

3rd September, 2018

SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #005 2018-19

Dear Parents,

Detention Class

Our first major concern for the coming year is “to provide a learning environment that further fosters self-regulated learning skills”. Through the completion of homework set, your child extends his/her classroom learning; learns about and develops skills in time management; and also learns about the importance of priorities and how to set these priorities in his/her life. For teachers, homework helps them to determine how well the lessons and material are being understood by their students (assessment for learning).

Unfortunately some of our children need some more help to meet this goal of completing homework on a timely basis. Our school has set up a class to help those who are weak at submitting their homework on time. This will take effect from Wednesday 5th September.

Details of the detention class are as follow:

1. Students who fail to submit an assignment have to complete their work in the detention class on the day that the assignment is due.
2. Detention classes are held at lunch time from 12:30 p.m. to 1:20 p.m. on Mondays to Thursdays; or from 1:00 p.m. to 1:50 p.m. on Fridays. Students are allowed to eat their lunch in the class but are expected to get back to the task on hand as soon as they are finished eating. Students will be monitored to see how they use the time.
3. If a student cannot complete his/her homework in the said period, they will be retained after school. If this happens, the school will inform the parent by phone.
4. If a student gets 3 detention records, the Discipline Committee will record a ‘Bad Habit’ in the student’s Handbook and parents will be informed by e-format. If a student gets 5 ‘Bad Habit’ records, a demerit point will be given. If a student gets 3 MORE accumulated detention records, another demerit point will be meted.
5. If a student is late or absent from the detention class without any acceptable reasons, the Discipline Committee will give him/her a verbal warning and a ‘Bad Habit’ record on the following day. At the same time, the student will also need to attend the detention class to complete his/her work on the day missed after school.

We sincerely hope that we will have your full cooperation and support. Without this understanding, trust and support of parents, the school will not be able to help your child in the best possible way. It is crucial for the school and parents to work together to promote the health, well-being, and learning of your child.

To show your understanding of this circular, please reply in e-format; or by returning the hard copy form, duly signed, to the class-teacher.

Yours sincerely,

Dr. Tang Sui Sim Cecilia
Principal

Reply Slip

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Dear Principal,

Detention Class

I have read the details regarding the policy of detention class. I will support the school by reminding my child to take his/her completion of homework seriously and handing it in on time. I also understand that should my child fail to complete his assignment, further action would be taken.

Name of Student: _____

Class: _____()

Signature of Parent: _____