



Circular Ref.: 18/19-64

27<sup>th</sup> March 2019

Dear parents,

**In-and-out mechanism for students promoting to Form Two**

According to the Medium-Of-Instruction policy in our school, there will be an “in-and-out mechanism” available for the transfer of the MOI classes for students who are promoting to Form Two. Current students in Chinese classes (i.e. F1C, F1D & F1E) are eligible to apply for the transfer to Flexible classes in next academic year (i.e. F2A, F2B) if he fulfills the following requirements: **(i) Passed in English, Maths and Integrated Science (based on annual average marks); and (ii) Ranked top 64 in the whole form (based on annual average marks)** (refer to *Note*). The school authority will allot the seats available in Flexible classes that year to those eligible students in Chinese classes.

If your son meets the above requirements, you can collect an application form (see Appendix 1) from the school office during **28/6 to 4/7** (29/6 being the date for the checking of the temporary report card). Completed form should be returned to the school office **on or before 4/7 at 4 p.m.** Late application will not be accepted. The results for the application will be posted on the notice board of the Academic Affairs Committee outside the school hall on 10/7 at 9 a.m.

In addition, students in Flexible classes (F.1A, F.1B) need to fulfill the following requirements in order to remain in the Flexible classes when promoting to Form Two: **Passed** (Annual average marks 100 or above out of 200 marks) in English subject; **and passed** (based on annual average marks) **in at least 3 subjects** taught in English (excluding English). Students who do not meet the requirements will be assigned to Chinese classes (F2C, F2D or F2E) when promoting to Form Two. There will be no transfer of the MOI classes when promoting to Form Three.

Please sign this notice on or before 1/4. Please contact our academic prefect Mr. Wong Chi Kin should you have any enquiry on the in-and-out mechanism.

(Note):

	Subjects using Chinese as Medium Of Instruction	Subjects using Chinese as Medium Of Instruction
<b>Flexible classes (F. 2A, 2B)</b>	Chinese, Putonghua, Religious studies, Liberal Studies, Chinese History, Visual Arts, Music, Physical Education	English, Maths, Integrated Science, Geography, Economics, Computer Literacy
<b>Chinese classes (F. 2C, 2D, 2E)</b>	Chinese, Putonghua, Religious studies, Liberal Studies, Chinese History, Visual Arts, Music, Physical Education, Geography, Economics, Computer Literacy	English, Maths, Integrated Science,

Yours faithfully,



Ms. To Yuk Yin  
Principal

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Dear Ms. To,

**In-and-out mechanism for students promoting to Form Two**

The letter on the In-and-out Mechanism is noted.

Signature of parent/ guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

**Salesian English School**  
**Transfer to Flexible Classes (F.2A, 2B)**  
**Application Form**

**Appendix 1**

Sample for reference only.  
Forms can be obtained from  
the school office during the  
application period

Dear Principal,

After discussion with my son, who has met the requirements to study in Flexible classes (Passed in English, Maths and Integrated Science; Ranked top 64 in Form One in annual marks), I would like to apply for the transfer to the Flexible classes on behalf of my son. The reasons for the application are:

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I promised that sufficient support would be given to my son, other than the bridging programme offered by the school, to prepare for the change of learning environment if the application is granted. The plans for the bridging are as follows:

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Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Class: \_\_\_\_\_ (            )

Name of parent/ guardian: \_\_\_\_\_

Signature of parent/ guardian: \_\_\_\_\_

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