%	30%	20%	50%
Chinese History	1	Compulsory part	70%	30%	20%	50%
	2	Elective part	30%			
History	1	Historical data-based questions	60%	30%	20%	50%
	2	Essay-type questions	40%			
Tourism & Hospitality Studies	1	Multiple-choice questions & Data-response questions	45%	30%	20%	50%
	2	Essay-type questions	55%			
Geography	1	Compulsory part	75%	30%	20%	50%
	2	Elective Part	25%			
Physics	1	Compulsory part	75%	30%	20%	50%
	2	Elective part	25%			
Chemistry	1	Compulsory part	75%	30%	20%	50%
	2	Elective part	25%			
Biology	1	Compulsory part	75%	30%	20%	50%
	2	Elective part	25%			
Technology and Living (Food Science and Technology)	1	Core part	43%	30%	20%	50%
	2	Elective part	57%			
Information & Communication Technology	1	Multiple-choice questions & Conventional questions (Core Part)	75%	30%	20%	50%
	2	Conventional questions (Elective Part)	25%			
Economics	1	Multiple-choice questions	30%	30%	20%	50%
	2	Short questions & Structured questions	70%			
Health Management & Social Care	1	Short questions & Structured questions (Compulsory module)	57%	30%	20%	50%
	2	Short questions & Essay-type questions (Elective module & Compulsory module)	43%			
Mathematics extended module 2	1	Conventional questions	100%	30%	20%	50%
Visual Arts	Part 1	Visual Presentation of a Theme	50%	30%	20%	50%

	Part 2	Portfolios (School-based Assessment)	50%			
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**Non-examination Subjects**

<b>Subject</b>	<b>Daily Assignments</b>	<b>Learning Attitude</b>	<b>Other Assessments</b>
Physical Education	---	20%	80%

## Remarks:

1. Assignments include projects, data collection, workbooks, worksheets, class preparation, reading book reports, homework and class work. For Writing papers of Chinese Language and English Language, assignments include all writing exercises. We aim to develop students' interest in learning and consolidate their learning by means of diversified assignments. Therefore, we do not encourage plenty of copying or drills.
2. All the homework for S.1 to S.6 is uploaded daily onto our website: (<http://www.hoyu.edu.hk>) for parents' information and fostering parent-school cooperation in monitoring students' completion of homework.
3. Learning attitude refers to students' attentiveness in class, willingness to ask questions, participation in class activities, team spirit in group work and bringing textbooks and stationery.
4. Assessments refer to tests, dictations and various relevant assessments such as speaking in language subjects, singing in music and physical assessment in P.E.
5. For students who have been absent with reasonable grounds and whose number of days of attendance for the school term is too low, the daily marks may not be calculated and "ABS" will be shown in the report card for the school term concerned. For students who have been absent without reasonable grounds and whose number of days of attendance for the school term is too low, their daily marks for the school term concerned will be zero.

## **II. Examination Regulations**

1. S.1 to S.3 students who arrive at the venue more than 20 minutes after the exam has started, and S.4 and above students who arrive at the venue more than 30 minutes after the exam has started will not be allowed to sit for the exam; there will be no supplementary examinations.
2. Students are required to stay in school until they have finished all the exams for that day. For students who have to take oral exams for Chinese Language and English Language in the afternoon, they only need to go to school according to the time assigned.
3. Students who cheat and their accomplice will be penalized and their marks for the subject/paper concerned may be deducted or disregarded. For serious cases, marks for the entire exam may be disregarded.
4. To ensure fairness of the assessment, there are no supplementary examinations. Therefore, students are required to sit for the exams as scheduled. In case of absence from an exam, students are required to submit leave application following proper procedures. For absences with reasonable grounds [sick leave applications must be submitted together with medical certificate issued by a doctor / Chinese medicine practitioner; and submit the medical certificate to the class teacher within two days after the examination. Special leave applications must be submitted three days in advance for approval with school chop]. If students who are on leave of absence in accordance with normal school procedures, "ABS" will be shown for the subject concerned in the report card.
5. If the Education Bureau announces school suspension due to bad weather or other special events, exam(s) scheduled will be held on the day after the last examination day. All other examinations will be held as scheduled.

## **III. Class Transfer**

1. Class allocation is made according to the learning needs of students. At the conclusion of the first term examination, the School will review students' performance in all areas and arrange for class transfer accordingly if necessary to provide the most effective learning environment for them. The School will discuss with parents of students to be transferred to other classes.

## **IV. Promotion and Demotion Policy**

1. If a student's academic result or conduct for the entire year is significantly below the acceptable standard, or his/her attendance of the entire year is less than 80% (except for special circumstances), he/she has to repeat his/her form in the next academic year.
2. S.1 to S.5 students with sub-standard academic results have to attend conditional promotion (academic) classes during the summer holiday. Those who have completed all the assignments of the conditional promotion classes and have shown improvement can be recommended for conditional promotion in the next academic year. Those who fail to attend all classes or perform unsatisfactory have to repeat their form.

