

Tin Ka Ping Secondary School

A Reminder from PE Department

1. Students :

1.1 Lessons :

- ☺ Students should pay attention in the lesson, participate actively and try their best.
- ☺ As soon as the bell rings, the monitor should lead the students to the changing room, line up and wait quietly for the teacher.
- ☺ Change into PE uniforms quickly in the designated area in the changing room, keep quiet and do not misbehave.
- ☺ After changing, assemble at the designated place. Subject monitors should report any absentees to the teacher.
- ☺ Apart from those assigned by the teacher, no other students can enter the PE storeroom.
- ☺ Before moving equipment, students should count the number and take great care in the process.
- ☺ All equipment should be put back in the storage boxes after use.
- ☺ Any missing equipment should be reported to the teacher immediately and be recovered, if possible, with due caution.
- ☺ After class, all equipment should be collected and counted by the assigned student before being returned to its original place in the storeroom.
- ☺ During exercise, students who feel unwell or get injured must report to the teacher immediately. If this happens after reaching home, they must inform parents at once.
- ☺ Pick up all rubbish and make sure no personal belongings are left before leaving the changing room.
- ☺ During the lesson, students are not allowed to buy drinks or food or linger in the tuck shop area to avoid causing any inconvenience.
- ☺ No personal accessories or jewelry should be worn during the lesson to avoid any accident.

1.2 Absence :

- ☺ If students cannot attend PE lessons for whatever reason, they must inform the relevant teacher in advance.
- ☺ Students who are sick or injured must produce a doctor's certificate or a parent's letter. However, they still have to change their uniforms for the lesson to show team spirit.
- ☺ If students feel unwell or get injured in school and are absent from the lesson, they must produce a parent's letter the following day. Nevertheless, they still have to change their uniforms on that day.
- ☺ Since absence from the lesson is not equal to a free lesson or revision period, absentees must bring with them pen to finish the book report and submit to the subject teacher for checking. After making, should keep in the PE file tidily.

1.3 Others :

- ☺ 1.3.1 Name, class and class number must be written on PE uniforms (including sports shoes) and be checked regularly to make sure the writing has not faded.
- ☺ At all times the summer PE shirts must be tucked in and buttoned up properly.
- ☺ Students may only wear PE uniform to school on days when they have PE lessons.
- ☺ All subject materials distributed should be kept properly. Students should also re-read these reminders from time to time to refresh their memory.

2. Parents :

1. Fill in the student's health details accurately and completely so that teachers are well-informed of all physical conditions and health records and can thus offer proper assistance and care.
2. On days for PE lessons, students are strongly advised not to bring excessive amounts of money or valuables to school. If they have to do so, they should ask the teacher to look after these valuables.
3. Students failing to attend PE lessons due to sickness must produce a doctor's certificate or a parent's letter.
4. Encouraging students to develop good habits and attitudes towards sports will help them enjoy their leisure time.

Name of student: _____ Parent's signature: _____ Date: _____

Year							
Class / No							