

1<sup>st</sup> September, 2011

**SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #6 2011-12**

Dear Parents,

**Detention Classes**

Developing good study habits has always been one of the concerns of the school. Students should ensure that they are responsible and complete homework on time. To help those who are unable to finish homework on time, the school will operate a detention class with effect from September 12 (Monday). Please note the following:

1. Students who fail to submit an assignment have to complete the work in the detention class on the same day.
2. Detention classes are held from 3:40 pm to 4:40 pm, Mondays to Thursdays.
3. The school office will inform the parent(s) by phone at around 2:00p.m. about their child having to stay for detention class after school.
4. If a student has accumulated 3 detention records, a 'bad habit' record will be given by the Discipline Department. If the student gets 5 'bad habit' records, a demerit point will be given. Thereupon, every further three detention class records bring one demerit point.
5. If a student is late or absent from the detention class for no reason at all, the Discipline Department will give him/her a verbal warning and a 'bad habit' record on the following day, and the child is to attend detention class and complete his/her work on that same day.

With your full cooperation and support, we hope to help your child become an independent, responsible and proactive learner.

Yours sincerely,

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Mr Kung Kwong Pui Joseph  
Principal

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Reply Slip  
**SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #6 2011-12**  
**Detention Classes**

Dear School,

I have read the details regarding the policy of detention classes. I will support the school by reminding my child to hand in homework on time.

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

Class: \_\_\_\_\_(    )

Signature of Parent: \_\_\_\_\_