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1 Ka Ning Path,  
Causeway Bay,  
Hong Kong

Our Ref: (GEN056E/201920) in HTSS/STUD/1 Pt.2

28 October, 2019

Dear Parents / Guardians,

**Academic results of S4 students & Arrangements for repeating S4**

It is the school's earnest hope that students will strive to be fully prepared for the upcoming Hong Kong Diploma of Secondary Education (HKDSE) Examination so as to attain the best possible results, thus ensuring a bright future in their academic or career pursuits. Likewise, students should put in every effort in the various school assessments. In addition, students are reminded that those found to have committed plagiarism or cheating are to receive severe penalty, with zero mark entered for the subject(s) involved. As the marks of all uniform tests and examinations have an impact on the calculation of full-year results, which is directly related to promotion to the next level, students who are absent due to illness must produce, on the first day when they return to school, both a letter from the parent/guardian and a valid sick leave certificate issued by a registered doctor. After such relevant documents are received, the school will arrange for the production of an assessed mark for the subject involved, taking into account the student's lesson and homework performance as well as term test results. However, if no relevant document is produced, zero mark will be entered for the subject involved.

Regarding the criteria for determining whether a student can be promoted to the next level, students must achieve, in the Second Term examinations, a pass in at least three of the four core subjects (English Language, Chinese Language, Mathematics and Literal Studies) as well as a pass in at least one of the elective subjects, together with a grade C or above in Conduct. Those who fail to attain the above may be required to repeat S4. Moreover, it must be emphasized that regardless of their academic performance, the school will lower the conduct grades of students as a result of serious violation of school rules. This will affect the promotion of the student.

The range of elective subjects offered in S4 differs from year to year, as the exact combination is decided on after taking into consideration the preferences of the batch of students being promoted to S4, while there is also a limit on the number of students who can be allocated to a particular elective subject. To ensure fairness, S3 students being promoted to S4 enjoy priority over S4 repeaters in class allocation and elective allocation. In other words, S4 repeaters may not be able to remain in the same class or study the same elective(s) in the new school year. In view of such requirements, it is our fervent hope that S4 students will make their best effort in their studies in order to achieve the most satisfactory results and that parents will remind them to behave impeccably at school and strive hard academically, by completing assignments on time and allocating sufficient time for revision before tests and examinations.

Please complete the attached reply slip and have it returned to the Class Teacher at your earliest convenience. Thank you very much for your attention.

Yours faithfully,

  
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CHENG SIU Kam-sheung  
Principal

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**Reply Slip**

Dear Principal,

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I, parent / guardian of student \_\_\_\_\_ (name) in \_\_\_\_\_ (Class) \_\_\_\_\_ (Class Number), acknowledge receipt of the letter concerning the captioned matter and will remind her to make the best effort in the upcoming school assessment.

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian's Name: \_\_\_\_\_