3. S.1 to S.5 students with sub-standard conduct have to attend conditional promotion (conduct) classes during the summer holiday. Those with 100% attendance and good performance can be recommended for conditional promotion in the next academic year. Those who fail to attend all classes or perform unsatisfactory have to repeat their form.
4. Conditional promotion classes are conducted in July (10 days in total) during the summer holiday. Students who are required to attend the conditional promotion classes will receive the circular to parents and the conditional promotion class timetable. Students are required to attend the relevant conditional promotion classes punctually and follow the class rules. Record of students' performance during the conditional promotion classes will be kept. At the conclusion of the conditional promotion classes, teachers concerned will discuss and decide whether the students are to be promoted or to repeat their form, based on the conditional promotion class performance record.
5. Students who have to be absent from the conditional promotion classes for any reason must call the school office to apply for leave during the conditional promotion class time on that day. If the absence is due to illness, the absentee must return to school before the designated time to complete all the conditional promotion class assignments and submit a medical certificate to the school office. Otherwise, the absence will be treated as an "absence without leave". If the absentee has previously submitted a written request for a leave of absence, which has been approved by the school (with school chop), and he/she returns to school before the designated time to complete all the conditional promotion class assignments, the absence will not be treated as an "absence without leave".
6. Students granted conditional promotion may be demoted to their original form if their performance during the first two months of the new academic year is unsatisfactory.

## **V. Learning Effectiveness Enhancement Classes**

1. If students fail to submit their homework on time or complete it satisfactorily, subject teachers concerned will request them to attend learning effectiveness enhancement classes after school every day in order to help students cultivate a good attitude towards doing homework and enhance their learning effectiveness. Students who have unexcused absences from learning effectiveness enhancement classes will be handled in accordance with school rules.

## Award & Penalty System and Leave Application

The school places emphasis on developing students' self-discipline by means of our award and penalty system. The objective of the awards and penalties is to boost positive learning attitude and good performance. The School has launched the "Sunshine Programme" to help students learn from their mistakes and improve their behaviour.

In appreciation of progress made, active participation in extra-curricular activities, good conduct, outstanding academic performance, service as well as conduct improvement, we offer various awards including Good Conduct Award, Co-curricular Activities (CCA) Award, Academic Award, Service Award and All-rounder Award.

	Title	Award	Remarks
<b>Good Conduct Award</b>	Outstanding Performance for Good Conduct	Sik Sik Yuen Scholarship	First in Grade (S.1 – S.6)
	Punctuality	1 merit per term	Attendance requirement of 80% or above per term
	Punctuality in Submission of Homework	1 merit per term	
	Tidy Uniform	1 merit per term	
<b>CCA Award</b>	External Award	Record in Report Card	School representatives winning in external activities
	Excellent Performance in Sports	Sik Sik Yuen Scholarship	3 representatives in Secondary School
	Excellent Performance in Arts	Sik Sik Yuen Scholarship	3 representatives in Secondary School
	Excellent Performance in Co-curricular activities	Sik Sik Yuen Scholarship	3 representatives in Secondary School
	Outstanding Committee Member of Co-curricular Activities and Club Member	1 merit per year	Nominated by Co-curricular Activities Committee
	External Competitions	Maximum of 1 merit for each award (maximum of two merits per year)	Nominated by Teacher-in-charge of Competition
<b>Academic Award</b>	Award for First in Grade	Sik Sik Yuen Scholarship	First in Grade (S.1—S.6)
	Award for First in Class	Sik Sik Yuen Scholarship	First in Class (S.1—S.6)
	Outstanding Performance in Chinese/ English/ Maths	Sik Sik Yuen Scholarship	First in Subject (S.1—S.6)
	Outstanding Performance in Citizenship and Social Development	Sik Sik Yuen Scholarship	First in Grade (S.4—S.6)
	Outstanding Performance in Liberal Studies	Sik Sik Yuen Scholarship	First in Grade (S.6)
	Outstanding Performance in Putonghua	Sik Sik Yuen Scholarship	First in Subject (P.4—S.3)
	Wong Wan Tin Memorial Scholarship for Distinguished Student	Sik Sik Yuen Scholarship	All-round Outstanding Performance in conduct, academic studies and extra-curricular activities (1 award for S1 to S6)
	Gold/ Silver/ Bronze Award for Academic Performance	Certificate	Top 3 students of the Year in each Class
	Best Academic Performance of the Whole Year	Certificate	First in any subject in the whole year (S1 to S6)
	Academic Progress Award	Recorded in the report card	Overall average score in final exam has increased by at least 3 marks in a year
	Reading Award Scheme – Gold/ Silver/Bronze Award	Certificate	Pls. refer to the Reading Award Scheme Pamphlet from the Library

