



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong.

香港新界屯門山景邨

Tel: 852-2464 3731 Fax: 852-2464 3243 Web site: <http://www.yottkp.edu.hk>

Email: office@email.yottkp.edu.hk

學生紀律提示

No.21-22/03

各位家長：

本校重視培育學生守紀盡責、珍惜校園生活及維持嚴謹淳樸的校風，並期盼家長們予以支持。際此學期之初，訓導組就下列事宜，懇請各家長注意：

1. 本校著重學生在德智體群美五育的發展，除日常課堂教學外，亦舉辦各項活動予學生參與（包括各項戶外教育活動、陸運會、試後校內/校外活動等）。學生應積極參與各類課堂/課外活動，家長宜勸勉 貴子弟珍惜上課時間，如非必要，不宜請假，尤其不應在學年結束或假期前請假前往外地旅遊。未有充分理由，或不獲批准之缺席，學校會作曠課處理。
2. 為方便學生分科分組上課，本校為學生提供儲物櫃，亦為免遺失鑰匙，學生須自備密碼鎖。儲物櫃只供暫存課本，學生每天須取回所需課本回家溫習，並保持儲物櫃整潔。儲物櫃嚴禁存放違禁品，違者會受處分。
3. 學生服飾儀容，以簡樸整潔為原則，並體現團隊精神。學生配戴飾物、染髮、電髮、曲髮、化妝等消費潮流，既會破壞淳樸校風，亦有礙學生專注學習。家長宜勸導 貴子弟端正髮式儀容，展現良好的精神面貌。有關學生校服儀容規則，可參考〈學生手冊〉第 20-21 頁。
4. 家長宜勸導 貴子弟，如非必要，切勿攜帶大量現金或貴重物品回校。學期初繳交各項費用期間，學生尤須關注，並必須自行妥善保管個人財物。
5. 家長宜經常翻閱學生手冊，了解子女在校的表現。學校亦會印發家長信，通告家長各項事務，家長亦可瀏覽學校網頁（尤其“家校協作”欄目），以了解學校情況。如有任何疑問，歡迎與本校訓導組老師或班主任聯絡。

學年伊始，祝願 貴子弟健康成長，府上各人身心康泰。

仁愛堂田家炳中學校長
吳潔容謹啟

二零二一年九月一日

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回條 (2/9 交回班主任)

本人已細閱 貴校訓導組於九月一日所發之家長信，並會督促敝子弟在校內、校外守紀盡責，奮發向上。

班別: _____ 班號: _____

學生姓名: _____

家長簽署: _____

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1 September 2021

Reminders on Student Discipline

Our school has placed a lot of emphasis on cultivating in students a sense of discipline and responsibility so that they can make the most out of their school life. In the beginning of a new school term, the Student Discipline Committee would like to take this opportunity to draw your attention to the following:

1. Our school pays a lot of attention to students' multiple intelligences. Apart from classroom teaching, there is a wide range of activities specially organised for students' participation, such as various sports, indoor and outdoor activities as well as external visits during the post-exam periods. Students should actively take part in these activities in order to enrich their learning experience. Parents are advised to remind their children to make the most out of their classroom time and should not take leave unless it is necessary. It is important that no leave should be taken for overseas trips before the school holidays. Unless there are extremely good reasons, the school will not grant permission to such leave applications and if students insist on doing so, the leave will be deemed truancy.
2. To make floating class / split class more efficient, there are lockers in place for short-term storage purposes. Password lockers should be used instead of those with keys. Students should also bring home the books needed for revision and keep their lockers clean and tidy. There must not be any forbidden articles in lockers. Those found to have violated this rule will be punished by the school.
3. Students should wear tidy uniform when they come to school. This is important to the cultivation of a sense of community in our school. Hence, students should not wear make-up, have their hair dyed or permed and put on accessories. This is clearly against the school's objective of building a positive learning environment and parents should thus remind their children to follow the guidelines regarding school uniforms and the related matters on p.20-21 of the student handbook.
4. Parents should remind their children not to bring too much money or valuables unless there is a genuine need. At the beginning of a new term, students may need to bring money to school to pay various fees and caution should be taken accordingly. In short, students have to take responsibilities for their personal belongings.
5. Parents are advised to check the student handbook from time to time so that they can have updated information about their children's performance at school. The school will also issue circulars to inform parents of various school matters. Alternatively, parents can also visit the school website (particularly under 'Home-School Cooperation') to obtain the latest school information. If there are any enquires, please feel free to contact the discipline teachers or the form teacher.

At the beginning of a new school year, I wish you and your children all the best.

Ng Kit Yung
Principal

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Reply Slip (To be returned to the form teacher on 2 September)

I have read the letter issued by the Student Discipline Committee and will remind my child to follow the guidelines stated and fulfill his / her duties as a student.

Class: _____ Class No.: _____

Name of student: _____

Parent signature: _____

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