



HKCCCU
Logos Academy

18/9/2012

Circular to Parents, School Year 12-13

MS3 (DSE) No.13
MS4 (DSE) No.12

Dear Parents,

MS3-4 (DSE) Dropping of Elective Subjects

This circular aims at informing parents of DSE students about the dropping of elective subjects. If your child plans to drop a subject, please submit a parents' letter for the application, stating clearly the elective subject(s) your child would like to drop and please also note the following:

1. Students should consider carefully whether the new subject combination (after having dropped a subject) can meet the minimum requirements for the HKDSE programme and a university degree programme they intend to apply in the future;
2. Students are strongly advised to seek approval from their subject teachers and the homeroom teacher before they submit their application letter;
3. Students who drop an elective subject are required to stay in the school library or a designated study-room for self-study during their free periods. Such periods are not free time for students. They should be considerate in the library/the study room, and should not disturb others;
4. The application letter should reach the school by **28th September 2012 (Friday)**. Please ask your child to submit the letter directly to Mr. NG Ka Wo;
5. Students will be notified whether their applications are successful or not by 5th October 2012 (Friday);
6. As the dropping of elective subjects may affect learning and teaching on both students' and teachers' part, the processing will only be done within a designated period. Students are reminded that no late application will be entertained; and
7. MS3 and MS4 students are not allowed to add or change any elective subject (except in very special circumstances).

We believe that students who drop an elective subject would have more time spending on other subjects. They should make good use of these free periods to prepare for the HKDSE examination.

Please complete the reply slip below and have your child return it to his/her homeroom teacher by 21st September (Friday). Should you have any enquiries, please contact Mr. NG Ka Wo on 2337 2123.

Yours sincerely,

Paul CHO
Principal

Reply Slip

"MS3-4 (DSE) Dropping of Elective Subjects"

(Please return it to the homeroom teacher on or before 21st September 2012)

MS3 (DSE) No.13
MS4 (DSE) No.12

Dear Principal,

I have noted the content of the circular "MS3-4 (DSE) Dropping of Elective Subjects".

Student's Name: _____ Class and Class Number: _____ ()
Parent's Name: _____ Parent's Signature: _____
Date: _____ Contact Number: _____