<b>Service Award</b>	Class Monitor / Monitress	1 merit	Nominated by Class Teacher	
	Class Committee	1 merit	Nominated by Class Teacher	
	Subject Monitor / Monitress	1 merit	Nominated by Subject Teacher	
	Self-Regulated Learning Group Leader	1 merit	Nominated by Class Teacher	
	House Captain	2 minor merits	Nominated by House Teacher-in-charge	
	House Committee	1 minor merit		
	Club Committee Chairperson/ Member	2 merits	Nominated by Teacher-in-charge of Club	
	Head Prefect & Vice Head Prefect	1 major merit	Nominated by Student Development Team	
	Prefect Group Leader & Vice Group Leader	2 minor merits		
	Prefect	1 minor merit		
	Head Peer Counsellor	1 major merit		
	Peer Counselling Vice Group Leader	2 minor merits		
	Head Peer Counsellor	1 major merit		
	Peer Counsellor	2 merits		
	Civic Ambassador Head	1 major merit		
	Civic Ambassador Vice Head	2 minor merits		
	Civic Ambassador Group Leader	1 minor merit		
	Civic Ambassador	2 merits		
	Head & Deputy Head Student Librarian	2 minor merits		Nominated by Teacher Librarian
	Student Librarian Group Leader	1 minor merit		
	Student Librarian	2 merits		
	Head & Deputy Head Science Corps	2 minor merits	Nominated by Science Teacher	
	Science Corps Group Leader	1 minor merit		
	Science Corps Member	2 merits		
	Campus TV Head	2 minor merits	Nominated by Campus TV Teacher-in-charge	
	Campus TV Group Leader	1 minor merit		
	Campus TV Member	2 merits		
	English Ambassador Group Leader	2 minor merits	Nominated by English Department	
	English Ambassador	2 merits		
	Students' Union President & Vice President	1 major merit	Nominated by Teacher-in-charge	
Students' Union Committee	2 minor merits			
Certificate of Merit for Excellent Service	Sik Sik Yuen Scholarship	Nominated by Student Performance Team		
Uniformed Group Leader	1 minor merit	Nominated by Teacher-in-charge		
Uniformed Group Member	1 merit	Nominated by Teacher-in-charge		
Sik Sik Yuen Joint School Flag-guard Team Leader	1 minor merit	Nominated by Teacher-in-charge		



	Sik Sik Yuen Joint School Flag-guard Team Member	1 merit	Nominated by Teacher-in-charge
For All Functional Units: First Term: Maximum of 1 merit for outstanding performance Second Term: Maximum of merits offered by individual awards of the Functional Units			

**All awards will be recorded in the 2<sup>nd</sup> Term report card.**

This system aims at helping students to improve their behaviour by learning from their own mistakes.

<b>Penalty</b>	<b>Description</b>
1. After-school detention for self-reflection	Students who have breached the school rules are asked to stay behind after school to reflect on their misbehaviour.
2. Warning	<ul style="list-style-type: none"> <li>• For minor breach of school rules for the first time</li> <li>• Every four warnings are converted into a misconduct.</li> </ul>
3. Misconduct	For repeatedly wearing untidy uniform, persistent lateness, repeated failures to submit assignments, use of foul language or other infringements of school rules
4. Minor Demerit or Major Demerit	For serious breach of school rules
5. Suspension	For any of the following: <ul style="list-style-type: none"> <li>• Upsetting class order</li> <li>• Poor attitude, serious breach of school rules or failure to make improvement despite repeated warnings</li> </ul>

### **Improvement System**

Our school puts emphasis on students' good behaviour and encourages them to learn from their own mistakes. The Improvement System gives students chances to correct their mistakes and learn to behave properly.

<b>Project</b>	<b>Description</b>
Sunshine Programme	<p>This programme aims at encouraging students to make up for their mistakes by acting proactively and become a good student through various channels.</p> <p>The Sunshine Programme includes:</p> <ol style="list-style-type: none"> <li>1. Self-Improvement Programme (Yellow form) Misconducts will be given for repeated failures to submit assignments, persistent lateness or repeatedly wearing untidy uniform. If the offence is not repeated within 10 consecutive school days, a misconduct may be deleted. (During the first term's examination period, only lateness and dress code and grooming will be handled which are not applicable to the second term's.)</li> <li>2. Good Conduct Programme (Pink form) Misconducts are given for breach of school regulations. If good behaviour is shown during the 5-day probationary period, the misconduct may be deleted. (The examination period and the sports day do not count as part of the probationary period.)</li> <li>3. Merits &amp; Demerits Offsetting Programme The merits awarded for outstanding performance can offset a maximum of 3 misconducts at the end of the academic year.</li> </ol>

### **Application for Leave**

#### 1. Sick Leave

Parents should call in sick for the student before 8:30am and students have to bring a sick leave application letter signed by their parent or a signed absent note in the Student's Leave Application section of the student handbook within 5 days from the day of return to school; otherwise, the absence will be treated as absence without leave.

A medical certificate issued by a registered doctor or Chinese medical practitioner is also required for absences of 2 days or more and for absences on special school activity days. Otherwise, the absence will be treated as absence without leave.

#### 2. Special Leave

For special leave due to important matters, a special leave application letter signed by the parent or a signed absent note in the Student's Leave Application section of the student handbook must be submitted 3 days in advance for the school's consideration. Absence without the school's prior approval may be treated as absence without leave. To minimize disruption to students' learning progress, parents should not apply for special leave for their child except under very special circumstances.